

Preferred Nursery

Child Details

First name: _____ Middle name: _____

Surname: _____

Date of birth: _____ Position in family: _____

Address: _____

Health issues/Medication: _____

Allergies: _____

Dietary requirements: _____

Has your child been immunised against the following diseases:

Whooping cough	<input type="checkbox"/>	Tetanus	<input type="checkbox"/>	M.M.R.	<input type="checkbox"/>
Polio	<input type="checkbox"/>	Diphtheria	<input type="checkbox"/>		

Doctor: _____ Health Visitor: _____

Address: _____ Address: _____

Tel No: _____ Tel No: _____

Attendance

Please use the table below to highlight the place you require. Technotots recognises that parents in the 21st century require flexible childcare and offer a range of places to suit each individual child.

am	Tick box	Start	pm	Tick box	Finish
Full Time		7 am	Full Time		6 pm
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		

We can also accommodate for different shifts - please speak to the nursery manager to arrange your specific requirements.

Parent Details

Mother Name: _____

Address: _____ Postcode: _____

Tel No: _____ Email: _____

Company name: _____

Work address: _____

Work Tel No: _____ Hours of work: _____

Work Email: _____

Father Name: _____

Address: _____ Postcode: _____

Tel No: _____ Email: _____

Company name: _____

Work address: _____

Work Tel No: _____ Hours of work: _____

Work Email: _____

Emergency contacts

The parent will always be our first point of contact, but Technotots require two additional people that are known to the nursery staff so we can contact them in the event of an emergency. Please also choose a password for these contacts - they will be asked for the password when they come to the nursery and in some cases may be asked for proof of their identity (drivers licence or passport will be accepted as proof).

1st Emergency Contact

Name: _____

Address: _____

Tel No: _____

Relationship to child: _____

2nd Emergency Contact

Name: _____

Address: _____

Tel No: _____

Relationship to child: _____

Registration Agreement

I/we have read and agree to Technotots Terms and Conditions.

I/we agree to uphold the Terms and Conditions.

Parent signature: _____

Office use only

Actual Start Date:

Fees for 1 week:

Deposit paid (amount and date):

<input type="text"/>	<input type="text"/>
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Received by:

- 1 We give permission to the staff at Technotots to take my/our child out on regular outings to various places of interest and understand that this may involve going on public transport.
We do not wish my/our child to participate in nursery outings.

Signed: _____ Date: _____

- 2 We agree to my/our child's photograph being taken and used to promote the nursery.
We understand that the images may be used in and around the nursery, and on the Technotots website, as well as in local press (e.g. evening telegraph, courier).
We do not agree to our child's photograph being taken and would not like them to be involved in the promotion of the nursery.

Signed: _____ Date: _____

- 3 From time to time it may be necessary to apply suntan lotion to your child, especially in the better weather. Please sign below if you would like us to apply this for you. (Child's own suntan lotion/cream must be provided by the parent).

Signed: _____ Date: _____

Please read and sign the declarations below. User names and passwords will be issued once this form has been completed and given to the nursery manager. If you have any concerns regarding your child's place at technotots please contact **Pamela Gall**.

- 4 We have read and understand the terms and conditions of my/our child's place at Technotots.
We understand that other authorised users will have access to the technology to view their child/children.

We understand that we share a responsibility with Technotots to ensure that passwords are held in a private and secure place, and are not passed on to other persons without the prior knowledge/approval of Technotots.

We understand that we share responsibilities with Technotots to ensure that images of children at play at the nursery are not passed to a third party.

We understand that although Technotots use high level internet and computer security systems and procedures, unauthorised access to the live site cannot be guaranteed.

Signed: _____

Print name: _____ Date: _____

Technotots requires this sheet to be completed before access can be given to the virtual website and web cam's. This record will be used for information purposes only and will not be shared with a third party. Thank you.

Child's Name:

Date of Birth:

Please state the make of your computer, the location(s) which the Technotots virtual website and web cam's will be accessed from: (i.e. IBM Home PC situated at home address)

PC 1: Computer

Location/address

PC 2: Computer

Location/address

PC 3: Computer

Location/address

Please detail the Internet Service Provider for each Computer (i.e. AOL/ BT Internet)

PC 1:

PC 2:

PC 3:

Please state which email address(es) you would like us to send Email to. Please also state which computer this address will be accessed from:

Email 1: Computer

Location/address

Email 2: Computer

Location/address

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Terms and Conditions

Please read the following carefully

In these Terms and Conditions "the nursery" is Technotots Nursery, Brunel Road and "the parents" are the parent(s), guardian(s) or responsible person for any child attending the nursery.

The Enrolment Form must be signed and returned to the nursery on your child's first day. Signature of this form confirms the understanding and acceptance of these Terms and Conditions.

Payment of fees

- Returnable deposits of one week's fees are required to secure your child's place at Technotots.
- Technotots requires fees to be paid in advance. Fees must be paid in full the first day of each week your child attends the nursery.
- Fees are payable all year round whether your child attends the nursery or not (this includes all holidays and public holidays).
- Fees will be reviewed on an annual basis and parents will be given a weeks notice of any changes.
- Fees can be paid by cash, cheque or direct debit.
- Your child's place may be withdrawn if you do not pay his/her fees.

Notice of removal (General)

- Technotots requires 4 weeks notice in writing if you wish to withdraw from this contract.
- You are liable for all fees during the period of notice.
- We regret that if you cannot give us 4 weeks notice we are unable to return the deposit made at the start of this contract.
- We reserve the right to withdraw your child's place without notice if their presence at nursery is harmful to their own or another child's well being. In these circumstances we will waive the required period of notice but regret that we will be unable to return the deposit made at the start of this contract.
- The nursery reserves the right to exclude any child whose behaviour cannot be controlled by the nursery staff.
- The nursery may give notice if fees are not paid.
- Technotots should be contacted if your child will be absent from nursery - if we are not, we may contact you ourselves - unexplained absences may result in your place being withdrawn.

Illness

- Children attending Technotots should be fully immunised.
- Please inform the nursery if your child has been in contact with any infectious disease.
- Please inform the nursery if your child will be absent and let us know when they will return to the nursery.
- Children will not be able to attend the nursery if they are deemed by the nursery to be unwell.
- Medicines cannot be given to a child unless a doctor has prescribed them.
- If your child becomes unwell during the day you will be asked to collect them from nursery.
- If your child has suffered from sickness and/or diarrhoea, we regret that they cannot attend nursery until a period of 48 hours has passed.
- Please tell us if your child uses any medical equipment such as EpiPens or inhalers.

Collection

- We expect parents to make every effort to collect their child on time.
- Children will not be permitted to leave the building with an unknown adult or a minor under 16 years of age.
- Children will not be allowed to leave the nursery with anyone who appears to be under the influence of drugs or alcohol.
- If the parents are not able to collect the child, they must phone the nursery and inform them of who is coming to collect the child. The nursery staff should know this person. If not they should bring identification with them and know the child's collection password.
- Any information that is electronically received (i.e. email) regarding the collection of children will be followed up with a phone call from the nursery management to confirm the change of adult. Emails alone are not accepted.

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Terms and Conditions

Change of details/clothing

- Parents are required to inform the nursery of any change of address, phone number, circumstances.
- Parents must provide two additional emergency contact numbers for their child.
- Parents must ensure these people come into the nursery at least once, so the nursery staff recognise the person.
- Parents must agree on a password (security ID word) which is personal to them so staff can ask the emergency contact for it when they come to collect the child.
- Children should be appropriately dressed for nursery and weather conditions.
- Children should bring a change of clothing in a bag suitable for nursery.

Web cam/passwords

- Passwords will be only issued to two nominated adults/carers per household.
- Forgotten passwords will be reissued to the nominated carers on confirmation of the security ID word. This procedure will only be repeated three times, after which access to the web cameras will be withdrawn meantime.
- Requests for special access for other family members may be granted in some circumstances. Please ask the nursery manager.
- Where passwords are knowingly passed to an unauthorised user without prior approval, Technotots will suspend access to the web cam's meantime pending further investigation and instruction.
- In a second instance, where a password is knowingly passed too an unauthorised user without the prior approval of Technotots, and this action results in unauthorised access, the child's place will be cancelled immediately.

Password security

- User names and passwords will be issued to you when your child starts at Technotots.
- These user names and passwords are for the registered users only and will be tied to the parents PC.
- Parents must inform the nursery which computer and ISP they will be using (i.e. Home PC and B.T. Internet)
- The user names and passwords are your responsibility and should be treated with the same care as you protect your PIN numbers for credit and debit cards.
- If you suspect that someone has your user name and passwords you must inform the nursery immediately.
- Misuse of a Technotots user name and password will result in the web cam user name and password being withdrawn, and may result in removal of your child's place at Technotots.
- Parents workshops will run periodically and will cover topics which will help you protect your password and maintain the security of your workstation and home PC.

Loss/damage

- Items of value should be marked with the child's name.
- The nursery cannot accept responsibility for loss or damage to clothing or property.
- Children should be encouraged to leave personal belongings at home and should not bring any toys or money into the nursery.
- Children can bring comforters to nursery but when the child is more comfortable with their surroundings they will be encouraged to put these in their bag for safe keeping.

I agree to abide by the conditions set in this contract.

Signed: _____

Print name: _____

Date: _____