

Registration Forms

Child's surname _____ Child's first name _____
Date of Birth _____ Ethnic Origin _____
Religion _____ Language spoken at home _____
Full address _____
_____ Post code _____
Mother's surname _____ Mother's first name _____
Work phone No. _____ Home phone No. _____
Mother's mobile _____ Father's mobile _____
Father's surname _____ Father's first name _____
Work phone No. _____ Home phone No. _____

Emergency contact no.

1 Name _____ Phone number _____
Relationship to child _____
2 Name _____ Phone number _____
Relationship to child _____

Authorised to collect other than parent (please include photos)

1 Name _____ Phone number _____
Relationship to child _____
2 Name _____ Phone number _____
Relationship to child _____

Doctor

Doctor Name and address _____
_____ Phone number _____
Health visitor's name _____ Phone number _____

Special Dietary Requirements

My child _____ has / has not got any special dietary requirements.
They are: _____

Calpol

From time to time children get high temperatures. If you would like a qualified senior member of staff to administer Calpol please sign the permission slip below.

(Delete as appropriate)

My child is/is not allergic to Calpol.

I would/would not like 1st Friends Day Nursery staff to administer Calpol if my child has a high temperature_____ (Parent/Guardian.)

_____ (Please print name.)

Immunisations

My child is up to date with immunisations.

_____ (Parent/Guardian.)

_____ (Please print name.)

Medical conditions/illnesses.

Please state below any Medical conditions your child has and any illnesses suffered.

Allergies

Please state below any allergies your child has

Regular medication.

Pleas list any regular medication your child requires.

Sessions required: (tick in space provided)

Session / day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
All day					

Start Date: _____

Weekly Fee £ _____

I/we have read and understood the Terms of Enrolment (a copy of which I/we have retained) and agree to be bound by these terms. I/we understand and agree that fees are payable a calendar month in advance (last Friday of every month) and if fees are in arrears, my child will not be accepted into the nursery. I/we acknowledge that I/we will be personally responsible for the payments of fees and treat this form as a legally binding document. Please find attached my cheque for £50.00 in respect of the non-refundable registration fee*. I/we accept that if my child does not start on the date stated above, this fee will be forfeited and the place will be allocated to another child.

SIGNATURE OF PARENT _____ DATE _____

NAME (PLEASE PRINT) _____

SIGNATURE OF PARENT _____ DATE _____

NAME (PLEASE PRINT) _____

National Insurance Number. Mothers _____

National Insurance Number Fathers _____

Registration fee

- A non refundable registration fee of £50.00 is payable to the nursery on submission of the completed registration form. If the child does not start on the stated date on the registration form and no contact has been made, this registration fee is then forfeited. If the place is to be held for more than 3 months than a £100 deposit is required.

Payment of nursery fees

- A payment of nursery fees shall be made by the parent / guardian, a calendar month in advance (last Friday of the month). When a child starts mid-month, fees for that part of the month is payable by cheque at least 5 working days prior to commencement date, with fees for the following month payable on the last Friday of that month. Full fee is payable throughout the period the child is registered, including when a child is unable to attend owing to illness or holiday or when the nursery is closed for Good Friday, public holiday and over Christmas and new year.
- If nursery fees remain outstanding for more than 5 working days after the due date, the nursery will not admit the child and the contract would be terminated without notice. Upon which a demand for outstanding nursery fees will be made.
- Nursery fees will be reviewed annually on 1st April. Parents will be notified 6 weeks prior to new fees becoming effective.
- The nursery will charge interest to any late fees that it is forced to collect by its debt recovery agent Daniels Silverman.

Bounced Cheques

- There will be a £10.00 charge for every bounced cheque. This is in line with the Medway Association of Day Nurseries of which we are a member.

Collection of children

- To ensure the safety of your child only those listed on the registration form and who we have pictures of will be allowed to collect your child from nursery. If this has to be changed then notice in writing should be given where possible or a password issued.

Extra Sessions

- Subject to availability, parents could request and be offered extra sessions over and above the registered sessions on an ad hoc basis. Any extra hours/sessions taken must be paid for in advance if possible or when dropping off the child that day.

Change in Sessions / contract

- If a change to the original contract is required than 4 weeks notice must be given in writing.

Late Collection

- If a child is collected after the time their session has ended, **a late fine of £1.00 per minute** will be charged. **This must be paid** before the child can re-attend nursery. Parents persistently late will be asked to withdraw their child from the nursery.

Cancellation / termination

- After acceptance of the offer by the parent / guardian, either party may terminate this agreement by the service of one calendar month's notice in writing. During that one month

period, the nursery undertakes to continue to admit the child and the parent / guardian undertakes to pay all fees on the due date. In the event of the parent /guardian failing to pay the month's fee within 5 working days after the due date the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payments of such fees outstanding.

- The parent / guardian, if they so wish could withdraw the child without notice, provided one months fees in lieu of notice is paid. Notice of withdrawal / request for change in sessions must be in writing addressed to the nursery manager.
- If in the reasonable opinion of the nursery manager it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well being of the child or other children or nursery staff, then the nursery may serve notice to the parent / guardians or a request for the child to be immediately removed from the nursery. The provision of one month's notice as referred to above shall not apply.

Variation

- There shall be no variation of this agreement unless it is in writing between the parent / guardian and the proprietor.
- Employees of the nursery are not authorised to change any of the terms of this agreement.

Acceptance of above terms and conditions by parent / guardian

I/we have read and understood the above terms and conditions and consider them to be fair and reasonable and I acknowledge the same as a legally binding document and undertake to abide to them. I/we accept that if fees are in arrears at any time during my child is registered with the nursery my child will not be accepted into the nursery.

SIGNATURE OF PARENT / GUARDIAN _____ **DATE** _____

NAME (PLEASE PRINT) _____

SIGNATURE OF PARENT / GUARDIAN _____ **DATE** _____

NAME (PLEASE PRINT) _____

I give my permission for nursery staff to take photographs of my son / daughter, whilst my child is at nursery.

Name: _____
Signed: _____
Date: _____

I give my permission for any assessment records kept at the nursery on my child, to be passed on to the school when they are due to start.

Name: _____
Signed: _____
Date: _____

I **agree / disagree** for my Child to be photographed while at nursery for display on your website.

Childs Name -----
Parents Name -----
Parents Signature -----
Date -----

I give permission for 1st friend's day nursery staff to seek emergency medical advice or treatment and to be taken to the nearest hospital casualty department accompanied by a trained member of staff.

Name: _____
Signed: _____
Childs name _____
Relationship to child _____
Date: _____

I give / do not give permission for 1st friends day nursery staff to take my child out on day to day trips, this includes short walks to the park, shops, library, leisure centre etc. Where vehicles are being used adequate insurance of vehicle and driver, and sufficient child restraints for every child will be arranged.

Name _____
Signed: _____
Childs name: _____
Relationship to child _____
Date: _____