

# Nursery Days

## Child registration form

Childs Name	<input type="text"/>	D.O.B	<input type="text"/> / <input type="text"/> / <input type="text"/>
Gender	<input type="text" value="M"/> <input type="text"/>	<input type="text" value="F"/> <input type="text"/>	Religion <input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Language spoken at home	<input type="text"/>
Postcode	<input type="text"/>	Email	<input type="text"/>
Home telephone number	<input type="text"/>		
		Where did you hear from us?	<input type="text"/>

Parent/Guardian information			
Mothers name	<input type="text"/>	Fathers name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/>
Home number	<input type="text"/>	Home number	<input type="text"/>
Mobile number	<input type="text"/>	Mobile number	<input type="text"/>
Work number	<input type="text"/>	Work number	<input type="text"/>
Place of work	<input type="text"/>	Place of work	<input type="text"/>

With whom does the child have legal contact?	<input type="text"/>
Who has parental responsibility?	<input type="text"/>
With whom does the child reside with?	<input type="text"/>

Emergency contact (Please give the name of a relative or close friend who can be contacted if either parent is not contactable)			
Name	<input type="text"/>	Relationship	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>

Care required

Care type

Year round care  Term-time funded only  Term-time only

Sessions required

Mon am  Tues am  Wed am  Thurs am  Fri am

Mon pm  Tues pm  Wed pm  Thurs pm  Fri pm

Required start date:

Please state the name of the persons that will usually be collecting your child

Name  Relationship

Name  Relationship

Password  Security card number

G.P

Name

Address

Postcode

Telephone

Health Visitor

Name

Address

Postcode

Telephone

Immunisations

Name	Date

### Allergies/Dietary requirements

Allergies	Dietary Requirements
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### Additional needs

Please list if your child has any additional needs that we need to be aware of. For example: Language, Hearing, Sight, Autism or anything else you feel we need to know.


### SENCO

In order for us to monitor your child's development and plan for their next steps we would like to carry out a number of observations during their time at Nursery Days. It is your child's allocated key person who is responsible for carrying out these observations which will be sorted in your child's progress file (available to you at all times).

If your child's key person, through carrying out these observations, picks up any areas of concern, we will discuss these with you in private and also ask our SENCO (Special Educational Needs Co-Ordinator) to carry out observations, the SENCO will also be at the meeting to discuss the observations/concerns.

If between us we feel outside agencies need to be consulted, with parents permission we will notify the outside agencies.

I give permission for observations to be carried out by my child's key person and/or SENCO and understand that outside agencies may be consulted. I understand that we, the parents/carers, will be kept informed of any such action.

Signed  Print  Date

### Confidentiality

Please be aware that we operate a confidentiality policy. Any information that we hold on your child, you are free to view at any time. Within the nursery information between staff and outside agencies concerning your child is only exchanged on a need to know basis, and only after consultation with you.

### Other settings

Will your child be attending another setting Yes  No

Do you consent to us contacting the other setting/s to help with their transition?

I give permission for Nursery Days to contact any other setting my child attends.

Signed  Date

Contact details of the setting

Telephone

### Photographs

I give permission for my child to have their photograph taken by the nursery camera.

Please tick:

Within the nursery   
(For progress files, displays in the room etc)

For other uses   
(For our website, in paper after special events etc)

### Sun cream

I give permission for my child to have sun cream applied when necessary, and will provide the nursery with sun cream, as requested.

Signed

Date

### Emergency Treatment

I give permission that in an emergency my child can receive attention/treatment should the need arise. Nursery Days Ltd deems itself not liable, if you refuse to sign.

Signed

Date

### Outings

When the weather permits we would like to be able to take the children off the premises to visit the local village shops, duck pond, Gore farm or a walk around the village. As you can imagine with the British weather it may not always be possible to predict when it's going to be a nice day and therefore difficult to forward plan. These small outings may be very spontaneous on any day at any time.

I give permission for my child to leave the premises to visit the local areas of interest.

Signed

Date

# **Nursery Days Ltd. - Parental Agreement**

## **Deposit**

A deposit of £75.00 is required to reserve a place. The deposit is then deducted from the last months fees, however, should you wish to cancel before the start date the deposit is non refundable.

## **Registration fee**

A non refundable registration fee of £25.00 is payable to register your child.

I/we agree that fees are to be paid by standing order on the 1st of each month and any extras that are booked must be paid for in advance when making the booking. Nursery fees are a fixed amount each month; this figure includes all bank holidays, which have already been deducted.

## **In the event of non-payment**

All outstanding fees will be vigorously pursued through all legal means. The debtor will be liable for all costs of recovery.

I/we except that no refunds will be given for unattended sessions.

I/we understand that there is a discount of 5% on the second child when the total attendance on both the children is over a full time place. A discount of 10% is given on the second child when they both attend full time.

I/we agree and understand that if children are not collected at the end of the pre paid session then a charge will be levied at the rate of £5.00 per any part of a 15 minute session. (unless previously arranged)

I/we are aware that all policies and procedures can be found in the 'Operational Plan' situated in the main reception area.

I/we agree to contribute to our child's learning journey and 'My Unique Storey'.

I/we agree that 1 month's written notice is required to terminate your child's place.

I/we understand that the nursery is not open for business on the bank holidays and that it closes at 16.00 on Christmas Eve and re-opens on the first weekday after new years day.

. Our funded sessions are from 9.00am – 12.00am and 1.00pm – 4.00pm.

If your child attends term time only, then a 10% retainer is required to hold your child's place when they are not in attendance. Any additional days required will be charged as extra sessions. Term time only spaces are limited.

**We believe these standard terms and conditions reflect the custom and practice of private nurseries providing full time day care. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper re sourcing of the nursery. Nothing within these terms and conditions affects the parent / carer's statutory rights.**

To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions.

### **admission**

children will be considered for entry to the nursery when the registration form has been completed and returned to us and a non-refundable administration fee paid.

### **welfare of the child**

we will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to at least the standard required by law and often to a much higher standard. We will respect your child's human rights and freedoms which must however, be balanced with the lawful needs and rules of our nursery and rights and freedoms of others.

parents give their consent to such physical contact as may accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or in connection with the child's health and welfare.

parents of children who are not potty trained must provide nappies.

the nursery will not provide formula milk for bottle feeding babies.

## health and medical matters

if your child becomes ill during a nursery session the nursery supervisor will contact the parent/carer or the emergency contact indicated on the registration form. Parents must inform the nursery immediately of any changes to these contact details.

if your child is suffering from a communicable illness your child should not be brought to nursery until such time as the infection has cleared Nursery Days takes direction from the Kent Health Protection agency regarding all illnesses. Parents / carers are asked to refer to the illness / communicable disease list supplied for your information on minimum periods of exclusion from the nursery.

parents/carers are required to notify the nursery supervisor if your child is absent from the nursery through sickness.

any child who has been sent home from the nursery because of ill health will not be re-admitted for at least 24 hours.

we reserve the right to call an ambulance in an emergency and escort your child to the emergency department of the nearest hospital. Any decisions regarding the child's welfare will then be made by the emergency department at the hospital.

it is your responsibility to inform the nursery if your child is not vaccinated in accordance with their age. If it is considered necessary, information regarding children vaccinated in nursery may be shared with other parents, however, individual names will not be given.

## **food and dietary requirements**

we will work with parents/carers to provide suitable food for children who have a special dietary requirement as diagnosed by a doctor or dietician. Although all reasonable care will be taken to ensure that a child does not come into contact with certain foods, unless a doctor's note is provided the nursery cannot guarantee this.

menus will be displayed for inspection.

## **concerns/complaints**

any question, concern or complaint about the care or safety of a child must be made in the first instance to the supervisor in charge. If the matter cannot be resolved at this level the matter should be referred to the nursery owner and should follow the settings complaints and compliments policy.

## **disclosures**

parents must, as soon as possible, disclose to the nursery any known medical condition, health problem or allergy affecting the child, or any family circumstances or court order which might affect the child's welfare or happiness, or any concerns about the child's safety.

## **fees**

all fees are charged monthly in advance and must be paid by the tenth day of the month to which they relate. Fees will be invoiced to the person(s) named on the registration

form. Fees are payable during periods of absence from the nursery, including sickness, holidays. the nursery will be closed on the annual bank holidays.

fees are calculated on the basis of the weekly charge for the sessions attended, multiplied by 51 (weeks) and then divided by 12 (months) to create a fixed monthly charge. Fees will be subject to annual increase on notice from the owner.

prices quoted are per child for a core day and include lunch and tea. Extra hours (or parts of an hour) will be charged at the ruling rate and must be booked and paid for 24 hours in advance.

if you register your child for a full time place (i.e. 10 sessions per week) and such a place is confirmed by the nursery, you will not be permitted to reduce the number of sessions attended within four weeks, as four weeks written notice is required to reduce the sessions.

fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the nursery can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents. No compensation will be paid or refund given if the nursery has to be closed due to any reason beyond the control of the nursery, such as power failures or weather conditions etc.

## **exclusion for non-payment**

children may be excluded from the nursery if fees remain outstanding more than 1 month beyond the due date and the registration terminated.

## **late collection**

parents/carers collecting children late from the nursery will be subject to a surcharge, details of which are published at the nursery. Charges are made every 15 minutes or part thereof. Parents / carers should be aware that the nursery has to be vacated by the designated closing time.

## **belongings**

.the nursery does not accept responsibility for accidental damage or loss of property.

## **insurance**

the nursery undertakes to maintain those insurances required by law. Details of these are available from the nursery supervisor. Copies of the current employer's liability and public liability insurance policies are displayed on the notice board at the nursery.

## **general**

you should be aware that the nursery occasionally takes photographs within the nursery, which may be used, in training or promotional material. Parental preference is adhered to and permission will be sought via the settings permission form which is completed at enrolment.

## **safeguarding children**

See enclosed policy

## **data protection**

it is a legal requirement on the nursery to hold information about children using the nursery and its staff. Basic information is used for registers, invoices and for emergency contacts; however, all records will be stored in a locked cabinet.

### **legal contract**

the offer of a place and its acceptance by the parents gives rise to a legally binding contract on the terms of these terms and conditions.

these terms and conditions are governed exclusively by English and Scottish law.

### ***Full name of parents/guardians:***

*1 Signature*

*Date*

*2 Signature*

*Date*