

Nursery Registration Form



CHILD DETAILS			
Forename:			Surname:
Preferred name:			Boy ☐ Girl ☐
Date of Birth:			
Home Address:			
	Postcode:		
Country of Birth:			
Nationality: (please tick)	British ☐ English ☐ Irish ☐ Scottish ☐ Welsh ☐ Refused ☐ Other (please specify ☐		
Ethnicity: (please tick)	Any other Asian background ☐ Any other Black background ☐ Any other White background ☐ Any other Mixed background ☐ Any other Ethnic group ☐ Bangladeshi ☐ Black - African ☐ Black Caribbean ☐ Chinese ☐ Gypsy ☐ Gypsy/Roma ☐ Indian ☐ Other Gypsy/Roma ☐ Pakistani ☐ Refused ☐ Roma ☐ Traveller of Irish Heritage ☐ White - British ☐ White - Irish ☐ White and Asian ☐ White and Black African ☐ White and Black Caribbean ☐		
First language:		Second language:	

CONTACT DETAILS															
Parent/Carer: Mr/Mrs/Ms/Miss/Other								Parent/Carer: Mr/Mrs/Ms/Miss/Other							
Forename:								Forename:							
Surname:								Surname:							
Address: (if not home address above)								Address: (if not home address above)							
Post Code:								Post Code:							
*Date of Birth:		DD		MM		YYYY		*Date of Birth:		DD		MM		YYYY	
*National Insurance or NASS Number:									*National Insurance or NASS Number:						
* This information will be used by Haven to check for eligibility to claim additional funding ('Early Years Pupil Premium') from central government and to validate funding eligibility codes, if applicable. It will be used for no other purposes and will remain confidential to Haven.															
Tel No's:		Home:						Tel No's:		Home:					
		Mobile:								Mobile:					
E-mail:								E-mail:							
Workplace:								Workplace:							
Job Title:								Job Title:							
Address:								Address:							
Tel No:								Tel No:							
Priority to contact in an emergency: 1st 2nd 3rd 4th 5th								Priority to contact in an emergency: 1st 2nd 3rd 4th 5th							
Relationship to child:								Relationship to child:							
Parental Responsibility: Yes / No								Parental Responsibility: Yes / No							
Authorised to collect child: Yes / No								Authorised to collect child: Yes / No							
Currently serving in the Armed Forces: Yes / No								Currently serving in the Armed Forces: Yes / No							

For Office use only:

Version: June 2025

DOB: Evidence		Family:		Arbor:	
Parent Declaration Received					

ADDITIONAL EMERGENCY CONTACTS	
Forename:	Forename:
Surname:	Surname:
Relationship to child:	Relationship to child:
Home Tel. No:	Home Tel. No:
Mobile Tel. No:	Mobile Tel. No:
Authorised to collect child: Yes / No	Authorised to collect child: Yes / No

MEDICAL INFORMATION	
DOCTOR	
Surgery Name, Address and Tel No:	
Doctor's Name:	
DIETARY NEEDS	
o Artificial colour allergy o No nuts of any type/quantity o Vegetarian o Gluten free o No pork o No beef o Kosher food only o Halal o Other (please specify) o No dairy produce o Seafood allergy 	
MEDICAL INFORMATION	
Known allergies: (Please provide official medical evidence to support this)	
Known medical conditions:	
Any other relevant medical information:	
Regular medication:	
Have any other services been involved with your child? (e.g. Health Visitor; Social Services; Education Psychologist; Bilingual Support Service; Speech Therapist; Child & Family Guidance; Portage; Teacher Advisers; Assessment Unit; Diagnostic Unit; etc.)	
Is there any other information about your child that you feel we should be aware of? (e.g. Does your child have Special Educational or Behavioural Needs of which you are aware?)	
DISABILITY ACCESS FUND	
If your child is in receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP), we can claim Disability Access Funding (DAF). Please note this will not affect your DLA claim or payments. - Only one provider can claim this funding per year. - If you wish to nominate Haven to claim the Disability Access Funding please tick this box: ☐ If you have ticked the box for DAF funding please provide us with a copy of your child's award letter, which we will send to the local authority with a copy of this form to claim the Disability Access Funding.	

ADDITIONAL INFORMATION	
Does your child have any siblings? If yes, please provide for each sibling, their full name, DOB and the name of the nursery/ education setting they attend (if applicable)	
Has your child or will your child be attending a childcare provider in addition to Haven?	Yes ☐ No ☐ If yes, please provide the name of the other childcare provider and the number of 'funded' hours your child attends there.
Does your child have any special requirements? e.g. cultural, religious etc.	
Please tell us how you heard about Haven?	Friend/Family ☐ Internet ☐ Facebook ☐ Twitter ☐ Other ☐
How will you usually travel to nursery?	Walk ☐ Car ☐ Bus ☐ Cycle ☐ Other ☐
We need to be made of aware of any court orders affecting your child. Please indicate whether any such order is in force, providing details as specified (you may wish to provide a copy of the order for ease)	Court order in force: Yes ☐ No ☐ Date of court order: Name of court making order: Details of court order (e.g. residence, contact/access, prohibited steps etc.):

GENERAL AND MULTIMEDIA PERMISSIONS	
Do you give permission for your child to take part in walks and outings away from the Centre?	Yes ☐ No ☐
Do you give permission for staff to apply sun creams if supplied by Haven?	Yes ☐ No ☐
Do you give permission for staff to apply plasters?	Yes ☐ No ☐
In an emergency, do you give permission for your child to receive medical treatment?	Yes ☐ No ☐
In an emergency, do you give permission for staff to administer paracetamol-based suspension products e.g. Calpol?	Yes ☐ No ☐
May we use your child's photograph in printed publications that we produce for promotional purposes?	Yes ☐ No ☐
May we use your child's photograph on project display boards in the Nursery?	Yes ☐ No ☐
May we use your child's image on our website?	Yes ☐ No ☐
May we record your child's image on video or webcam?	Yes ☐ No ☐
Are you happy for your child to appear in the media?	Yes ☐ No ☐
Are you happy for your child to appear on Social Media sites used by the nursery (e.g. Twitter and Facebook)?	Yes ☐ No ☐

FUNDED EARLY YEARS EDUCATION FUNDING

The Funded Entitlement starts the Funding Period (term) **after** your child becomes age eligible. For more information regarding funding entitlements, please visit www.childcarechoices.gov.uk to check eligibility. Haven Nursery School requires a live funding code to be provided by Parents & Carers before attendance commences in order to enable the centre to properly claim entitled funded hours. Reconfirmation of this code is the Parents & Carers responsibility.

Stretched Offers (Whole Centre)

Funded Hours are claimed All Year Round under a Stretched Offer.

The **Stretched Offer Scheme** allows the Funded Entitlement to be taken over a 'stretched' period of 51 weeks that the nursery is open. For children in receipt of the Universal Funding, entitlement of up to 570 hours per year (or up to 11 funded hours per week) can be accessed. Those children eligible for 30 hour funded childcare (a total of up to 1140 hours per year), can access up to 22 funded hours per week.

Term Time Only Attendance (The Hive)

Term Time Only attendance enables 570 hours per year (15 hours per week) to be claimed if solely using Universal Funding, or 1140 hours per year (30 hours per week) if claiming the Working Parents Extended Funding.

A limited number of Term Time Only attendance patterns are available in The Den for children in receipt of disadvantaged 2-year-old funding; however, this is subject to agreement by the Headteacher.

Core Hours, Early Starts & Evening Club

Haven Nursery School offers Core Hours between 8:00am & 5:00pm. Several start and finish times within these are shown in the below table. In addition, we offer an Early Start commencing from 7:45am, and an Evening Club which is 5:00pm – 6:00pm. Both the Early Start & Evening Club are **not covered** under our Core Hours, and therefore Funded Hours cannot be applied to these additional sessions. Children in attendance for these sessions must therefore pay the hourly rate plus meal charges for these sessions, details of which can be found on our Fee Structure. Please also note, there is limited availability for both our Early Start and Evening Club.

Early Start (Unfunded)	7:45am – 8:00am,
Start Times	8:00am
	9:00am
	1:00pm
Finish Times	12:00pm
	4:00pm
	5:00pm
Evening Club (Unfunded)	5:00pm – 6:00pm,

PREFERRED SESSIONS

Please fill out the preferred pattern of attendance for your child, and confirm if you require either an Early Start or the Evening Club on any of their attended days. Please also provide any funding codes you may already have:

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Start? *					
Start Time					
Finish Time					
Evening Club? *					

* Additional charge applies for this service.

Requested Start Date:
Total FUNDED Hours Required Per Week:
Total UNFUNDED Hours Required Per Week:
Working Families /Disadvantaged 2's Funding Code:
Tax Free Childcare Code:

Hive Only – please note, Term Time Only and All Year Round places are subject to availability.

Term Time Only
(38 weeks) ☐

All Year
(51 weeks) ☐

PARENT DECLARATION

- By accepting a place for my child, I accept and agree to adhere to the Childcare Fees and Childcare Terms and Conditions of Haven Nursery School (available at www.haven-sch.org and upon request).
- I agree that invoices for fees and/or meal costs will be addressed jointly or solely (if applicable) to the individual(s) who have signed below.
- I have read and understand the above and give my consent for Haven Nursery School to store the information contained in this form and any further information I provide.
- I agree that email addresses and mobile phone numbers provided may be used as a means of contact to provide news and information about the nursery by email and/or text.
- Please read our Privacy Notice to see how your data will be used and shared. The Privacy Notice can be found on our website.

Signed:		Print Name:		Date:	
Signed:		Print Name:		Date:	