



Nursery Registration Form

Please complete in capital letters	
Child's Full Name:	
Gender: M / F <i>(please circle)</i>	Date of Birth:
Address:	
Postcode:	Tel No:
Child's Birth Certificate/Passport No*:	
Child's NHS Number:	Nationality:
Languages(s):	
Religion:	Ethnicity:
1 st Parent full name:	2 nd Parent full name:
Address if different from above:	Address if different from above:
Relationship to child:	Relationship to child:
Parents Occupation	Parent's Occupation:
Tel no:	Tel no:
Work no:	Work no:
Mobile no:	Mobile no:
Email address:	Email address:
Parental Responsibility : Yes / No <i>(please circle one)</i>	Legal responsibility of the child: Yes/ No <i>(Please circle one)</i>
If you change your address after this application has been sent off, please NOTIFY US.	
Emergency contact details (Please ensure these are different from above):	
Emergency contact one:	Emergency contact two:
Name:	Name:
Relationship:	Relationship:
Tel no:	Tel no:
Mobile no:	Mobile no:
Please provide a password for any other person collecting your child from the nursery, if different from mum or dad. Please note this is part of our safeguarding procedures for the care of children.	Password:

Medical details		
Please ensure details below are completed in full		
Doctors details:	Health visitor:	
Name:	Name:	
Address:	Address:	
Postcode:	Postcode:	
Tel no:	Tel no:	
Immunisation		
Type:	Tick	Date:
BCG		
DTaP / IPV / Hib and PCV		
DTaP / IPV / Hib and Men C		
DTaP / IPV / Hib ,Men C and PCV		
Hib / Men C		
MMR (1 st) and PCV		
DTaP / IPV and dTaP / IPV		
Other: (please state)		
Does your child have allergies? Yes / No		
If yes, please give details:		
As a parent/guardian, I authorize the facility staff to administer first aid to my child and, if required, arrange for emergency medical care. I also grant permission for the emergency contact persons listed on page 1 to act on my behalf until I am available. I commit to reviewing and updating this information whenever changes occur and at least every 6 months.	1st Parent/ Carer Signature:	Date:
	2nd Parent/ Carer Signature:	Date:
Dietary requirements:		
Is your child vegetarian?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If your child is vegetarian, can they eat fish?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please tick the relevant boxes if your child can eat the following items:	<input type="checkbox"/> Halal meat <input type="checkbox"/> Fish <input type="checkbox"/> Milk <input type="checkbox"/> Eggs <input type="checkbox"/> Nuts <input type="checkbox"/> Wheat	
Does your child have any food allergies? If yes, please give details:		

Additional Information	
Does your child have any special needs?	Yes / No*
If yes what are they?	
What special support will they require in our setting:	
Does your child have any of the following in place:	
SEN Support:	Yes / No*
Education, Health & Care Plan (EHC plan)	Yes / No
Are there any professional services in place:	
Speech and Language Therapist	Yes / No*
Name:	Tel No:
Occupational Therapist	Yes / No*
Name:	Tel No*
Educational Therapist	Yes / No*
Name:	Tel no:
Children's Centre:	Yes / No*
Name:	Tel no:
LCIS	Yes / No*
Name:	Tel No:
SENCo	Yes / No*
Name:	Tel No:
Does your family have a social worker for any reason?	Yes / No*
Name:	Based at:
Tel No:	Email address:
What is the reason for the involvement of the Social Care department with your family?	
<i>N.B. if the child has a child protection plan, make a note here, but do not include the details.</i>	

Sessions						
Date you would like your child to start attending Nursery:						
Settling date: <i>(to be set by management)</i>						
Days/Sessions Required	Monday	Tuesday	Wednesday	Thursday	Friday	
Full day (8am-6pm)						
Half day, AM (8am -1pm)						
Half day, PM (1pm- 6pm)						
Education Grant 15hrs AM (8:30am- 11:30am)						
Education Grant 15hrs PM (12:30pm- 3:30pm)						
Education Grant 3ohrs (9:00am – 3:00pm) Over 5 day Period						
Education Grant 3ohrs (8:00am – 6:00pm) Over 3 day period						
Early Start (7:30am- 8:00am)						
After School Club (3:30pm- 6pm)						
<i>I understand that the offer of vacancy is subject to availability, and I agree to comply with the rules and regulations of the Nursery.</i>						
1 st Parent/Carer's Signature:			Date:			
2 nd Parent/Carer's Signature:			Date:			
Manager's Signature:			Date:			
The Nursery Manager is required to verify the original NHS number, birth certificate, and/or passport for the child, along with proof of address and identification for the parent/carers. Please initial and date the box once these documents have been checked and photocopies taken.			Date:			
Reviewed by:		Sign:		Date:		
How did you hear about Trinity Day Care Nursery?						
<input type="checkbox"/> Family/friend <input type="checkbox"/> Website <input type="checkbox"/> Leaflet <input type="checkbox"/> Newspaper <input type="checkbox"/> Town hall <input type="checkbox"/> Other, please state:						
For Office Only:						
Original paperwork checked by:			Date:			
Date Refundable Deposit paid:						
Date Three Week Deposit paid:						
Date when Deposit refunded:						
Funding Only	9 mths 15hrs	2 yrs. 15hrs	3 yrs. 15hrs	3 yrs. 3ohrs	Term time	
Nursery Lunch	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
Nursery Tea	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	



Permissions by Parents/Carers

Please circle YES or No to **give** or **not give** permission for your child to have the following and provide your initials where requested.

Photography – We consent to Trinity Day Care Nursery taking photographs and notes on our child's development and progress, and to display these photographs in the Nursery.	YES / NO	
Tapestry - We consent to Trinity Day Care Nursery taking photographs/videos of our child and uploading them on Tapestry.	Yes / No	
Newsletter - We consent to our child/ren's photographs being included in the newsletter for display in the nursery lobby and on the website.	Yes / No	
Photographs/Videos by Other Parents/Carers - We grant consent for other parents to include photographs/videos of our child in group photographs on special occasions or during group activities.	Yes / No	
Photographs/Video by Other Parents/Carers - Social Media - We agree not to post pictures of our child/ren on social media platforms such as Instagram, Facebook, Snapchat, etc. If we choose to do so, we take full responsibility, and Trinity Day Care Nursery is not liable.	Initials:	
Local Trips - We consent to our child being taken out of the nursery on local trips, such as visits to the park, community walks, library, etc. Risk assessments are conducted beforehand, and parents are informed in advance of any trips.	Yes / No	
Emergency Medical Treatment - We authorize the nursery to seek any necessary emergency medical advice/treatment for our child, and for our child to be seen by a medical practitioner. We understand that the nursery will contact us before or while emergency treatment is being arranged.	Initials:	
Website - We grant consent to Trinity Day Care Nursery to publish photographs of our child enjoying their day at nursery on the website or to showcase a piece of our child's artwork. Parental permission will be obtained beforehand.	Yes / No	
1st Parent/Carer Name:	Signature:	Date:
2nd Parent/Carer Name:	Signature:	Date:

Dear Parents and Guardians,

I am pleased to inform you about our use of Tapestry Online Learning Journal in our setting.

Tapestry allows us to document and track your child's development and progress by making observations, attaching photographs and videos, and including assessments. Parents, guardians, and other relatives can view, like, and comment on these observations. You can also add your own observations of your child's activities outside of our setting.

We will use the Accidents function to record any accident forms for your child. The comments tool enables us to exchange messages between you and us.

The Care Diary function on Tapestry will be used to record your child's food, drink, and toilet entries, as well as nap times. This function also includes an accident form section and a comments tool for communication.

The Documents feature allows us to share important documents, such as our policies and protocols, with you. The Memos feature will be used to provide news and updates about your child.

You can choose to receive email notifications either immediately, daily, or weekly for new entries.

Tapestry securely stores all data on their servers. For more information about Tapestry's data security, please visit <https://tapestry.info/security.html>.

If you would like to proceed, please fill in the slip below with your child's name, your email address, and your signature. Once you return this to us, we will provide details on how to access and use your Tapestry account.

If you have any questions or queries, please speak to our management team.

Many Thanks,

Farhana Yasmin
Nursery Manager

I give permission for a Tapestry account to be created for [name of child]:

The e-mail address I would like to link with the account is:

I give permission for a Tapestry account to be created for me (please sign and date):

Signature:

Trintiy Day Care Nursery
East Avenue, London
E12 6SG
Tel No: 0208 552 3992
Email: nursery@thetrinitycentre.org

