

Registration and Documentation Requirements

Before starting nursery, parents/carers are required to complete the nursery's registration and consent forms.

Identification must also be provided for the child in the form of a birth certificate or passport, from which the nursery will take a copy for our records.

Parents/carers must also supply photographs and contact details of at least two nominated individuals who are authorised to collect the child in the event of an emergency.

Approximately 6–8 weeks, or sometimes earlier, before your child's start date, you will receive a detailed letter outlining settling-in sessions, confirming the official start date, and including all relevant forms and documentation.

Around this time, the Nursery Manager will also contact you to discuss your child's individual routines and preferences, including sleeping, feeding, and comfort needs, as well as any strategies that may help your child adjust smoothly to nursery life. This friendly conversation helps us work together to ensure a calm, reassuring start that reflects the care and routines your child is familiar with at home.

We kindly ask that all completed forms be returned no later than one week before your child's first settling-in session.

Registration and consent forms must be updated whenever any information changes. Any outdated forms will be retained in the back of the registration file and clearly marked as VOID.

Registration forms are reviewed and signed at least annually by all individuals with parental responsibility.

Please note: Children will not be permitted to start nursery until all required documentation has been fully completed and signed by all people with parental responsibility.