



## REGISTRATION FORM

(Office Use only) Date form was received: .....

Room to start in: .....

Please return this form to:

Mrs Claire Taylor

Jigsaw  
Ash Tree Farm Day Nursery  
Wrexham Road  
Chester CH4 7QR

### PLEASE USE BLOCK CAPITALS AND FILL IN EVERY SECTION

1. Full Name of Child.....

Date of birth..... Sex.....

Address.....

.....

Post code.....

Home Telephone number.....

Child's first language..... Religion .....

2. Please tick times of attendance which you require:

Day	Full Day	Half Day am	Half Day pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

A date must be entered below. If you wish to change your start date or your requested days, 8 weeks' notice in writing is required. If notice is not given you will be charged from the date given below.

Requested starting date.....

3. Parent/Carer 1 Full Name..... Mrs/Miss/Ms/Mr/Dr

Works Telephone.....Mobile Telephone.....

Employer's Name and address.....

.....

Personal Email.....

4. Parent/Carer 2 Full Name ..... Mrs/Miss/Ms/Mr/Dr

Works Telephone.....Mobile Telephone.....

Employer's Name and Address.....

.....

Personal Email.....

5. Name and Address of child's doctor.....

.....Telephone No.....

6. Name and Address of child's Health visitor.....

.....Telephone No.....

Email address.....

7. Does your child have any allergies, medical conditions or need for  
special care? .....

.....

8. What immunisation has your child had to date? .....

.....

9. Please indicate whether your child has any special dietary requirements

.....

10. Is there anything else we should know about your child? .....

.....

## PLEASE SIGN AND RETURN

### Agreement/ Declaration

I enclose an administration fee of £55.00 which reserves a place for my child at Jigsaw Ash Tree Farm Day Nursery and which I understand is non-returnable after a place has been confirmed.

I agree to pay fees against an invoice for the first month, or part of a month, attended by my child; and thereafter monthly in advance, due before the 5<sup>th</sup> day of each calendar month.

I have read and understood the nursery information given by Jigsaw along with the registration form and I understand that refunds will not be made for periods of absence.

I understand that I can access all the nursery's policies at [jigsawashtreefarmdaynursery.co.uk](http://jigsawashtreefarmdaynursery.co.uk) via the parent login using the password and username 'Rainbow'.

I undertake to give two months' notice in writing if I wish to change the date of which my child is due to start the nursery, if one month's notice is not given, I will be charged from the date stated on my registration form.

I undertake to give one month's notice in writing when my child's place on any day is no longer required, and to pay fees for that month.

I have read and understood **all** policies and procedures including the Privacy Policy which states how all information provided by myself will be used and stored. I acknowledge and understand that on return of the registration form Jigsaw Ash Tree Farm Day Nursery will hold personal details about me and my child.

I understand my rights outlined in the GDPR Privacy Policy and opt **in** For Jigsaw to store mine and my child's Personal data as outlined in the policy.

I accept all Jigsaw Ash Tree Farm Day Nursery's Policies, Procedures, Terms and conditions.

(Dr/Mrs/Ms/Mr/Miss)

Full

Signed.....

Name.....

Mother/Father/Guardian

Date.....