**Registration form**

|  |  |
| --- | --- |
| **Child’s full name:** |  |
| **Child’s DOB:** |  |
| **Child’s gender:** |  |
| **Child’s home address:**  **Postcode:** |  |
| **Parent’s contact details for registration:**  *(name, telephone no and email address)* |  |
| **Requested start date:** |  |
| **£200 Registration fee/deposit paid date:**  *(Online bank details - HSBC Bank*  *Sort code: 40-46-19, Account no: 01461257*  *Account name: Sandcastle Nursery & Preschool Ltd)* |  |
| **Sessions agreed:**  *(please circle)* | Monday full day morning afternoon  Tuesday full day morning afternoon  Wednesday full day morning afternoon  Thursday full day morning afternoon  Friday full day morning afternoon |

Please be advised that we use a specific Nursery Management Software system called ‘Blossom Educational’ to communicate with parents/carers regarding all aspects of their child’s Nursery life. This includes their learning, development, daily information, newsletter updates, invoices and payments. A Parent app facilitates this communication and in order to provide access for parents/carers, we require permission to input your child’s and their parents/carers relevant data. The data can only be accessed by authorised personnel and personal information will not be shared with any third parties. All steps reasonably necessary will be taken to ensure that the data is treated securely and in accordance with our privacy policy.

Please complete and return this form to the setting asap and arrange the £200 payment (of which the £100 deposit is refunded upon the place being taken up), to enable us to complete your child’s registration without delay. By signing below, you are giving permission for an online account to be created and maintained for your child for the purposes of processing the information detailed above and referred to in the attached Parent Guide. You are also agreeing to keep your login details safe and secure, not share them and understand that if you breach this agreement, access will be terminated.

**Parent Name:**

**Parent Signature: Date:**

**Email address for online account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you would like two emails linked to the account, please provide the second email address below:

**Parent/carer two email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*We look forward to welcoming your child to Sandcastles!*