



## REGISTRATION FORM

This form asks for information that we require in order ensure that you and your child's detail are correctly recorded. This document also forms a contract between Kinder Place Ltd and you to provide childcare for your child.

You are required to complete this form once your child's place has been confirmed.  
Please submit this form completed, signed and accompanied by the registration fee of £30.00.

*(Please complete in block capitals)*

<b>Child's Details</b>		
First Name:	Middle Name/s:	Last Name:
D.O.B:	Gender: <b>Male / Female</b>	Ethnicity:
Place of Birth:	Birth Certificate No (office use):	Where did you hear about us?
First Language:	Nationality:	Religion:

<b>Parents and Family - details</b>	
Mothers full name including title:	Fathers full name including title:
Address:	Address (if different)
Postcode:	Postcode:
Home No:	Home No:
Mobile No:	Mobile No:
Email Address:	Email Address:
Name of Employer:	Name of Employer:
Work Address:	Work Address:
Postcode:	Postcode:
Department in which you work:	Department in which you work:
Work No:	Work No:

If you are studying please supply us with the name and address of the establishment, the contact number and the course you are attending.

**Specific Dietary Needs/Food or Drink Allergies**

Are there any foods/drinks that your child may not have for any reason? e.g. religious, medical, allergy or other.

If Yes – please specify

**Medical/Illnesses**

Any serious illness/condition?  
(Inhaler, Epipen, etc)

If yes, please specify

Symptoms/medication/treatment required:

Any skin allergies/conditions?  
(eczema, etc)

If yes, please specify

Medication/treatment required:

Any medication allergies?

If yes, please specify

Any special educational needs/disabilities?  
i.e. speech therapy, occupational therapy or other

If yes, please specify

**Please advise if your child has been Immunisations:**

Tetanus: YES / NO  
Date:

Chicken Pox: YES / NO  
Date:

HIB (Meningitis): YES / NO  
Date:

Poliomyelitis: YES / NO  
Date:

Diphtheria: YES / NO  
Date:

Whooping Cough: YES / NO  
Date:

MMR: YES / NO  
Date:

Other:  
Date:

**Contacts**

G.P - Name

Postcode:

Address:

Telephone No:

Health Visitor - Name

Postcode:

Address:

Telephone No:

<b>Contacts</b>	
Please provide details of people whom you give your consent to, to collect your child, other than yourselves along with a password that they are to use. Please ensure that you let us know in advance if you will not be collecting your child and ensure that your nominated person has identification and is detailed below.	
Full name including title:	Full name including title:
Relationship to child:	Relationship to child:
Address:	Address:
Post Code:	Postcode:
Home No:	Home No:
Mobile No:	Mobile No:

Full name including title:	Full name including title:
Relationship to child:	Relationship to child:
Address:	Address:
Post Code:	Postcode:
Home No:	Home No:
Mobile No:	Mobile No:

***Allocated Password:***

<b>Any Previous Names:-</b>		
Name:	To:	From:
Name:	To:	From:

<b>Any Previous Address:-</b>	
Address:	Address:
Postcode:	Postcode:
To:    From:	To:    From:

<b>Any Previous Setting Attended:-</b>	
Setting/address:	Setting/address:
Postcode:	Postcode:
To:    From:	To:    From:

<b>I hereby give/do not give*</b> permission for Kinder Place to request information or developmental records from any previous setting.	Signature:
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### Consents

The following consents given by you, the parent/carer, remain valid until your child's attendance with Kinder Place Ltd has been terminated in writing or you have otherwise indicated by written amendment which must be dated and signed.

\*Please read each section and delete as appropriate. Your signature is also required against each consent statement to confirm that this is your wish.

### Medical emergency

In the event of an emergency and my child requiring urgent medical treatment through illness or an accident and should I not be contactable **I hereby give/do not give\*** permission for staff to seek emergency medical advice and or treatment of any kind including operative treatment and /or administration of anaesthetic in my absence.

I understand that this may include my child being transported to the hospital by ambulance with a senior member of nursery staff and the attempts will continue to be made to contact me **I give/do not give\*** permission for nursery staff to discuss my child's medical history with medical staff if needed.

Signature:

Signature:

### Information Sharing

I give permission for the early years provider's assessments of my child's progress towards the early learning goals to be shared with our local children's centre. On the following occasions:

- On entry/starting assessment
- Vulnerability conversations
- Two year-old assessment check
- Last assessment

I understand by giving this permission the children's centre will automatically register my family's details to give us membership and access to the children's centre as part of the new Children and Families Prevention Service.

Signature:

### Face Painting

**I hereby give/do not give\*** permission for my child to have their face painted as part of activities on fun days and special occasions.

Signature:

### Sun Protection Cream

**I hereby give/do not give\*** permission for my child to have sun protection cream applied by nursery staff.

Signature:

**I will/will not\*** require the use of nursery bought sun cream (a letter will be issued prior with a request for a donation towards the cost the sun cream).

Signature:

### Plasters

**I hereby give/do not give\*** permission for plaster to be used on my child, my child does not have an allergy to them.

Signature:

**Outings**

**I hereby give/do not give\*** permission for my child to participate on short/nature walks supervised by nursery staff in the vicinity of the nursery, whilst in the care of nursery staff.

Signature:

**Photos**

**I hereby give/do not give\*** permission for my child's **photograph**, as specified by the director or deputy, to be displayed within the nursery.

Signature:

**I hereby give/do not give\*** permission for my child's **photograph** as specified by the director or deputy, to be used/displayed for **promotional material** belonging to Kinder Place Ltd i.e. Website, prospectus, nursery newsletters, trust newsletters and newspaper editorials.

Signature:

Any other information you feel we should know about your child? i.e. routine, siblings, like and dislike

## TERMS & CONDITIONS

**Registration All** parents/carers must complete a registration form, detailing in full any health, dietary, medical, allergy or special needs. A registration fee of £30.00 is payable on acceptance of the Registration Form. The registration fee will only be refunded if we are unable to provide a place on the required commencement date (please note that a registration fee is not required when registering for a funded only placement).

**Nursery Fees** are charged on a calendar monthly basis and are payable on the 1<sup>st</sup> of the month in advance. The initial payment of fees will be determined by the child's commencement date with us and will include all sessions booked from that date, up to, and including the remainder of that particular month.

Depending on the period of daily attendance breakfast, lunch, tea, drinks, along with morning and afternoon snacks are included in the fees (except in the case of a funded only session). Formula milk can be made up or brought in powder form for staff to make up as and when needed according to your child's routine. Nappies are to be provided by the child's parent/carer.

Payment may be made by Bank Transfer, Debit Card, Childcare Vouchers or Cash however please note that cash fees over £100 will incur a handling charge of £5. Credit cards are subject to a 3% surcharge. Returned payments from the bank may incur an administration charge equal to any charges the nursery may be charged by the bank. If you

**Please Note: On commencement of a child attending the nursery, the nursery fees shall be made in full and any voucher payments made will be deducted from subsequent months.**

The nursery reserves the right to review the fees. In the event of there being changes to the fees one calendar month's written notice shall be given.

Fees for nursery attendance are calculated over 51 weeks.

The nursery is closed on Bank Holidays and for 2 days per year to facilitate staff training, for which charges remain applicable, the exception being the week between Christmas and the New Year. A refund will not be given where a child is absent from the nursery due to sickness or holiday.

If nursery fees remain outstanding for more than 10 days:

1. The nursery reserves the right to charge a late payment fee of 5% on any outstanding balance
2. The nursery may serve 14 days' notice in writing to terminate the contract. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery and the nursery notice to terminate shall be regarded as a formal demand for all outstanding monies.
3. Please note that all invoices not settled within our payment terms will be referred to our Debt Recovery Agents, Final Demand Ltd and will be subject to a surcharge of 15% plus VAT in lieu of our recovery charges.

**Type of Booking s of Sessions & Conditions** Additional sessions may be booked, subject to availability.

Set sessions are permanently booked recurring sessions or days requiring one full calendar month's notice in writing should this be necessary to change.

**Extra Sessions/Hours** We are happy to offer extra sessions and hours if they are available:

1. Please try to give as much notice as possible if you require extra sessions so that we can ensure that there is the correct staff to child ratios, this is an Ofsted requirement.
2. Extra sessions will be added to your nursery invoice as additional sessions.
3. Extra sessions booked but not taken are not refundable or transferable unless agreed by the nursery Director or Deputy Manager due to exceptional circumstances.
4. You may cancel an extra session up to 48hrs prior by informing the nursery Director or Deputy Manager.

**Cancellation/Termination of Contract** After the child's initial admission to the nursery either party may terminate this contract by giving one calendar month's notice in writing. This period is subject to the termination not being due to non payment of fees as outlined above. During that said one month period the nursery undertakes to continue to admit the child and the parent/carer undertakes to pay for all fees due. In the event of the parent/carer failing to pay the month's fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies.

In the event of the parent/carer giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one calendar month's fees in lieu of notice. Failure by the parent/carer to provide one calendar month's notice or any notice at all shall render the parent/carer liable to the nursery for one month's fees. Notice must be made in writing to the Director.

**Sibling Discount** Where there is more than one sibling attending the nursery a discount will be applied to the eldest child's fees. (See Nursery Fee Schedule)

**Late Collection Policy** We understand that there will be exceptional circumstances in which you may be late in collecting your child from nursery but please be aware that should this become a regular occurrence then the nursery reserves the right to charge parent/carers when they do not collect their child at the agreed time, a charge at the rate of £7.50 for the first 15min then £15 for every 15 minutes thereafter.

**Notification of Absent/Lateness** – The parent/carer is expected to notify the nursery if their child is going to be late or absent from the nursery.

**Unforeseen Closure** – In the event of closure of the nursery due to extreme weather conditions, transport difficulties, flooding, loss of utility supplies, heating failure, or other causes beyond the reasonable control of the nursery, the nursery will close and the parent/carer accepts that no refund of fees will be made due to continued operational costs.

**Sickness/Emergency Treatment** - Children must not attend the nursery when they are unwell or suffering from a contagious illness or infection. In the event of a child becoming ill whilst at the nursery, the parent or nominated carer will be contacted to arrange to take their child home.

In the case of an infectious condition the recommended exclusion time must elapse before the child can be readmitted to the nursery (the nursery can advise on this).

Any child suffering from diarrhoea or vomiting must be kept at home until clear of the symptoms for a minimum of 48 hours.

If your child requires antibiotics, we will administer them after the first 48 hours of the course. It is important that children are not subjected to the rigours of the Nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require an antibiotic.

In the case of an emergency the nursery will call health professionals. A senior member of staff will accompany the child to the hospital until the child's parent/carer arrives. The nursery will continue to make contact with their parent/carer if they had not been able to reach them immediately.

**Complaints Procedure** - The nursery complies with a laid down complaints procedure, a copy of this is held in nursery, in compliance with Ofsted requirements.

**Ofsted Registration** The nursery is registered with Ofsted and complies with all Ofsted procedures.

**Loss or Damage** The nursery does not accept responsibility for any loss or damage of property on its premises.

**Data Protection:** In compliance with current UK Data Protection legislation, any information you provide to us will be kept secure and treated confidentially. This data collected will only be used by Kinder Place Ltd and will not be disclosed to any external sources without your prior consent.

The nursery reserves the right to change the above Terms & Conditions as and when the need arises. One month's notice will be given in writing to any changes.

**Start date / Settling in / Sessions**

Commencement date agreed with Parent/Carer will be:	Introductory/ Settling In Sessions agreed with Parent/Carer:				
	Date:		Time:		
	Date:		Time:		
Contracted session	Mon	Tues	Wed	Thurs	Fri
Morning					
Afternoon					
Full Day					
Extended Day					

If you require set sessions please complete the table above. This may include funded hours which will be deducted from your invoice. Please tick if you are using funded as part of you fee payment  and specify the number of hours you are using: \_\_\_\_\_

Funded only session (up to 15 hrs a week)					
	Mon	Tues	Wed	Thurs	Fri
Morning (8am till 1pm)					
Afternoon (1pm till 6pm)					
Full Day (8am till 4pm)					

Please note you may use: 10 hours in a day/15 hours over any two days. If you are unsure please speak to a member of staff. Please note that there is a charge for lunch and tea should these occur during a session in which your child attends (Lunch £1.50 /Tea £1.10).

**Flexible sessions (Trust only)**

	No of Sessions
Morning	
Afternoon	
Full Day	
Extended Day	

- If you are trust employee and require a flexible placement please note that the sessions you indicate above are the sessions you will be contracted for and that we will reserve for you on a weekly basis.
- You will be invoiced for these sessions on a monthly basis.
- If you require additional sessions over and above your contracted flexible sessions you may book them as additional sessions.
- Please note that when we are busy we will only reserve you your contracted sessions, so we recommend that if you will require more than your contracted sessions week on week that you adjust your contract (in writing) to avoid disappointment.
- Flexible contracts and the sessions you book using our booking form are on a first come first serve basis and dates cannot be guaranteed.
- We will endeavour to meet your needs but we ask that you book your required sessions as soon as possible to avoid disappointment.

**How to pay your fees:**

Fees are payable on the first day of each calendar month in advance, please read our terms and condition below for further information regard our financial agreement. Based on the sessions you have requested your estimated monthly fees at the current nursery rates are: £\_\_\_\_\_.

Please indicate the method of payment you intend to use to pay your nursery fees below:

Debit card / Credit card / Standing order / Bank transfer / Cash / Childcare vouchers

If you are intending to use childcare vouchers please detail below the voucher provider:

Provider:\_\_\_\_\_ Your ref:\_\_\_\_\_



**Parent/Carer Declaration:** - I/we have read and agree to the Terms and Conditions (Nov 2012) laid down by the company. I/we have completed the Registration Form in full and sign the appropriate permissions. Were both parents share parental responsibility we require that both sign the declaration below. I have also read the policy and procedures within the Welcome pack and understand the Fair processing notice.

Parent/Carer (1)	Parent/Carer (2)
Signature:	Signature:
Print:	Print:
Date:	Date:

**Enrolment fee of £30.00 received:** Cash  Debit card  Date:

(Office use only)

Details added to Database:	Date:	Actioned by:
Nursery Team Informed:	Date:	Name of Key person:
Fees calculated and details placed on fee database:	Date:	Actioned by:
Dietary Requirement added to sheet:	Date:	Actioned by:
Child's Profile and Labels prepared:	Date:	Actioned by: