



St. John's  
Nursery

St John's Hall, Bourne Hill  
Palmer's Green, London  
N13 4DA

Tel: 07791 791202

Out of Hours: 07791 791202/020 8360 3537

Email: [office@saintjohnsnursery.co.uk](mailto:office@saintjohnsnursery.co.uk)

# Registration Form

Child's Full Name: ..... Male  Female

D.O.B: ..... Nationality: ..... Language(s) Spoken At Home: .....

Religion: ..... What is your relation to the child? : .....

Who the child usually lives with: .....

Child's Home Address: .....

..... Postcode: .....

Security Password: .....

**Mothers Name:** ..... **Occupation:** .....

Daytime Tel No: ..... Email: .....

Date of Birth: ..... National Insurance No: .....

Address: .....

..... Post Code: .....

**Fathers Name:** ..... **Occupation:** .....

Daytime Tel No: ..... Email: .....

Date of Birth: ..... National Insurance No: .....

Address: .....

..... Post Code: .....

**Family Doctor's Name:** ..... **Phone Number:** .....

Address: .....

..... Post Code: .....

## Emergency Contact:

Your child will only be released to an authorized person(s) listed on this form (Child's parent/ guardian/carers). In case of emergency or unforeseen circumstances, please indicate names, address and phone numbers of who you authorize to pick up your child on your behalf. However it is your responsibility to inform us on a daily basis if you will not be collecting your child.

Name: ..... Relation: ..... Tel No: .....

Address: .....

Name: ..... Relation: ..... Tel No: .....

Address: .....

Name: ..... Relation: ..... Tel No: .....

Address: .....

**Child's Medical History** (Allergies, Speech Difficulties and Disabilities) if any: .....

.....

Dietary Information: .....

Milk Consent: Yes/No - Please Sign ..... Apply Plasters: Yes/ No - Please Sign .....

**Morning/ Afternoon Sessions:**

Please circle which sessions are required.

MON am / pm	TUES am / pm	WED am / pm	THURS am / pm	FRI am / pm
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Start Date: ..... Leaving Date: ..... Future School: .....

- PHOTOCOPY OF BIRTH CERTIFICATE/ PASSPORT
- PHOTOCOPY OF IMMUNISATIONS
- PHOTOCOPY OF UTILTY BILL

**TERMS & CONDITIONS OF ADMISSION & ENROLMENT**

- 1 **Fees:** Fees are payable 4 weeks in advance, cheques are to be made payable to St John’s Nursery. Fees are non-refundable because of absence, appointments, illness, holidays or any other reason.
- 2 **Notice:** Four weeks’ notice of withdrawal from the nursery must be given in advance and in writing. Full fees are payable for this period. If you have registered for the nursery and have confirmed a starting date, then decide not to take up the place, 4 weeks written notice is still required and 4 weeks fees are payable.
- 3 **Resources Fee:** There is a Resources Fee of £60.00 for 15 hours per week children and £100 for 30 hours per week children which must be paid before your child starts nursery. These fees are subject to annual review.
- 4 Please telephone to inform us if your child is off sick/absent.
- 5 School uniform Sweatshirts/T Shirts are available to purchase.
- 6 I understand that there is a £10 charge for lateness for the first 15minutes and £5 for every additional 5 minutes.
- 7 I understand that there is £5.00 fee for book bag hire for a year.
- 8 **To comply with the Date Protection Act 1998 we need your permission before we take or use any photographs of your child. I hereby give my consent for my child to be included in single/group photographs, learning journals and displayed within the nursery environment and to be included in videos for use within the nursery.**

Parent/Guardian/Carer: ..... Date: .....

- 9 I hereby give consent for staff to carry out observations to keep the relevant documentation on record.

Parent/Guardian/Carer: ..... Date: .....

- 10 I hereby give my consent to enable the child to receive Emergency Medical Treatment, apply plasters and in case of emergency take them to hospital in ambulance, if the parents/carers are not able to be contacted.

Parent/Guardian/Carer: ..... Date: .....

- 11 I hereby give my consent for my child’s clothing to be changed/ removed if necessary.

Parent/Guardian/Carer: ..... Date: .....

- 12 I give my permission for my child to participate on outings.

Parent/Guardian/Carer: ..... Date: .....

- 13 I hereby apply for enrolment into St John’s Nursery in accordance with the conditions.

Parent/Guardian/Carer: ..... Date: .....