



The Joint Colleges Nursery (Cambridge) Limited
6B Chaucer Road
Cambridge
CB2 7EB

Head of Nursery
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NVQ Assessor

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CHILD REGISTRATION FORM

Please read the attached notes before completing this form

Mother's First Name _____ Mother's Surname _____

Father's First Name _____ Father's Surname _____

Child's First Name _____ Child's Surname _____

Date of Birth _____ Sex _____

Home Address _____

Post Code _____

Home Telephone Number _____

Religion _____ Ethnic Origin _____

Nationality _____ Language _____

Child's Requirements

Details of any disabilities / Special Needs / Early Help Assessment (EHA) (formerly Family CAF) / District Team or Social Care involvement in place _____

Details of any known allergies _____

Details of any serious illnesses, medical needs / conditions, surgery or hospitalisation _____

Has your child attended a nursery before or been cared for by a childminder / toddler group / nanny?

Yes / No If Yes, by whom and how long for? _____

Childcare requirements: Full Time _____ Mornings _____ Afternoons _____

Desired start date _____

Are you prepared to be flexible i.e. to transition earlier / later than you requested? _____

Mother's Details

Home address and telephone number (if different from the child's) _____

Mobile telephone number (**contactable at any time**) _____

Email address (**contactable at any time**) _____

Occupation _____ Hours worked _____

Work name and address _____

Work telephone number _____ Work email address _____

Do you have parental responsibility over the child? Yes / No

Father's Details

Home address and telephone number (if different from the child's) _____

Mobile telephone number (**contactable at any time**) _____

Email address (**contactable at any time**) _____

Occupation _____ Hours worked _____

Work name and address _____

Work telephone number _____ Work email address _____

Do you have parental responsibility over the child? Yes / No

How did you hear about Joint Colleges Nursery? _____

Would you be interested in contributing your time and skills in joining the Management Committee?

We will only use your personal information provided on the form in relation to our childcare service, for the purpose of place allocations. From time to time, we would like to contact you about your child / our nursery by email, telephone, writing or other means but we need to be sure we have your permission to do so. We will keep your information secure and will never share it. By completing this form and returning it to us, you are consenting to us holding and processing your data and sending you information. You can of course ask us not to contact you, at any time. For further information, please refer to our privacy and confidentiality policy.

Mother's Signature _____ Date _____

Father's Signature _____ Date _____

Please return the Registration Form to the above address with a non refundable registration fee for £50 (fifty pounds). Our bank details for BACS payments are as follows (please reference your child's full name):

Account Name: Joint Colleges Nursery (Cambridge) Limited (The)

Account Number: 5061 7121

Sort Code: 20-17-35

IBAN: GB95 BUKB 2017 3550 6171 21

SWIFTBIC: BUKBGB22

Once we have processed your registration form you will receive a confirmation of receipt.

Registration does not guarantee a place at Joint Colleges Nursery due to our long waiting lists. Please note there is a separate siblings and Cambridge University Press staff members waiting list which take priority before the general waiting list.

Notes (This page is for Parents' retention and need not be returned to JCN)

- Returning to work needs a lot of planning, as it is not only you returning to work, but your child is starting a new chapter of his/her life.

Your child and his/her happiness is very important to us. When planning or setting the start date, there are several things you need to be aware of. The majority of our staff are experienced practitioners, and over the years, the following are common observations we have made. One of the most important factors is the time of transitioning into nursery life.

- Transition times are important to enable your child to settle in as smoothly as possible and for you to get used to the new situation. Your child's key person uses this time to build up a close relationship with your child and assist making connections with peers. This important phase is most beneficial with least interruptions.

- Even though our normal transition time is 2 weeks, we would recommend that you allow flexibility up to 4 weeks' uninterrupted transition to your child's start date. Some children may settle in quicker but some children may need extra time. For example, if your child's start date is 1st September, (s)he would start her/his transition 2 whole weeks prior to this, around 18th August. Please plan for any holidays, or major changes to your normal routine, to be completed at least a week PRIOR to the transition start date, in this example, 18th August, so that from the time your child commences the transition, (s)he can establish an uninterrupted routine of coming to nursery every day, until (s)he settles completely into nursery life.

- We would like every child and parent to have a relaxed transition into this new experience of nursery life. If not sufficient time is allowed, or a child's transition is squeezed due to a lack of transition time/planning, it has a detrimental effect not just on you and your child, but it may affect other children within the room.

- Therefore, when filling in the Registration Form, you need to bear in mind these factors when deciding your start date. In the past, we have experienced parents who did not consider this carefully, and their transition was a lot more unsettled than it could have been. In fact, due to various changes of requirements that were not informed to us, it became extremely difficult to accommodate a family's transition at all. In these cases, we would not be able to offer you a place at your required start date, or at all.

- Being with groups of children will be of social benefit for your child but it also means that your child is exposed to possible bugs. This may be more likely to happen when entering a new environment. It may be worth bearing that in mind when planning for the transition time.

- Our main intake of new children is throughout the Summer / Autumn and it can be a busy time trying to accommodate all new families. When a place is offered, we will discuss and arrange a transition time with you and it will be written in your contract. Therefore once the transition period is discussed and agreed on, it is difficult to change the transition time, as it may impede on other children's transition time.

- We offer places based on the information that is given on your Registration Form. If any of your requirements or contact details change after you have registered, you need to inform us immediately. Any changes requested when you are offered a place (based on your existing information) may not be considered and your place may be forfeited.

- From time to time, JCN will be able to offer places earlier than required; refusal of such places will not affect the position on the waiting list, but the option to take up the place and pay a percentage of the fee to retain/reserve the place available. If the offer of a place, in accordance with your requirements is turned down, that place on the waiting list will be forfeited.

- Places on the waiting list are non-transferable and are only for the named child on the form.

- Securing childcare places in Cambridge is a very complicated matter as places are high in demand and it is always best to register with another nursery as a second option.

Fees and finance

- Once a place is offered, you secure the place by returning the contract and paying 1 month's fee as deposit immediately. The deposit is refundable when your child leaves the nursery, provided all fees are paid and adequate notice is given. Currently, the notice period to terminate is 1 month.

- You may pay the Deposit and fees by Childcare Voucher, bank transfer, standing order, cheques and cash. If you want to set up a Childcare Voucher payment, you should speak to your employer.

- We usually recommend a transition period of two weeks for a full time place. During the 2 weeks' recommended transition, you will be charged at the hourly rate for the time that your child attends. Some children may not need the entire fortnight. If your child settles in less time and therefore does not require the entire recommended transition period, your key person will discuss and agree with you to end the transition period, and the full daily fees commence thereafter.