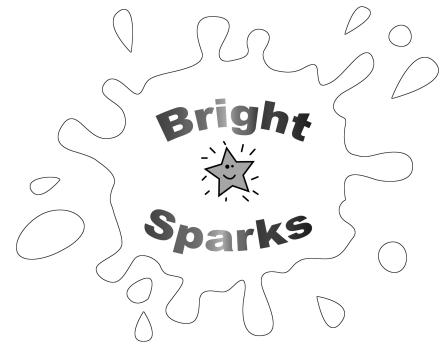


# Bright Sparks Day Nursery and Pre-School

## Registration Form



Thank you for your interest in registering your child with Bright Sparks Day Nursery and Pre-School.

This form asks for the information we need to ensure that your and your child's details are correctly recorded. It also asks for details of emergency contacts and the sessions you require. The form contains a contract between Bright Sparks Day Nursery and Pre-School Ltd. and you to provide daycare services for your child. Terms and Conditions apply as detailed herein and as may be amended from time to time.

Please only complete this form and sign the declarations if you agree to be bound by our terms. Where both parents/carers share responsibility for your child we require that both sign the contract.

Terms may only be varied by a Director of the company and then only in writing.

In order for us to process your registration form you will need to complete it as fully as possible and return it to the Nursery Manager, together with proof of your identity (e.g. passport or photocard driver's licence), proof of address (e.g. utility bill but not a mobile phone bill), your child's birth certificate, and the required registration fee. The Manager will record the reference numbers of these documents but will not keep copies.

### Fair Processing Notice

Bright Sparks Day Nursery & Pre-School Ltd. is registered under the Data Protection Act 1998 (Reg. No. A1102156) to process personal information pursuant to the provision of childcare. From time to time we are required to pass on data to the Local Authority and its contracted agencies, other Local Authorities, The Department for

Education and to agencies that are prescribed by law, such as Ofsted, the Department of Health and Primary Care Trusts. We also use external agencies to send communications. All personal data will be held securely and in accordance with the Data Protection Act 1998. If you have any questions about the use of this data, wish to access your personal data, or that of your child, then please contact the Manager in writing.

### When returning this form to the nursery

Remember to bring:

- Proof of identity
- Proof of address
- National Insurance Number(s)
- Your child's birth certificate
- Your registration fee (if applicable)
- Permission form signed

## Child Details

### Who is the child you are registering?

Forename\*: \_\_\_\_\_  
 Middle Name(s)\*: \_\_\_\_\_  
 Surname\*: \_\_\_\_\_  
 Known as: \_\_\_\_\_  
 Gender: Male / Female \_\_\_\_\_

Date of birth: \_\_\_\_\_  
 Birth certificate no.\*: \_\_\_\_\_  
 Verified by: (Manager to sign) \_\_\_\_\_  
 Start date: \_\_\_\_\_  
 (Office use only)

\* As shown on birth certificate

### Do you currently have any other children attending Bright Sparks Day Nursery and Pre-School?

Forename: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_

Forename: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_

# Parent Details

Who are the parents/main carers of the child?

## Parent/Carer 1

Relationship to child: \_\_\_\_\_

Title: \_\_\_\_\_

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone (work): \_\_\_\_\_

Telephone (mobile): \_\_\_\_\_

Telephone (home): \_\_\_\_\_

Email address: \_\_\_\_\_

Is this the child's home address? YES  NO

Do you have parental responsibility for the child? YES  NO

Is this child subject to any court orders (e.g. restricting access)? YES  NO

If yes, please give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer name\*: \_\_\_\_\_

Employer address\*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Type of photocard proof of identity: \_\_\_\_\_  
(e.g. passport or driver's licence)

Reference Number: \_\_\_\_\_

Verified by: (Manager to sign) \_\_\_\_\_

Type of proof of address: (e.g. utility bill) \_\_\_\_\_

Reference Number: \_\_\_\_\_

Verified by: (Manager to sign) \_\_\_\_\_

## Parent/Carer 2

Relationship to child: \_\_\_\_\_

Title: \_\_\_\_\_

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: (if different to Parent/Carer 1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone (work): \_\_\_\_\_

Telephone (mobile): \_\_\_\_\_

Telephone (home): \_\_\_\_\_

Email address: \_\_\_\_\_

Is this the child's home address? YES  NO

Do you have parental responsibility for the child? YES  NO

Is this child subject to any court orders (e.g. restricting access)? YES  NO

If yes, please give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer name\*: \_\_\_\_\_

Employer address\*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Type of photocard proof of identity: \_\_\_\_\_  
(e.g. passport or driver's licence)

Reference Number: \_\_\_\_\_

Verified by: (Manager to sign) \_\_\_\_\_

Type of proof of address: (e.g. utility bill) \_\_\_\_\_

Reference Number: \_\_\_\_\_

Verified by: (Manager to sign) \_\_\_\_\_

## Child's Medical Details Please tell us about your child's medical history.

Please advise if your child has been vaccinated against the following:

|                   |                              |                             |             |                 |                              |                             |             |
|-------------------|------------------------------|-----------------------------|-------------|-----------------|------------------------------|-----------------------------|-------------|
| Tetanus?          | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ | Diphtheria?     | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ |
| Chicken Pox?      | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ | Whooping Cough? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ |
| Poliomyelitis?    | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ | MMR?            | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ |
| HIB (Meningitis)? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ | Other?          |                              |                             | Date: _____ |

**Has your child had any illnesses other than common colds, flu, etc?  
If so please provide details and dates:**

**Does your child have any medical conditions that we should be aware of?**

**Does your child have any specific dietary requirements – e.g. vegetarian?**

**Does your child have any allergies, intolerances or sensitivities?**

**Does your child have any specific needs or disabilities?**

**Does your child have any specific religious or cultural needs?**

**Are there any conditions or considerations, medical or otherwise, related to the care and welfare of your child that are not listed above that we should be aware of, or that will need our special attention?**

---

# Permissions

We need your specific permission for certain activities in the nursery / pre-school.

Please read the statements below and sign to give your agreement. The Nursery Manager will be happy to discuss any questions in detail.

In the event of my/our child requiring a course of prescribed medication, I/we undertake to authorise this through the use of the nursery's individual Medication Slip(s), in line with the nursery's Medication Policy.

I understand that nursery staff are not allowed to administer medication issued without prescription except in cases of emergency.

Signature: \_\_\_\_\_

In the event of an accident, or my/our child requiring emergency medical treatment, I/we consent to a member of the nursery staff to administer first aid, take the child to a doctor or hospital, as needed. In the event of my/our child suffering a high temperature, I/we give consent for nursery staff to administer Calpol as an emergency measure. I/we confirm that our child does not have any allergy to Calpol.

Signature: \_\_\_\_\_

I/we give permission for nursery staff to apply sun cream that I/we have supplied. In the case of no sun cream being supplied from home, or an additional application being required at the nursery's discretion, I/we give permission for nursery staff to apply a suitable alternative, at their discretion.

Signature: \_\_\_\_\_

I/we understand that in order to help prevent the spread of illness, the nursery cannot accept sick children when infectious.

Signature: \_\_\_\_\_

I/We agree that photographs of my/our child may be used in displays and artwork within the nursery and to record my/our child's time at nursery.

Signature: \_\_\_\_\_

I/we give consent to my/our child being taken out of the nursery on local trips as well as on day trips and outings.

Signature: \_\_\_\_\_

I/we understand that, on occasions, the activities programme in the nursery may involve my/our child's face being painted. I/we give our consent to this.

Signature: \_\_\_\_\_

## Child Photo/Video Consent Form

We would like to keep you up-to-date with news stories from our nurseries by updating our website, social media, nursery-related websites (such as [daynurseries.co.uk](http://daynurseries.co.uk)) and local media. From time to time, we use photos and videos from the nursery to promote ourselves to potential families and employees.

By signing below I agree for the photos or videos to be used for these purposes for the foreseeable future. However to ensure that we continue to safeguard our children, we will never use any personal identifiable information.

Are you happy for your child's photo or video to be used for this purpose? (please tick one of the options).

YES  NO  Signature: \_\_\_\_\_

Please tell us if your child attends another childcare provider:

My/our child also/will also attend:

Setting name: \_\_\_\_\_

Setting address: \_\_\_\_\_

I/we give permission for Bright Sparks to contact this provider to share personal and developmental information pursuant to the provision of childcare, as required by OFSTED.

Signature: \_\_\_\_\_

Are there any other professionals/agencies involved with your family or child? If so, please provide their contact details and details of their involvement:

\_\_\_\_\_  
\_\_\_\_\_

# Contacts

Please advise who your child's Doctor and Health Visitor are, who we should contact in an emergency if we cannot reach you, as well as details of any other person or setting that provides care or education for your child (e.g. nanny, childminder, other daycare provider, playgroup, pre-school, children's centre, etc). The 'Further Information' section on page 11 has space to record who is authorised to collect your child from nursery. Please note that in addition to your details on page 2 we are required to hold details of at least two Emergency Contacts.

## Doctor

Title: Dr. \_\_\_\_\_  
Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Surgery address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_

## Health Visitor

Title: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_

## Emergency Contact 1

Relationship to child: \_\_\_\_\_  
Title: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Emergency Tel No: \_\_\_\_\_  
Permission to collect child: YES / NO

## Emergency Contact 2

Relationship to child: \_\_\_\_\_  
Title: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Emergency Tel No: \_\_\_\_\_  
Permission to collect child: YES / NO

## Emergency Contact 3

Relationship to child: \_\_\_\_\_  
Title: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Emergency Tel No: \_\_\_\_\_  
Permission to collect child: YES / NO

## Emergency Contact 4

Relationship to child: \_\_\_\_\_  
Title: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Emergency Tel No: \_\_\_\_\_  
Permission to collect child: YES / NO

# Sessions

Please state which Bright Sparks Day Nursery and Pre-School: \_\_\_\_\_

Preferred start date: \_\_\_\_\_

Please detail below the sessions that you require by writing the start and collection time in the table below. Sessions are subject to availability allocated on a first-come, first-served basis and must fit with the session times available on the published price list. If you have any questions, please speak to a member of staff at the nursery.

|                  | <b>Early start</b> (if available) | <b>Start time</b> | <b>Collection time</b> | <b>Late collection</b> (if available) |
|------------------|-----------------------------------|-------------------|------------------------|---------------------------------------|
| <b>Monday</b>    |                                   |                   |                        |                                       |
| <b>Tuesday</b>   |                                   |                   |                        |                                       |
| <b>Wednesday</b> |                                   |                   |                        |                                       |
| <b>Thursday</b>  |                                   |                   |                        |                                       |
| <b>Friday</b>    |                                   |                   |                        |                                       |

Tick here if your child will only be attending their Early Years Entitlement (EYE) sessions and will not be booking any regular additional sessions:

Tick here if your child will be attending term time only (please check availability with the nursery first, as places are limited):

## Parents accessing college funding

Please complete the below section if you will be receiving college funding towards your child's nursery place.

College ID number (if applicable): \_\_\_\_\_

Course name: \_\_\_\_\_

Course start date: \_\_\_\_\_

# iConnect Consent

We need your specific permission for our iConnect planning.

Please read the statement below and sign to give your agreement. The Nursery Manager will be happy to discuss any questions in detail.

Bright Sparks Day Nursery and Pre-School uses electronic media to assist our planning to meet the individual needs of children, to observe and record their progress against early learning goals. Parents can access this securely online and contribute to their child's learning journey by adding comments and observations. All data is held securely on encrypted servers managed by iConnect, specialist software providers to the early years sector.

Please note that similarly to the traditional paper method of recording a child's progress, it may not only be us who uses this information (eg. it may be shared with other parties in the early years sector, such as schools, health workers and other specialist practitioners).

I/we give permission for nursery staff to record my child's learning journey using the iConnect specialist software.

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

## Privacy notice

Our privacy notice can be read on our website - <https://www.brightsparkspreschool.com>. The Nursery Manager will also be able to provide a printed copy on request.

# Financial Agreement and Contract

Bright Sparks Day Nursery & Pre-School Ltd provide quality childcare and education consistent with all current legislation for children from three months to five years old. We are open Monday to Friday, all year round excluding bank holidays and Christmas week. Our Terms and Conditions for providing this service are detailed on the next page.

The Nursery Manager or their delegate has given you a tour of our facilities, explained our services and fees and discussed any queries with you. You should have a clear understanding of who, where, how and when we will care for your child and how much this will cost. Do not sign this contract if we have not explained any of the above matters clearly or you are unsure of any of the elements of your child's care, including your contractual commitments to pay your fees in full at the beginning of the month in which they are due and to give one month's notice of any changes.

**Based on the age of your child and the sessions you requested your estimated monthly fees at today's rates are:**

If you are happy to enter into a legal contract and to be bound by our terms please sign the declarations and complete the information below. Where both parents / carers share responsibility for the child we require that both sign the contract. Terms may only be varied by a Director of the company and then only in writing.

## Declaration

I / we have read and agree to the Terms and Conditions for a nursery place for my / our child. I / we have completed the Registration Form, signed the appropriate permissions and enclose a cheque payable to Bright Sparks Day Nursery & Pre-School Ltd. for £50 in respect of the non-returnable registration fee (the registration fee is not required when registering for a place under the Early Years Entitlement scheme).

I / we have read the Fair Processing Notice and agree to our data being used in this manner.

Parent / Main Carer Signature 1: \_\_\_\_\_ Name (PRINT): \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Main Carer Signature 2: \_\_\_\_\_ Name (PRINT): \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Agreed start date: \_\_\_\_\_

## How to pay your fees

All fees are due in full on the first of the month for which they apply and should be paid directly into our bank account:

Bright Sparks Pre-School, Barclays Bank,  
Sort Code 20-13-34, Account No. 90368458.

Alternatively your account can be viewed and payments made by card through our ParentZone app.

We also accept payments via childcare voucher schemes. Please note we do not accept cheque or cash payments.

When paying your fees online, please ensure you use your Bill Payer's Reference. This can be found on your invoice.

Invoices are issued towards the end of the preceding month based on the children's attendance recorded on our registers at the time.

**Please tick here to receive your invoices by email. This is not a requirement however a monthly charge will be made if you wish to receive your invoices by post.**

If you plan to use childcare vouchers, please record any details that you may have here (if known):

Voucher provider 1: \_\_\_\_\_ Monthly amount: \_\_\_\_\_ Ref: \_\_\_\_\_

Voucher provider 2: \_\_\_\_\_ Monthly amount: \_\_\_\_\_ Ref: \_\_\_\_\_



# Terms and Conditions of Sale

## ADMISSION AGES

Bright Sparks Day Nursery & Pre-School welcomes children from three months to four years old.

## SESSIONS

We are open Monday to Friday, all year round, except Christmas week (when we are closed from Christmas Day to New Year's Day) and Bank Holidays.

We also offer a limited number of Term Time Only places on a first-come-first served basis, please ask for availability.

Places can be booked from a choice of session times, as per our published tariff. These can be mixed across the week.

Sessions can be varied or cancelled on a month's notice.

## MEALS, NAPPIES, WIPES AND CREAMS

Sessions include all meals, snacks and drinks but exclude nappies, wipes and creams, which must be provided by the parent / carer.

## FEE CHARGES

Fees are payable in accordance with the published tariff.

An administration Fee of £50 is payable on registration to secure your child's place. This is not chargeable for children who are Early Years Grant Funded-only.

Early Years Grant Funded hours for 3 and 4 year olds will incur a charge of £1 per hour to cover the cost of meals and other consumables, except where the parent / carer is in receipt of the Early Years Pupil Premium (EYPP). This can be applied for at the nursery. This charge is not applied to funded hours for 2 year olds.

Late Payment fee     £10.00 (see Late Payments details below)

Late Collection fee   £10.00 for every 15 minutes (see Late Collection details below)

Monthly fees are calculated by multiplying the weekly fee by 52 weeks and dividing by 12 calendar months (unless in receipt of grant-funded hours or term time-only, in which case fees are calculated on a sessional basis). No charge is made for the working days (i.e. non-bank holidays) when the pre-school is closed over Christmas. There is no reduction for other holidays or child absence. Fees are payable at the full rate for all periods of child absence, including holidays, bank holidays and sickness.

## SIBLING DISCOUNT

Where 2 or more siblings attend the nursery a discount of 10% is applied to the eldest child.

## INVOICES & PAYMENTS

All fees are due in full on the first of the month for which they apply and should be paid directly into our bank account:

Bright Sparks Pre-School, Barclays Bank,  
Sort Code 20-13-34, Account No. 90368458.

Alternatively your account can be viewed and payments made by card through our ParentZone app.

We also accept payments via childcare voucher schemes. Please note we do not accept cheque or cash payments.

When paying your fees online, please ensure you use your Bill Payer's Reference. This can be found on your invoice.

Invoices are issued towards the end of the preceding month based on the children's attendance recorded on our registers at the time.

## LATE PAYMENTS

Bright Sparks Day Nursery & Pre-School Ltd. reserves the right to recover costs in full and to charge interest (both before and after any judgement) on overdue accounts at the rate of 2% per month until payment is made in full.

Any payment returned by the bank or cancelled by yourself will incur an administration charge of £10.

We value partnership with parents and if at any time you are experiencing financial difficulty, please discuss this with the Manager.

Continual late payment may result in the termination of your child's place.

## LATE COLLECTION

We must adhere to the correct staff ratio to ensure the safety and wellbeing of all the children in our care. Depending on circumstances, we reserve the right to charge parents for the additional time worked by staff if you are not able to collect on time, in addition to the late collection charge.

A charge of £10.00 will be incurred for each 15 minutes of late collection of a child if prior arrangements have not been made or no contact has been made with the Pre-School notifying us of a delay in collecting a child.

This fee will automatically be added to your account.

## NON PAYMENT

In the event of an account remaining unpaid or repayment plans not maintained, your child may be refused entry to Pre-School and we reserve the right to terminate your child's sessions immediately.

All outstanding debts from a previous sibling must have been settled before the next sibling will be offered a place in Bright Sparks Day Nursery & Pre-School Ltd.

If a family has shown from previous siblings that they find fees difficult to pay, Bright Sparks Day Nursery & Pre-School Ltd. reserves the right to postpone the next siblings entry into setting until his/her Early Years Funding is in place.

The management of Bright Sparks Day Nursery & Pre-School Ltd. reserve the right to recover unpaid debt, in accordance with this policy and to take further action by way of the Small Claims Court and/or a Debt Collection Company.

## ABSENCES & CLOSURES

Please note that the fees are payable even if your child is occasionally absent for whatever reason, as our overheads remain the same and to maintain your child's place upon the register.

In the event that we have to close or the pre-school is unable to open due to circumstances beyond our control (e.g. extreme weather conditions) fees will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. Although we will do our best to rectify the problem as soon as possible, there will be no refunds. If however the closure exceeds 3 consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit your account with an amount which represents the number of days closed in excess of 3 days.

## NURSERY EDUCATION GRANT

Bright Sparks Day Nursery & Pre-School Ltd. is registered to receive the 2, 3 and 4 year old Early Years Education Grant including the 30 hours extended care for 3 and 4 year olds. Parents and carers must apply to receive this and remain liable for any fees otherwise incurred. Applications for the 2 year and extended care for 3 and 4 year olds can be made through the following website:-

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

The 2, 3 and 4 year old grant is payable from the term after their child is 2 or 3.

Please note that the terms used to determine when the grant becomes payable is:

|               |                                |
|---------------|--------------------------------|
| Autumn term - | 1st September to 31st December |
| Spring term - | 1st January to 31st March      |
| Summer term - | 1st April to 31st July         |

## NOTICE REQUIRED TO REDUCE SESSIONS OR TERMINATE A PLACE

A period of one month's written notice of your child leaving the pre-school must be given, otherwise you will be liable to pay for the place booked by you. Payment is required for the period of notice.

If a child is in receipt of a grant, the preschool will claim the grant for the notice period.

## Other Information

In order to help us understand and structure activities around your child's individual needs it would help us if you would also provide the following information for your child. We are also obliged to supply this data anonymously (i.e. without passing on individual information) to local authorities for equalities monitoring and auditing.

### Ethnicity:

- |                                     |                          |                                    |                          |
|-------------------------------------|--------------------------|------------------------------------|--------------------------|
| White - British                     | <input type="checkbox"/> | Asian - Indian                     | <input type="checkbox"/> |
| White - Irish                       | <input type="checkbox"/> | Asian - Pakistani                  | <input type="checkbox"/> |
| White - Traveller of Irish heritage | <input type="checkbox"/> | Asian - Bangladeshi                | <input type="checkbox"/> |
| White - Gypsy/Roma                  | <input type="checkbox"/> | Asian - Any other Asian background | <input type="checkbox"/> |
| White - Any other White background  | <input type="checkbox"/> | Black - Black British              | <input type="checkbox"/> |
| Mixed - White & Black Caribbean     | <input type="checkbox"/> | Black - Caribbean                  | <input type="checkbox"/> |
| Mixed - White & Black African       | <input type="checkbox"/> | Black - African                    | <input type="checkbox"/> |
| Mixed - White & Asian               | <input type="checkbox"/> | Black - Any other Black background | <input type="checkbox"/> |
| Mixed - Any other mixed background  | <input type="checkbox"/> | Chinese                            | <input type="checkbox"/> |
| Asian - Asian British               | <input type="checkbox"/> | Any other Ethnic background        | <input type="checkbox"/> |

### Religion:

- |                    |                          |                  |                          |
|--------------------|--------------------------|------------------|--------------------------|
| None               | <input type="checkbox"/> | Islam            | <input type="checkbox"/> |
| Not known          | <input type="checkbox"/> | Jehovahs Witness | <input type="checkbox"/> |
| Baptist            | <input type="checkbox"/> | Jewish           | <input type="checkbox"/> |
| Buddhist           | <input type="checkbox"/> | Methodist        | <input type="checkbox"/> |
| Catholic           | <input type="checkbox"/> | Orthodox         | <input type="checkbox"/> |
| Christian          | <input type="checkbox"/> | Protestant       | <input type="checkbox"/> |
| Church of England  | <input type="checkbox"/> | Muslim           | <input type="checkbox"/> |
| Church of Scotland | <input type="checkbox"/> | Roman Catholic   | <input type="checkbox"/> |
| Church of Wales    | <input type="checkbox"/> | Sikh             | <input type="checkbox"/> |
| Hindu              | <input type="checkbox"/> | Other            | <input type="checkbox"/> |

### Nationality:

Please state: \_\_\_\_\_

### Languages spoken:

Main language: \_\_\_\_\_

Other languages: \_\_\_\_\_

## How did you hear about Bright Sparks Day Nursery and Pre-School?

Eg. Live locally

If you were recommended, please let us know who told you about Bright Sparks: \_\_\_\_\_

## Notes

# Further information

Please advise us who is authorised to collect your child from nursery and choose a verbal 'password'. They will need to know the password recorded below.

## Authorised collector 1

Relationship to child: \_\_\_\_\_  
Title: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel No: \_\_\_\_\_

## Authorised collector 2

Relationship to child: \_\_\_\_\_  
Title: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel No: \_\_\_\_\_

## Authorised collector 3

Relationship to child: \_\_\_\_\_  
Title: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel No: \_\_\_\_\_

## Authorised collector 4

Relationship to child: \_\_\_\_\_  
Title: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel No: \_\_\_\_\_

## Authorised collector 5

Relationship to child: \_\_\_\_\_  
Title: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel No: \_\_\_\_\_

## Authorised collector 6

Relationship to child: \_\_\_\_\_  
Title: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel No: \_\_\_\_\_

**PASSWORD:**

Please choose a password between 6 and 16 characters long that the authorised persons must use to collect your child.