

Tick Tocks Day Nursery

Child Registration Check List

Have the following forms been returned

Child Details	Yes	No
Agreement	Yes	No
Terms and Conditions	Yes	No

Please note any relevant information

SEN	Yes (if yes please give form)	No
Medical Conditions	Yes (if yes please give form)	No
Allergy Information	Yes (if yes please give form)	No
Any other relevant info	Yes (if yes please give form)	No

Registration Fee Paid	Yes	No
First months fees received	Yes	No
Correct days booked	Yes	No
Added to registers	Yes	No
Claiming Vouchers	Yes	No
2gether	3+4 year	All year..... term time.....

Confirmation letter given to Parents/Carers	Yes	No
Settling in sessions arranged	Yes	No
Details entered into emergency contact book	Yes	No

Actual start date.....

Notes.....

.....
.....
.....
.....
.....

Checked By..... Date.....