

REGISTRATION FORM



**4, ST. GALL'S GARDENS SOUTH
WINDY ARBOUR
DUNDRUM ROAD
DUBLIN 14.**

TELEPHONE: (01) 2987866

**CONTACT: EMER QUANE
MANAGER**

THE MULBERRY BUSH POLICIES & PROCEDURES

Please read the following Policies & Procedures and sign

OPENING HOURS: 7:30 am - 6:30 pm Monday – Friday

The Mulberry Bush is open all year round except for approximately one week at Christmas. Parents are asked to be punctual when collecting their child/children. If a child is left at The Mulberry Bush beyond our normal closing time, a late fee of € 10.00 per fifteen minutes or part thereof, will be charged in all cases.

Please Note: Part-time consists of 3 full days or 5 half days up to a maximum of 5 hours per day. We will do our best to accommodate parents who wish to vary the part-time days/hours.

A place is secured on receipt of a completed Registration Form and a deposit of two weeks relevant fees. This deposit will be deducted from the last month's fees, when 1 month's notice is given in writing, prior to leaving The Mulberry Bush. If a child is withdrawn from The Mulberry Bush within the first six months, this deposit is non-refundable.

Crèche fees must be paid by cash, cheque or direct debit at the beginning of each week/calendar month (details enclosed on this form).

As overheads remain the same the whole year round, fees are charged 52 weeks of the year. Because of staffing requirements, credit or refunds are not given for illness or other unplanned child absences.

Where possible, we accommodate parents who wish to change from full-time to part-time hours/days. We require at least 1 month's notice of any proposed change.

WITHDRAWAL:

One month's written notice or one full month's fees are required in the event of withdrawal of your child from The Mulberry Bush.

ILLNESS:

The Mulberry Bush offers a safe and healthy environment for each individual. In order to achieve this, a child must not attend The Mulberry Bush if they have the following illnesses or symptoms:- diarrhoea, vomiting, a temperature of 101F/38C or above or the following communicative diseases:- chickenpox, measles, mumps, meningitis, hepatitis, thrush or impetigo or any other condition which may put the health of the other children or staff at risk.

Please ensure that your child is free from symptoms or over the infectious stage of an illness for at least 24 hours prior to returning to the crèche. It is important to note, if a parent is unsure of their child's condition, a doctor must be consulted in order to confirm the diagnoses. Until this is confirmed, the child must not be brought into the crèche.

If a child becomes ill during the day while in The Mulberry Bush, parents will be informed of the situation. If the child requires 'one to one' attention, parents will be asked to take the child home. If parents cannot be contacted, the Manager/Supervisor will act in the best interest of the child. For this reason, it is important to inform The Mulberry Bush of any change in contact numbers or emergency contact details.

MEDICATION:

A member of staff must be informed of any medication a child is taking. Parents must ensure they sign a Medical Consent Form with specific instructions outlining the type of oral medication, the frequency and the exact dosage to be given. A copy of the prescription given with the medication by the pharmacist is required for our records. This policy applies even if the medication is only being administered at home. In the absence of a Medical Consent Form signed by a parent, we will be unable to administer medication. Parents should note that we only administer oral medication.

IMMUNISATION:

It is policy that all children attending The Mulberry Bush receive immunisations at the appropriate age - please see information leaflet on notice boards.

DISCIPLINE/POSITIVE BEHAVIOUR MANAGEMENT:

At The Mulberry Bush, our approach in this area is towards the development of self-discipline. Any disagreements between children will be resolved in a positive manner. We encourage children to say "sorry" and make friends again. For repeated misbehaviour, a child will be put on 'Time-Out'. This means standing apart from the other children for a short period of time.

We encourage consideration for each other, our surroundings and property. Our policies are concerned with health and safety, care and respect for each other. Parents may be asked to meet with the manager/staff to discuss their child's behaviour, so that we can work together to ensure consistency

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between home and the crèche. On the rare occasion that a child persists in serious misbehaviour, the parents may be asked to seek alternative childcare arrangements. This is solely at the Manager's discretion.

COLLECTION AUTHORISATION:

If your child's normal daily collection routine is changed, the manager or a member of staff must be notified of this change. Please note that we must also be informed when the named person on the Collection Authorisation Form is collecting your child.

FOOD:

Parents are required to provide all meals for babies up to 12 months. For safety reasons, please use non-breakable containers.

From 12 months onward, The Mulberry Bush aim to provide freshly prepared and well-balanced nutritious meals. This includes breakfast, dinner and 2 healthy snacks in the afternoon. Parents are required to provide a healthy snack for their child/children each morning. At The

At The Mulberry Bush we encourage healthy eating, we do not allow sweet foods, crisps, fizzy drinks etc. and request parent's co-operation in this matter.

ALLERGIES:

It is imperative you notify The Mulberry Bush of any special dietary requirements or allergies your child may have. If your child has a severe food allergy, we require all food to be provided by the parent. If a child requires

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ongoing medication, this must be put in writing by the doctor your child is attending. If a particular type of medication needs to be administered, e.g. epi-pen etc., formal training must be provided and organised by the parent.

TOYS:

Children may bring a 'comfort toy' if it is required. The Mulberry Bush does not allow children bringing in any other toys. While exercise is an important part of a child's life, we would ask parents not to leave trikes, bikes or scooters in the hallway. They must be put outside the back area of The Mulberry Bush. Any toys brought to The Mulberry Bush which are lost or damaged will not be replaced.

Please Note: Soothers are given at nap times only or if a child becomes particularly upset while in the crèche due to an illness.

PARENTS ARE REQUIRED TO PROVIDE THE FOLLOWING:

3 Months – 12 Months:

- Nappies, wipes, cotton wool, creams or powders (minimum 1 month's supply).
- Full change of clothes to include vests and socks.
- Bottles, beakers and all solids.
- Bibs
- Comfort toy/soother

From 12 Months Upwards:

- Nappies, wipes, cotton wool, creams or powders (minimum 1 month's supply).
- Full change of clothes.
- Morning healthy snack.
- Beaker containing milk, water or juice.
- For children who start toilet training, please see our policy on toilet training (copy attached).

**** TO AVOID CONFUSION, PLEASE LABEL ALL BOTTLES,
CONTAINERS, BIBS AND ALL ITEMS OF CLOTHING ****

THINGS TO REMEMBER:

At The Mulberry Bush, our aim is to create a nurturing, happy and safe environment. Our policy is to be open and honest with parents in all aspects of their child's development.

When entering The Mulberry Bush, please press the intercom/bell once. When answered, please state your name clearly into the intercom, push the door and enter. Please remember not to allow any unknown person into The Mulberry Bush on your entry or exit. When entering and leaving The Mulberry Bush, please ensure that the door closes behind you. Similarly, whilst in the crèche, please ensure you close and lock all gates behind you.

Any questions about The Mulberry Bush Policies and Procedures or regarding your child/children are welcome. A meeting can be arranged with the Manager for this purpose at a mutually convenient time.

If you would like to discuss your child's progress, please do not hesitate to arrange a suitable time with the Manager/Supervisor or the appropriate member of staff. Alternatively, when your child reaches the Montessori class, a meeting will take place by appointment in March/April, prior to starting school to discuss your child's performance during the year.

**** PLEASE INFORM THE MANAGER**
OF ANY CHANGE IN CIRCUMSTANCES **

THE MULBERRY BUSH POLICIES & PROCEDURES

I/We have read and understood in full The Mulberry Bush Policies & Procedures.

Having read The Mulberry Bush Policies & Procedures, I/We concur and agree to sign same.

Signed: _____ **Date:** _____

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THE MULBERRY BUSH

REGISTRATION FORM

Child's Name: _____ Date of Birth: _____

Address: _____ Home Phone: _____

Mother's Name: _____ Mobile: _____

Work No: _____

Mother's Daytime Address: _____

Father's Name: _____ Mobile: _____

Work No: _____

Father's Daytime Address: _____

Enrolment Date Required: _____

Please Specify Exact Days & Hours: _____

Date of Cessation (Office Use Only): _____

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WHO MAY BE CONTACTED IN AN EMERGENCY IF PARENTS ARE NOT AVAILABLE

Name: _____ Phone No.: _____

Please indicate your preferred method of payment by ticking the appropriate box:

Monthly Weekly Direct Debit

Cheque Cash

For parents choosing the Direct Debit Option, bank details are as follows:

Name: The Mulberry Bush Crèche

Bank Name & Address: AIB, 107/108 Main Street
Bray, Co. Wicklow.

Account No: 19311182

Sort Code: 93-34-81

THE MULBERRY BUSH

MEDICAL HISTORY AND CONSENT FORM

The following authorisations are necessary for the staff to act in your child's/children best interest at all times. Please complete fully and sign.

MEDICAL HISTORY:

Please list any previous medical history (any illness, allergies etc.)

DIETARY RESTRICTIONS:

IMMUNISATIONS:

MMR	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Date:
Tuberculosis (B.C.G.)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Date:
Diphtheria / Tetanus / Whooping Cough	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Date:
HIB	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Date:
Meningitis C	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Date:
Pneumococcal Vaccine	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Date:

Additional Information:

Doctor's Name: _____

Doctor's Address: _____

Doctor's Telephone No: _____

PARENTAL CONSENT TO MEDICAL TREATMENT:

I/We hereby consent to: _____
(child's name)

receiving medical treatment if I/We cannot be contacted following reasonable attempts to do so prior to such treatment being administered.

Signature of Parent/Guardian: _____

Date: _____

COLLECTION AUTHORISATION:

I hereby authorise the following person(s) to collect my child from The Mulberry Bush. If these instructions should change, I will inform The Mulberry Bush in advance.

1. Name: _____

Telephone No: _____

Relationship to Child: _____

2. Name: _____

Telephone No: _____

Relationship to Child: _____

OUTINGS AUTHORISATION:

I/We hereby give permission for _____
(child/children) to participate on walks and other outings outside the nursery. This is on the understanding that the adult/child ratio will be adhered to at all times.

Parent/Guardian Signature: _____

Date: _____

ACCIDENT AND/OR EMERGENCY CONSENT FORM

I/We _____ of
(Print name of Parents/Guardian)

Child/Childrens Name: _____

give permission to The Mulberry Bush to act on our/my behalf
in case of an emergency or accident and to take such action as
may be necessary for the benefit of my/our child/children.

This decision is to be taken by the person in charge at the time
of the emergency/accident.

Parents/Guardian Signature: _____

Date: _____

**PERMISSION TO BE PHOTOGRAPHED OR VIDEO
RECORDED WHILE ATTENDING THE MULBERRY BUSH**

I/We hereby give permission for my child/children

Name: _____

to be photographed or video recorded under the supervision of
the Manager/Supervisor.

Signed: _____

(Parents/Guardian's Signature)

Date: _____

Having read and completed in full The Mulberry Bush
Registration Form, I wish to enrol my child.

Signature of Parent/Guardian: _____

Date: _____

Please state how you heard about The Mulberry Bush?
