

STOKE GREEN DAY NURSERY

CHILD REGISTRATION FORM

Child's Full Name _____

Date of Birth _____ Gender _____

Home Address _____ Home Telephone _____

_____ Mobile Number _____

_____ Email _____

Post Code _____

Parent 1 _____

Address _____

Place of work _____

Daytime telephone Number _____

Contact Email address _____

Relationship to Child _____

Parent 2 _____

Address _____

Place of work _____

Daytime telephone number _____

Contact Email address _____

Relationship to child _____

Brothers and sisters names and ages

Name of adult/s the child resides with

Name of persons regularly collecting child

1. _____

No child will be released to any unauthorised person

2. _____

3. _____

SHOULD THE NAMED PERSONS STATED ABOVE BECOME UNABLE TO COLLECT YOUR CHILD, THE NURSERY WILL REQUEST PARENTS TO GIVE WRITTEN PERMISSION FOR ANY NEW COLLECTORS TO PICK UP YOUR CHILD. A PASSWORD SYSTEM WILL ENABLE STAFF MEMBERS TO RELEASE YOUR CHILD TO THEM FROM THE NURSERY

PASSWORD _____

Who has parental responsibility for your child?

1. _____
2. _____

Is there any information you can provide us with regarding legal contact for your child?

The emergency contacts should be different from the named persons above and should be someone other than the child's parents/carers

Emergency Contact 1 _____ Relationship to Child _____

Home Tel Number _____ Mobile number _____

Emergency Contact 2 _____ Relationship to Child _____

Home Tel Number _____ Mobile number _____

Child's Religion/Ethnic Origin _____

Child's Language spoken at home _____

Child's doctor _____ Telephone Number _____

Address _____

Health Visitor _____ Telephone Number _____

Address _____

Record of Information

Past childhood illnesses (for example chickenpox, measles.....)		
Has your child been immunised against?	Yes	No
Diphtheria/Tetanus/Polio		
Whooping Cough		
Measles/Mumps/Rubella		
HIBS (Haemophilus Influenzae)		
Meningitis C		
Has your child any on-going health problems?		
Has your child had any major illness/operation?		
Is your child allergic to anything?		
Has your child got any fears or phobias?		
Has your child got any food allergies?		
Does your child have any special need that you would like to discuss with staff?		
Is your child being seen by a Speech Therapist, Portage worker, Social worker etc?		
Is there any other information that the staff should know about your child or any procedures prohibited for medical, religious, cultural or other reasons?		

Are there any other nurseries, play groups or child minders attended or previously attended by your child?				
If yes can we have your permission to contact them to discuss your child's progress and development?				
Yes/no	Name of provider		Telephone number	
When is your child expected to start school?				

This information will be kept confidential

In the event of your child falling ill or requiring emergency care all efforts will be made to contact you, however if we are unable to contact you:

- I agree/do not agree for my child to be given any hospital treatment/advice as necessary in case of illness or accident, this includes anaesthetic, whilst in the care of the Nursery.*

Signed..... Date.....

- I do/do not give consent for my child to go on outings e.g to the park with nursery staff. Mobile phones and first aid box are always carried on any outing. Risk assessments are in place and staff ratios are always increased. Younger children will have access to a double pushchair or safety harness if walking.*

If we are going further afield on a Nursery outing to support learning experience then further consent will always be sought.

- I agree/do not agree to sun/nappy cream being applied to my child if needed*
- I agree/do not agree to photos of my child to be used in and around the nursery and in their learning journey*

I enclose the non-refundable £40 registration fee and the refundable deposit of 1 week's fees.

I/we have read the parent contract and agree to the content stated

Childs Name _____

Parent/Guardian _____

Signed _____

Relationship to child _____

Date _____

PLEASE NOTIFY STOKE GREEN DAY NURSERY IMMEDIATELY OF ANY CHANGES TO THIS FORM TO ENSURE WE HOLD THE CORRECT DETAILS FOR YOUR CH



Dear parents and carer's

We are very pleased to inform you of our online journals. These online journals will allow you to access you child's, observation and photos when is convenient for you. We have created these through a highly secure software call Tapestry. When logging in with your secure password and username you will be able to view your child's videos, phots and observations of their time at nursery.

You can also add your own comments to the observations and add your own photos, videos and observations to share with us which we can't wait for. This allows us to view how you feel about your child's development and for you to be able to follow your child individual progress closely and reflect on their time at nursery.

You will receive an email when an item has been added. The staff will assign your child's learning experience to a specific area of learning so you can see what your child is achieving and it what age band.

We take the safety of the children very seriously therefore we would ask you to complete the information overleaf to show you understand and will agree with our guideline. Risk assessments and policies are in place to ensure we are using the system correctly and managing the risks to allow them to be at the lowest risk possible.

If you wish to be supported by a member of staff in setting up your account please see Charlene I will gladly help you.

You can download the mobile app on your play store.

We hope you are excited as we are to use this new way of viewing and being a part of your child achievements!

Many thanks

Charlene Adams

Nursery Manager



Agreed guidelines for accessing and using Tapestry Online Journals

As a parent I will

Not publish and of my child's observations, photographs or videos on any social media site

Keep login details secure and not share them

Speak to a member of staff if I experience any difficulties accessing my child's learning journey

I agree to the guidelines

Parent one

Print name -----

Name of child-----

Signature ----- date -----

Email -----

Parents two

Print name -----

Name of child-----

Signature ----- date -----

Email -----

Please return this to a member of staff and Charlene will set up your account and send your login details
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Stoke Green Day Nursery

Online Learning Journey - Parents' Guide

Introduction

All children attending Stoke green day nursery will have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences and development during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

Where do I start?

Once you have given us an email address, we will set up a profile which will send out an activation link

Changing your settings

On the computer

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journey - just tick or untick the relevant box if you would like to change this setting.

On iPhone/iPad

To change your settings on the iPhone/iPad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing my child's Learning Journey

Once logged in, you will see your child's observations on your home screen in a list - selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

Adding an entry to my child's Learning Journey

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

Let us know how you get on!

Social Media Permission Slip

We have an open Facebook page that we love to share your child's activities, work and photos on. Please like and share our page. We put regular updates and events on there to keep you updated. Also you can feel free to share with us too.

I agree/do not agree to my child..... having their photos and work being shared on social media such as our Facebook page.

Child's name.....

Signed..... Date.....

Nursery Policies

Please complete the following to let us know if you would or would not like a copy of our nursery policies sending to you by email.

Child's name..... Date.....

I would/ would not like a copy of the nursery policies sending by email/

Email address.....

Name..... Signed

Nursery Invoice

If applicable, please complete the slip below so that we can send your monthly invoice over to you by email.

Child's name..... Date.....

Email address.....

Name..... Signed