

Yellow brick Rd Registration  
Document



Child's First Names			
Child's Surname			
Date of Birth			
Child's Ethnicity			
Child's Religion			
1 <sup>st</sup> Language Spoken at home			
<b>Parent Details</b>	<b>Mother</b>	<b>Father</b>	
Name			
D.O.B.			
Address			
Parental consent Y/N			
Home telephone number			
Mobile telephone number			
Email address			
Funding code			
National Insurance Number.	Main carer NI Number:		
<b>Work Details</b>	<b>Address</b>	<b>Telephone No</b>	<b>Hours of work</b>

<b>Emergency Contact Details (Please provide two contacts that are not the ones above)</b>		
Name		
Telephone		
Relationship to child		
Childminder's Details (if appropriate)		
Authorised child collector		
<b>Main Carer</b> <b>MUM</b>		



If you make other collection arrangements, please inform your Key Worker

**Please provide a password to the Pre-school in the event that another person known to your child should be asked to collect them.**

**Password:**

Has your child got any allergies or any dietary restrictions, Is your baby weaning or fully weaned? Please provide details

Has your child any serious disabilities, or had any serious illnesses? If so, please provide details

Has your child any Special Educational Needs, Hearing, Sight or Speech issues? Please give details

Does your child suffer from epilepsy? If so, please advise of all details, i.e., how long seizures may last and how often they occur

Any further information you feel will enable your child to settle happily?

When would you like your child to start pre-school?	Days/Sessions requested for your child to attend preschool
Will your child be attending another Nursery or Pre-school or Childminder? If so, please provide details	Please state, if known which school your child will be expecting to attend.
Any experience in being away from home?	How do I respond to new people/other children? Experience in playing with other children
My favorite books, rhymes, activities, toys and places to go	
My family who are special to me include. Who lives in the family home any pets?	My family and I celebrate: (Cultural and religious events) are you happy for your child to celebrate all events at nursery?

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Am I speaking? How do I communicate? EAL?	Are the parents worried about anything/ have any concerns about their child development prior to starting?
To comfort me I need	Things that excite me and make me happy
What I'm good at	What I like doing outside
Things that make me upset or angry	Things I need help with

What would the family like them to achieve?
Does the child have regular contact with health professionals or agencies for example, health visitor, social worker etc.
We work in partnership with Essex welling service in regard to your child's integrated review. Are you happy for us to pass on your details to the Essex wellbeing service? <b>Yes/No</b> Have you already had your 2-year check/integrated review? No/ <b>Yes</b> Any outcomes?
Is your child registered with a dental practice?

Do I use a bottle, beaker or cup? Please remember to label any that comes into nursery.	Favourite food? We provide snack and would like to incorporate children's favourite foods.
<b>Lunch boxes</b>	<b>Drinks</b>

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We ask for no sweets or chocolate in lunch boxes and to provide one treat this could be a cake slice, mini cookies for an example.	we provide fresh water throughout the day and milk at snack times. We ask for drink bottles come in with water only this is to help children oral hygiene.
I wear a pull up/nappy? Do I use the potty or toilet?	Do I need a sleep? Time and limits. What do I do when I am tired? Do I have a special blanket or comforter?
What was the reason you chose to send your child to Yellow Brick Rd Nursery? Where did you find out about us?	

Verification details: Parents are asked to provide proof of address and date of birth in line with our Safeguarding Children's Policy.

Parents Date of Birth Verification:	Documentation used for verification: Birth certificate/Driving licence/ <b>Passport</b> /Other (please detail)
Parents Address Verified:	Documentation used for verification: Parking fine Utility Bill/Driving licence/ <b>Other</b> (please detail)

**Policies:**

All our Policies are available upon request should you wish to see any. When changes to a particular policy are made you will be notified via e-mail or notice, and the amended policy will be displayed on our parents notice board. At Yellow Brick Rd we have five core Policies, please could you sign to confirm that you have read and understood the following:

Form:	Date:	Parents Signature:
Behaviour Management Policy	<b>Email to parents</b>	

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Safeguarding Policy		
Illness and Medication Policy		
Complaints, Concerns and Suggestions Policy		
Bringing and collecting a Child Policy		
Zero tolerance policy		
Information sharing policy		

**Fees:** Fees are payable monthly in **advance**. Parents will be invoiced the month before for the following month to be paid by the date on the invoice and can be paid by cash, bank transfer. The pre-school requires payment of fees to be made to ensure an effective management of finances to meet the needs of the pre-school and its resources. Invoices must be paid in full each month to have access to your sessions.

Pre-school fees are charged in respect of the number of days a child is enrolled in each Calendar month and places must be paid for regardless of non-attendance through illness, holidays or other personal circumstances.

Our **private** rate for childcare is –

£5.50 an hour for 3- & 4-year-olds

£7 an hour for 2-year-olds

£10 an hour for under 2-year-olds.

This is the hourly rate that you will be charged if not accessing funded hours and/or accessing private hours on top of your funded hours.

## **Consumables charge :**

From April 2024 we made the decision to introduce a consumable charge at yellow brick Rd nursery this charge excludes all families accessing FEEE2 with a code beginning TYF, for all other families the charge is voluntary and we do appreciate your support with our consumables. Consumables list includes but not exhaustive of; Breakfast cereal, Fruit, Snack, nappies, wipes, Sun Cream, Medicines Calpol / piriton (parents may choose to supply these) and all extra-curricular activities including trips out in the community, such as bus trips, beach, library, rhyme time sessions, animal experiences, sensory seeker sessions, seasonal visits to pumpkin patches, Christmas and easter experiences.

Please let a member of staff know if you wish to opt out of the consumable charge and your nursery manager will not invoice you for it, **your child WILL NOT be excluded from any snack times or extra curricular activities if you wish to opt out or cannot pay the consumables charge**. The registration form will be resent out to parents termly for review and to be able to opt back in or out of the consumables charge.

15 hours funded per week: £3.75 per week.

30 hours funded per week: £7.50 per week.

This is invoiced monthly one month in advanced by the nursery manager, it will clearly state the amount charged and by how many weeks broken down on the invoice.

For all funding information and requirements laid out by ECC please visit

<https://eycp.essex.gov.uk/media/2653/fee-guide-for-parents-apr-24-mar25.pdf>

Consumables fee will be added to your invoice each month. This can be paid cash or bank transfer.

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You will not be charge for consumables in the half terms.

**I wish to opt out of the consumables charge YES/NO (PLEASE CIRCLE) and Sign.....**

**This registration form will be emailed to you termly for a review and the option to opt in or out again for the consumable charge.**

**Notice Period:** By registering your child with Yellow Brick Rd creates a legally binding contract between ourselves which would require four weeks written notice to terminate by either party. Except for the children graduating from Pre-School to start Primary School.

**Parental agreement:** Here at Yellow Brick Rd, we aim to work in partnership with our parents/carers and this will involve you participation in certain areas such as:

- We have a private Facebook group just for yellow brick Rd parents called; Yellow Brick Rd Ramsey parents' group – please request to join this can be found by our Facebook page Yellow Brick Rd nursery Highwoods, we post updates on things going on at nursery and lots of photos of the children so you can see what they are doing.
- We have a phone just for nursery which is kept by the manager, we will send you a text message so you can save this number, please feel free to call or text us with any questions you may have or just to check on how your child is getting on at nursery.
- Working closely with your child's key worker by providing examples of their achievement and development at home.
- Being open and honest with your child's key worker regarding home life. Letting us know if there have been any changes so we can support your child.
- Attending Termly parent's coffee mornings to discuss your child progress.
- Working with your child's key working to agree and identify your child's next steps.
- We have termly newsletters to keep you updated with events and things going on in nursery, we have copies on the parents notice board and will send copies home.

## Social Networking Policy

We encourage all our staff members to always remain professional this includes when using social networking sites. We also actively encourage parents to talk to the Manager or Deputy Manager if you have any grievances, so that these can be aired appropriately and not via social networking sites. If there is a problem or issue that you wish to discuss, please come straight in to talk to the management team.

## Signatures

I confirm that this Home Visit has been completed in conjunction with my child's Key person and management team and that the information is accurate as of today. I fully understand that any changes in any of the above details will be made known to the Manager/Deputy Manager as soon as possible with special regard to any change to medical/allergy information. I also understand that the Pre-School cannot be held responsible should I fail to convey information pertaining to my child that may affect their well-being and/or health.

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I understand invoices are due in advance and must be paid in full to be able to access my child's childcare sessions.

Parent's signature                      Date 07/01/2026

Manager/ signature                      Date

Should you have any queries when completing this form, please contact our Angie - Email  
[yellowbrickrdnursery@gmail.com](mailto:yellowbrickrdnursery@gmail.com)

Please print and sign 2 copies and leave 1 copy with the parents