

Marlborough Day Nursery Registration Form

Office Use

Deposit: £100.00	Date Deposit Paid:
2 Year Funding Code: TYF -	30 Hour Number:
Birth Certificate Received: (Y / N)	Room Allocated:
Settling in Session 1:	Settling in Session 2:

Child Details

First Name:	Start Date:
Surname:	Date of Birth:
Other Names:	Religion:
Gender:	Nationality:
Languages Spoken:	Ethnic Origin:

Session Details

	Mon	Tue	Wed	Thu	Fri
All Day Session 7:30-6:00					
Morning Session 7:30-1:00 / 8:00-1:00*					
School Session 9:30-2:30*					
Afternoon Session 1:00-6:00*					

* 5 hourly blocks available to use with government funding

For 2, 3 and 4 year funded children only Please select option	Term time 38 weeks	All year round 50 weeks
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Current / Previous Early Years Provision

Please provide details of any nurseries or playgroups that your child currently or previously attended.

Multi-Agency Partnership

Please provide details of any other professionals, who are involved with the family; Social Worker, Family Outreach Worker, Paediatrician, Speech and Language Therapist, Specialist Teacher etc.

Parent / Carer Details

Carer 1 Details (Legal Responsibility Y / N)	Carer 2 Details (Legal Responsibility Y / N)
First Name:	First Name:
Surname:	Surname:
Title:	Title:
Relationship to Child:	Relationship to Child:
Date of Birth:	Date of Birth:
National Insurance Number:	National Insurance Number:
Nationality:	Nationality:
Home Address (Child's Home Address):	Home Address (If Different):
Post Code:	Post Code:
Landline:	Landline:
Mobile:	Mobile:
Email:	Email:
Occupation:	Occupation:
Work Address:	Work Address:
Post Code:	Post Code:
Landline:	Landline:

Authorised Collection Details

Please provide details of any other adults who may collect your child from the nursery.

First Name:	First Name:
Surname:	Surname:
Title:	Title:
Relationship to Child:	Relationship to Child:
Home Address:	Home Address:
Post Code:	Post Code:
Landline:	Landline:
Mobile:	Mobile:
Password:	Password:

Medical Details

GP Name:	Health Visitor Name:
Surgery:	Surgery:
Home Address:	Home Address:
Post Code:	Post Code:
Landline:	Landline:

Immunisation Details

Immunisation	Parent Signature	Date Given
2 Months Old: Diphtheria, Tetanus, Pertussis, Polio & Hib, Pneumococcal Disease, Rotavirus, MenB		
3 Months Old: Diphtheria, Tetanus, Pertussis, Polio & Hib, MenC, Rotavirus		
4 Months Old: Diphtheria, Tetanus, Pertussis, Polio & Hib, Pneumococcal Disease		
Between 12 and 13 Months Old: Hib and MenC, Pneumococcal Disease, Measles, Mumps and Rubella (German measles)		
3 Years 4 Months Old: Diphtheria, Tetanus, Pertussis & Polio, Measles, Mumps and Rubella		

Allergies, Dietary requirements, Medical Conditions, Medication, Disability Details

Please provide details of any allergies e.g. insect stings, toiletries, foods etc. Please note medical evidence of allergies is required. Using a code of mild (1), moderate (2) and severe (3) please give an indication of the severity.

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Please provide details of any medical conditions, and any regular medication requiring a care plan.

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Please provide details of any special educational needs and/or additional needs.

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Please provide details of any dietary requirements determined by religion, culture, health or preference.

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Permissions Details

Permission	Yes	No
I give permission for you to use plasters.		
I give permission for you to use antiseptic wipes.		
I give permission for you to use nappy rash cream.		
I give permission for you to use sun screen.		
I give permission for you to use massage oil (babies).		
I give permission for the removal of my child to hospital in case of an accident and the child receiving medical or surgical treatment as necessary, including anaphylaxis shock.		
I give permission for my child to be administered with piriton if an allergic reaction occurs at nursery.		
I give permission for my child's information to be shared with other professionals, should the need arise. This information includes developmental, health, safeguarding and transitional advise.		
I give permission for my child to take part in walks around the local area and understand that correct staff to child ratios will be maintained.		
I give permission for my child's face to be painted.		
I give permission for my child to participate in different festivals.		
I give permission for my child to have photographs or video taken of them during activities, for them to be displayed in their work, other children's work or notice boards.		
I give permission for my child's photographs or videos to be published in advertising material, the brochure, the website, or provided as compliance evidence to our regulatory authority.		
I give permission for you to arrange an initial home visit to support my child's transition into the nursery.		
I wish for the nursery to apply for any monetary funding on my behalf (presently available for 3 to 5 year olds) and enclose a copy of my child's birth certificate.		
I agree to the nursery using parental information above to apply for EYPP funding to support my child, and will supply the necessary information when asked.		
I understand that I have free access to any records about my child retained at the nursery.		

Contact Details

Permission	Yes	No
I wish to receive newsletters/information by email.		

Parent / Carer 1 Signature:	Date:
Parent / Carer 2 Signature:	Date:

Marlborough Day Nursery

Terms and Conditions

First Name:	Start Date:
Surname:	Date of Birth:

Child Care Places and Bookings

- Before we will grant your child a place in the nursery, we must receive a signed and fully completed registration form together with the stated deposit of £100. The only exception to the deposit is where the place is for three, fully funded sessions only.
- Unfortunately, should you cancel your place, the deposit will become non-refundable due to the fact that we have had to turn someone else away to secure the place.
- We require you to provide a recent utility bill to confirm your address, and your child's original birth certificate to confirm their date of birth. Copies will be taken for reference purposes.
- We require you to give us four weeks' notice in writing when you wish your child to leave the nursery. You will be required to pay the normal fees during this notice period regardless of whether your child attends or not.
- If your child remains at nursery for a minimum of six months and you give four weeks written notice that you wish to cancel your child's place, we will refund the deposit provided all other fees are fully paid up to date. We may, if required, set off any reasonable debt recovery costs and expenses against any deposit before a refund is made to you.
- You must give four weeks prior written notice to reduce the sessions that your child attends at nursery. Less than four weeks written notice will incur an administration fee of £25. There is no administration fee to increase sessions.

Fees

- The deposit of £100 is payable in full at the time of registration. The only exception is where the place is for three, fully funded sessions only.
- Fees are payable for 50 weeks of the year, at the beginning of each month.
- Fees paid by standing order must be set up on the first working day of each month, or the last working day of the previous month.
- If you pay your fees by any method other than standing order, payment must be received within 5 working days of the first of each month. Other payment methods include childcare vouchers, credit/debit card, cash, cheque and transfers directly into our bank account.
- Note that for any child on a fully funded place, fees for any additional sessions will be strictly payable in advance.
- An administration charge of £25 will be levied for each occasion that your fees remain unpaid by the 15th of the month.
- If payments are cancelled or returned by the bank, we reserve the right to charge a fee of £35 to cover costs.
- A 5% sibling discount is given to the oldest child/children when one or more children from the same family attend at the same time. Any child in receipt of 2 year old funding, or 3 and 4 year old free entitlement is excluded from this discount.
- We will invoice you each month for the following month's fees.
- Charges for any additional sessions requested and any additional charges will usually be invoiced in arrears.
- All sessions booked must be paid for, regardless of whether your child attends. No refunds will be given for sessions missed due to holidays or sickness.
- There will be no refund or waiver of fees in the event that the childcare facility is closed or your child is released home early as a result of a Force Majeure event.
- If you are late collecting your child from the childcare facility, a late collection charge of £7.50 for every period of 15 minutes or part thereof after your child's session has ended is payable.
- Extra half day or full day sessions may be booked depending on availability and will be charged at the appropriate half day or full day rate.

Health and Medical Matters

- You must advise the nursery as early as possible if your child will not be attending due to illness.
- You understand that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children at the nursery.
- You understand that should a child become ill whilst in our care that immediate arrangement will need to be made to remove the child from the nursery.
- You understand that your child will not be allowed to return to nursery until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary.
- You understand that staff may seek any necessary emergency medical advice or treatment for your child.

Termination

- We may terminate your child's childcare place with immediate effect if any fees are outstanding for more than thirty days. Alternatively your childcare place will be suspended and in such circumstances you will not be entitled to a refund of any fees paid in advance or any deposit. In such circumstances once all outstanding fees are fully paid your child may return to nursery.
- We may terminate your child's childcare place with immediate effect if you, or any carer displays abusive, threatening, disruptive or otherwise inappropriate behaviour towards any member of staff, other child, parent or carer.
- We may terminate your child's childcare place with immediate effect if you, or any carer attempts to bring the nursery into disrepute either within or outside the nursery including but not limited to the use of social media.
- We may terminate your child's childcare place with immediate effect if your child's behaviour is unacceptable or endangers the health, safety and well-being of any of the other children in the nursery, staff, or is in any other way unacceptable to the smooth and efficient running of the nursery.
- We may terminate your child's childcare place with immediate effect in the event that you are not completely honest about your child's condition or you withhold or are found to have withheld important information about your child, or if you are in serious breach of these terms and conditions or if termination of a place is considered by us to be in the best interests of the childcare facility and/or the continuing welfare of the other children at the childcare facility.
- Notwithstanding the other provisions of these terms and conditions, the nursery shall be entitled to terminate your child's childcare place for any reason whatsoever, on not less than four weeks' prior notice in writing to you.

Liability

- We aim to provide childcare with reasonable care and skill.
- We accept no responsibility for any loss suffered by you, arising directly or indirectly, as a result of the childcare facility being temporarily closed or the non-admittance of your child to the childcare facility for any reason.
- We accept no responsibility for your child whilst in your care at the childcare facility, i.e. prior to arrival or after pick up.
- We will not be liable to you or any third party for any economic loss of any kind, for damage to your child's or your property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.
- Except in the case of death or personal injury caused by our negligence, our liability under or in connection with this contract whether arising in contract, tort, negligence, breach of statutory duty or otherwise howsoever shall not exceed the fees that you have paid us.
- We shall have no liability under or be deemed to be in breach of our agreement with you for any delays or failures in our performance which result from circumstances beyond our reasonable control.
- We shall not be liable for any default due to any Force Majeure Event or other event beyond the reasonable control of either party.

- We will take all reasonable precautions which, having regard to all the matters known to us before the Force Majeure Event, we ought reasonably to take and we will use all reasonable endeavours to mitigate the effect of the Force Majeure Event, to carry out our obligations to you in any way that is reasonably practicable and to resume the performance of our obligations as soon as reasonably possible.

General

- You must inform us immediately of any changes to all information kept by us in relation to your child and any information that is relevant to our care of your child.
- You must inform us immediately if the parents of the registered child separate. This may have an effect on the “parental responsibility” status of a parent. You must inform us if your child is the subject of a court order and immediately provide us with a copy of the order.
- You are required to provide nappies for your child. Should we run out of nappies supplied by you we reserve the right to make a charge of £1 per nappy.
- You understand that a child suspected of being abused or neglected, will be reported to the Social Services department.
- Our policies and procedures are available in our office and they form part of these terms and conditions. You must comply with our policies and procedures.

Agreement

- These terms and conditions and our policies and procedures represent the entire agreement and understanding between you and us. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.
- We reserve the right to update / amend these terms and conditions and our policies and procedures at anytime. We will give you at least four weeks’ prior notice of any changes.
- By signing below you are confirming that:
 - The registration form has been completed to the best of your knowledge.
 - You have read and agree to abide by the terms and conditions detailed above.
 - You agree that you are jointly and severally liable to pay the nursery’s fees in accordance with the payment terms above.

Parent / Carer 1 Signature:	Date:
Parent / Carer 2 Signature:	Date:
Officer in Charge Signature:	Date: