Registration Form

Please fill in ALL sections of this form

Child's Details		
Name of child:	Also known as:	
Date of birth:	Birth certificate/Passport seen: Yes/No	
Address:	Religion:	Ethnicity:
Gender:	Nationality:	
Home language:	Any other languages spoken at home:	
Family Details		
Mother's name:	Father's name:	
Date of birth:	Date of birth:	
National Insurance number:	National Insurance number:	
Occupation:	Occupation:	
Place of work:	Place of work:	
Home phone number:	Home phone number:	
Mobile phone number:	Mobile phone number:	
Work phone number:	Work phone number:	
Email address:	Email address:	
Address if different to above:	Address if different to above:	
Parental responsibility: Yes/No	Parental responsibility: Yes/No	

Other Contacts (please provide us with at least 1 other emergency contact)	
Name:	Name:
Relationship to child:	Relationship to child:
Address:	Address:
Place of work:	Place of work:
Occupation:	Occupation:
Home phone number:	Home phone number:
Mobile phone number:	Mobile phone number:
Work phone number:	Work phone number:
Adults who are likely to collect me:	
Adults we need to contact in an emergency and first telephone number to call:	
Please provide us with a **PASSWORD** that can be used by adults to collect your child:	

Medical Details	
Does your child have any allergies? Yes/No	
If yes, please give details of cause and reaction:	
Does your child tolerate penicillin? Yes/No/Unsure	
Does your child have any special dietary considerations? Yes/No	
If yes, please give details:	
Name of GP:	Name of Health Visitor:
Surgery address:	Surgery address:

Telephone number:	Telephone number:
Name of dentist:	Dentist's address & phone number:
Do you have any concerns regarding your child's development? Yes/No Please give details:	
Details of any Special Educational Needs if applicable:	
Details of any other agencies involved in your child's development, e.g. social worker, health visitor, speech therapist etc.	
Has your child had their Two-Year Review with their health visitor? Yes/No If yes, please provide a copy along with this registration form.	
30 hours funding code (this should start with a '5'):	

Accepted sessions (please read our Policies, Procedures and Permissions document)

- Are you paying privately for your childcare?
  If yes, please go to 'Model A'

- Are you eligible for the targeted 2-year-old funding of 15 hours?
  If yes, please go to 'Model B'

- Are you eligible for the 15 hours universal funding for 3- and 4-year-olds?
  If yes, please go to 'Model B'

- Are you eligible for the 30-hours Working Entitlement Funding for children aged 9 months to 4 years?
  If yes, please go to 'Model C'

Model A

Parents and carers paying privately.

For continuity and consistency of care we require a minimum of 2 x 5.5 hour sessions a week. You can customize your own 'longer day' but to maximize our quality time with your children, our latest drop off is 9.30am and or earliest pick up is 2.30pm.

Please note, short days and morning sessions are very popular and subject to availability.

PLEASE INDICATE YOUR PREFERRED SESSIONS BY HIGHLIGHTING AS APPROPRIATE

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session	7.30-1.00 8.00-1.30	7.30-1.00 8.00-1.30	7.30-1.00 8.00-1.30	7.30-1.00 8.00-1.30	7.30-1.00 8.00-1.30
Afternoon session	11.30-5.00 12.00-5.30	11.30-5.00 12.00-5.30	11.30-5.00 12.00-5.30	11.30-5.00 12.00-5.30	11.30-5.00 12.00-5.30
Short day	9.00-2.30 9.15-2.45 9.30-3.00	9.00-2.30 9.15-2.45 9.30-3.00	9.00-2.30 9.15-2.45 9.30-3.00	9.00-2.30 9.15-2.45 9.30-3.00	9.00-2.30 9.15-2.45 9.30-3.00
Other long day – please write times you would ideally like					

Model B

Parents/carers in receipt of targeted two-year-old funding, or universal funding for 3- and 4-year-olds. 15 hours per week.

Please note that as we are open all year round, we only accept the stretched funding model of 11 hours per week, and our funded model is 5.5 hours per day as below. For continuity and consistency of care we require a minimum of 2 sessions a week.

Short days and morning sessions are very popular and subject to availability. Parents are very welcome to access other hours outside of our 'short day' widow – these will be charged at our private rate.

PLEASE INDICATE YOUR PREFERRED SESSIONS BY HIGHLIGHTING AS APPROPRIATE

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session	7.30-1.00 8.00-1.30	7.30-1.00 8.00-1.30	7.30-1.00 8.00-1.30	7.30-1.00 8.00-1.30	7.30-1.00 8.00-1.30
Afternoon session	11.30-5.00 12.00-5.30	11.30-5.00 12.00-5.30	11.30-5.00 12.00-5.30	11.30-5.00 12.00-5.30	11.30-5.00 12.00-5.30
Short day	9.00-2.30 9.15-2.45 9.30-3.00	9.00-2.30 9.15-2.45 9.30-3.00	9.00-2.30 9.15-2.45 9.30-3.00	9.00-2.30 9.15-2.45 9.30-3.00	9.00-2.30 9.15-2.45 9.30-3.00
Other long day – please write times you would ideally like					

Model C

Parents/Carers in receipt of 30 hour working entitlement for children aged 9 months to 4 years.

Please note, as we are open all year round, we only accept the stretched funding model of 22.5 hours per week, and our funded model is 7.5 hours per day as below. For continuity and consistency of care we require a minimum of 2 sessions per week. Parents are welcome to access other hours outside of these sessions to create a longer day subject to availability – these will be charged at our private rate.

PLEASE INDICATE YOUR PREFERRED SESSIONS BY HIGHLIGHTING AS APPROPRIATE

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Day session	8.00-3.30 8.30-4.00 9.00-4.30 9.30-5.00	8.00-3.30 8.30-4.00 9.00-4.30 9.30-5.00	8.00-3.30 8.30-4.00 9.00-4.30 9.30-5.00	8.00-3.30 8.30-4.00 9.00-4.30 9.30-5.00	8.00-3.30 8.30-4.00 9.00-4.30 9.30-5.00
Other long day – please write times you would ideally like					

There are optional additional fees applicable to families in receipt of the 30-hour working entitlement funded hours – please see our Policies, Procedures and Permissions form for details.

PLEASE NOTE WE DO NOT OFFER TERM TIME ONLY PLACES.

Prior to your child starting officially, they will have taster sessions on the days they are due to attend. This will be one week for preschool and two weeks for babies, tweenies and twos. This will include an initial induction chat with the room leader. These taster sessions will be short and will be a chance for your child become familiar with the nursery and key person without their parents.

Please let us know your preferred date or starting taster sessions:

Please let us know your preferred official start date:

Please return your completed registration documents and confirmation of payment of the administration fee within two weeks of your tour of the setting.

Bank details for BACS payments:
Account name: Happy Hares Nursery Ltd.
Sort code: 09-02-22
Account number: 10732133

clare@happyhares.com OR louisehappyhares@gmail.com