

APPLICATION/REGISTRATION FORM

CHILD'S SURNAME:

.....

FIRST NAME: (In full & Correct Order)

.....

DATE OF BIRTH:

.....

ETHNIC ORIGIN: SEX:

.....

CHILD'S MOTHER'S TONGUE:
e.g. English, Yoruba, Creole etc.

.....

RELIGION:

PARENT/CARER'S NAME:

.....

HOME ADDRESS AND PHONE NUMBER:

.....

.....

.....

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PARENT/CARER'S WORK ADDRESS

.....

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.....

.....

TELEPHONE NO.

TELEPHONE NO.

FAMILY DOCTOR'S NAME & ADDRESS AND PHONE NUMBER:

.....

.....

DETAILS OF ANY SPECIAL HEALTH PROBLEMS AND PHONE NUMBER E.G

Disability, Conditions, Medication, allergies or diet restrictions:.....

.....

.....

TELEPHONE NO.

ANY SPECIAL OR PARTICULAR REQUIREMENTS FOR YOUR CHILD'S NEED:

.....

.....

.....

WHEN DID YOUR CHILD LAST TAKE HIS/HER IMMUNISATION?:.....

.....

WHICH WAS HIS/HER LAST IMMUNISATION?.....

.....

WHICH IMMUNISATION IS LEFT FOR YOUR CHILD TO TAKE?.....

..... WHEN WILL THAT BE DUE?

COULD YOU PLEASE GIVE THE NAME AND ADDRESS AND PHONE NUMBER
OF A MEMBER OF YOUR FAMILY WE MAY CONTACT IN EMERGENCY:

.....

.....PHONE NUMBER.....

COULD YOU PLEASE GIVE THE NAMES, ADDRESSES AND PHONE NO. OF AT LEAST TWO PEOPLE WHO CAN COLLECT YOUR CHILD ON YOUR BEHALF:

a).....

b).....

.....

.....

.....

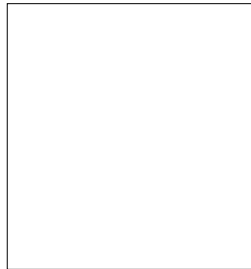
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PHONE NO.....

PHONE NUMBER.....



HIS/HER PASSPORT SIZE



HIS/HER PASSPORT SIZE

START DATE:

MEDICAL DETAILS - *to be completed by the parent/carer of the child.*

Name of Child:

Please give details

AT	2months	3months	4months	1year	pre-school
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Triple HIB Polio					
M.M.R					
BCG <i>(If applicable)</i>					
Others <i>(Please state)</i>					

G.P Name:

Address:

Tel.No:

Health Visitor:

Address:

Tel No:

- Has your child been admitted into hospital? Yes No
If yes, please give details below:

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- Does your child have any recurring illness? Yes No
If yes, what are the indicating signs and symptoms,
and what treatment must your child receive?

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- Does your child have any medical condition which requires
regular medication? Yes No
If yes, Please give details?

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- Does your child have any special dietary needs, allergies
or health problems? Yes No
If yes; please give full details/requirements.

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EMERGENCY

Should an emergency occur with your child during their time in the Nursery, the Nursery Staff must reserve the right to take the child immediately to a local hospital if it is felt that your child needs urgent medical examination/attention.

In less urgent circumstances the Nursery Staff still reserve the right to take your child to the local hospital for an examination if the Nursery Staff feels it is urgent that your child receives medical attention immediately.

In both cases every effort will be made to contact you immediately to inform you of the situation, as parents work may be across the borough we are aware that it can take some

time to contact parents and therefore we seek permission to take your child to hospital, as an emergency, should the situation arise.

PARENTS RESPONSE

I give my permission for my child to be taken to Hospital in the event of a medical emergency or accident. In this event the child will be accompanied by a member of staff and steps will be taken immediately to inform me of the situation, should one arise.

Name Signed

Date

In the serious event that parents fail to collect their child/ren from Nursery.

In the event that parents should ever fail to collect their child/ren from the Nursery. The child will be taken to either the Local Police Station or the Local Social Service Office by a member of the Nursery Staff and left in the care of a responsible member of Police/Social Services staff.

Parents will be informed of their child's whereabouts as soon as they can be contacted. Should this situation ever arise where a parent fails to collect their child or inform the Nursery that they will be late, the Nursery will have no option but to immediately withdraw the Nursery place after the second occasion.

I have read and understood the implications of this Policy.

Signed:

PARENT APPLICATION FOR NURSERY STAFF TO ADMINISTER MEDICINE TO A CHILD

Please ensure you have read the Guidelines for Administration of Medication to Children at Victory Nursery.

Name of child:

Nursery:

Please supply detailed information of your child’s medical condition which requires medication:
(In some cases a supporting letter from the child’s doctor will be required).

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The most important principle of this organisation is care for `the child` and as such we endeavour to effectively implement this principle within the framework and limitation of our resources. We know that even the law cannot guarantee one hundred percent accident-free play. But we can assure you maximum safety for our children during play and we know that with God we will succeed.

To be sure that all parents are aware of **VICTORY NURSERY'S** position, we need parents to sign our `**consent form**` which gives us permission to take their children out on trips to interesting places e.g. swimming, museum, adventure playground and exhibitions.

Any child whose parent does not sign the **consent form** will unfortunately not be allowed to go out of the premises.

I hereby give permission for my child/children to be taken out on the days appointed by the Nursery.

NAME OF CHILD/REN

1

2

3

4

PARENT/CARERSIGNATURE:

.....

DATE.....

SETTLING IN PERIOD

This period is for 2 days in the week that your child starts nursery permanently.

Date and time:

.....at.....

Items required

Complete change of clothing

Nappies (if applicable)

You will be required at the end of the week to take home and wash the sheets your child sleeps on.

Fees

Payment is required on the first day of your child attending the nursery two weeks in advance.

Management

POLICY ON CHILDREN NOT COLLECTED FROM THE NURSERY

- Victory Nursery is not covered to take on responsibility for any child not collected after 6pm.
- Under no circumstances must any member of staff be responsible for any child not collected from the nursery.

- The Manager or Deputy Manager will receive the child in the office while all effort is made to contact the parent, guardian and any other relevant persons authorised to collect the child.
- After 30 minutes of waiting we will notify Lambeth Social Services emergency service, who **will come immediately to collect your child and may take the child into overnight care.**
- Your child will be discharged from the nursery if you are continually late in collecting.
- In order to prevent us having to take such distressing action, **it is of paramount importance that you endeavour to keep the nursery up-dated of any change in your circumstances; such as change of phone numbers and your whereabouts during nursery hours.**

We hope you will appreciate the need for such a policy in order to protect you, your child and staff.

I have seen, read and understood the policy stated above and agree to abide by it.

Child's name.....

Signature.....

Print name.....

Date.....

CHILD PROTECTION

Our nursery believes that children have the right to be completely secured from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

The nursery's child protection procedures comply with all relevant legislation and other guidance or advice from the Area Child Protection Committee (CPC).

The nursery is committed to reviewing its Child Protection policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers during their child's setting in period.

Recognising Child Abuse

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff has child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

Physical Abuse: This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

Sexual Abuse: This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts.

Showing children pornographic materials, sexual activities or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

Emotional Abuse: Varying degrees of emotional abuse is present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable

Neglect: Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

Staff Support and Training

The nursery is committed to ensuring that it meets its responsibility in respect of child protection through the provision of support and training for staff. Therefore, the club will ensure that:

- All staff, students and volunteers are carefully recruited, have verified references and have full and up to date Criminal Record Bureau Checks.
- All staff and volunteers are given a copy of the child protection policy during their induction, and have its implications explained to them.
- All staff and volunteers receive regular training and supervision in child protection issues and are provided with any relevant information and guidance.
- All staff is provided with supervision and management support commensurate with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children.
- All staff is aware of the main indicators of child abuse.
- All staff is aware of their statutory requirement in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the manager.
- The nursery will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with it's duties to protect the safety of children and up hold fair processes for staff, students and volunteers. Any member of staff, a student or volunteers under investigation for the alleged abuse of a child, will be subject to the provisions of the staff Disciplinary policy.

BEHAVIOUR MANAGEMENT POLICY

Our Nursery recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

The aims of our Behaviour Management Policy are to help children to:

- Develop a sense of caring and respect for one another.
- Build caring and co-operative relationships with other children and adults
- Develop a range of social skills and help them learn what constitutes acceptable behaviour.
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.
- To promote positive behaviour and deal with inappropriate behaviour in a calm and consistent manner.
- To have strict guidelines about how behaviour should be managed in our premises and help all staff to be aware and trained by the nursery manager and team leaders concerning expectations of how behaviour should be handled on the premises whether it is positive or negative.

Behaviour Management Strategies

The Nursery, the Manager and the staff team will manage behaviour according to clear, consistent and positive strategies. Parents/ Carers are encouraged to contribute to these strategies, raising any concerns or suggestions.

EQUAL OPPORTUNITY POLICY

(For parents/carers information)

VICTORY NURSERY: operates an equal opportunity policy and as such we pledge that no child will be discriminated against in terms of his/her religion, culture, disability and gender.

RELIGION: Children will be educated about a variety of religion and festivals as part of our nursery curriculum. We shall celebrate the Christian festivals and proclaim the Lordship of Jesus Christ.

GENDER: We will offer multicultural activities/toys. No toy will be denied to any child. All children will be encouraged to play with any toy within the nursery and both genders will be encouraged to participate in tidying up.

STAFF: Management will appoint suitable staff and volunteers. We will discourage any form of discrimination against any member of staff either by another staff or parent/carer. Any staff found guilty of any discrimination practices will immediately be disciplined. In similar manner, parents found guilty of racist remarks or discrimination in any shape or form will immediately lose their place without any refund.

MANAGEMENT

**VICTORY NURSERY – ANGELL TOWN
ST JOHN'S CHURCH HALL
50 ANGELL ROAD
BRIXTON
LONDON SW9 7PF**

**TEL: 020 7274 6263 / 020 7793 0461
07956 968320**

WE ARE HERE...

