

## REGISTRATION FORM

A: CHILD'S DETAILS	
Forename:	Surname:
Known As:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth:	Ethnicity:
Languages Spoken:	Religion:

B: FATHER'S (OR CARER'S) DETAILS	MOTHER'S (OR CARER'S) DETAILS
Title:	
Forename:	
Surname:	
Address	
House Number/Name:	
Street:	
Town/City:	
Post Code:	
Telephone Details	
Home:	
Work:	
Mobile:	
Email:	
Employer Details	
Name:	
Tel:	

C: EMERGENCY CONTACT (Other than parents)		
Contact 1	Name:	Relationship to child:
	Address:	
	Tel (Home):	Tel (Mobile):
Contact 2	Name:	Relationship to child:
	Address:	
	Tel (Home):	Tel (Mobile):

D: CHILD'S MEDICAL HISTORY	
Doctor's name:	
Address:	
Tel:	
Email:	
KNOWN ALLERGIES / SENSITIVITIES / INFECTIOUS ILLNESSES OR DISEASES: Please provide details:	
Food Intolerances/ Sensitivities:	Food Forbidden by religion/culture:

E: MEDICATION AND MEDICAL HELP		
1. In the event of my child requiring a course of prescribed medication, I undertake to authorise this through the use of the Nursery's individual Medication Slip(s), as appropriate.	Signature:	Date: __/__/__
2. In the event of an accident, or my child requiring emergency medical treatment, I consent to a member of the Nursery staff to take my child to a GP or hospital, as needed and seek medical advice or treatment:	Signature:	Date: __/__/__

F: ATTENDANCE SCHEDULE						
CHILD'S NAME:						
COMPLETED BY:			Signature:		Date: __/__/__	
Start Date: __/__/__	Monday	Tuesday	Wednesday	Thursday	Friday	
Full Day (7am – 6.30pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AM (7am – 1pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PM (1pm – 6.30pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

G: OUTINGS	
I give consent to my/our child being taken out of the Nursery on outings:	
Signature:	Date: __/__/__

**H: DROP-OFF AND PICK-UP**

The following people are authorized to collect or drop my child off at the Nursery:

Name:	Relation to Child:
Name:	Relation to Child:
Name:	Relation to Child:
Authorization Password (please provide):	
Signature:	Date: __/__/____

**I: TERMS AND CONDITIONS****Nursery Places and Bookings**

The Nursery must receive a signed and fully completed application form before a place can be considered. Full and part time sessions must fit in to the session times detailed on the application form; however, we will attempt to meet individual needs where necessary.

Your child's place at the nursery is not confirmed until a deposit of £100, £150 or £200 based on the sessions requested on this application is received after which an offer is made by the nursery.

**Registration Fees and Deposits**

A £50.00 non-refundable fee is required upon booking a place. This is payable at time of registration.

**Fees and Invoices**

The nursery is closed for all bank holidays and the Christmas holidays. However, fees remain payable for these days as fees are billed over 50 week period to cater for this closure.

**Nursery fees are payable in advance by bank transfer or workplace vouchers on the 1st working day of each month.**

All invoices will be sent out at least three days prior to the 1st of the month. If invoices have not been received by the 1st it is the responsibility of the parent to inform the Nursery.

An administration fee is payable for late fee payments as follows:

- 1-5 Working days late - £10
- 6 or more working days late - £20
- An administration fee of £10 will be charged for cancellation of additional sessions without a minimum of 24 hours notice.

All sessions booked must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to holidays or sickness. Failure to meet payments will result in the termination of the Nursery place and in such circumstances the parents will not be entitled to a refund of any fees/deposits.

One months written notice is required if you wish to take your child out of the Nursery.

The Nursery offers a reduction fee if you enrol your second child and subsequent children with us. If both children attend 1 or 2 days (4 sessions) with us you will receive a 10% sibling discount.

**Early Years Entitlement**

Early Years Entitlement funding is available for all 3 and 4 year olds from the term following their third birthday.

**2YO Funding**

We also accept two year olds on the 2YO funding. Please contact your local children's centre to find out if you are entitled to this.

**Operating Hours**

Happi Feet Nursery is open from 07:00am – 18:30pm.

If you are late collecting your child from the Nursery, a late collection charge of £5.00 for every 5 minutes may be imposed – this is at the discretion of the Nursery manager on site.

Please be punctual.

**Behaviour Management**

We may require parents to withdraw or remove their child from Nursery in the event that the Nursery Manager considers the child to be disruptive or displaying inappropriate behaviour.

We will not tolerate Nursery staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a Nursery place.

**Illness**

If a child becomes ill with vomiting or diarrhoea they must not attend the nursery until they have been well for a minimum period of 48 hours.

**Insurance**

We have extensive Insurance cover - full details of the Insurance is available upon request, from the Nursery Owner.

**Personal Property and Belongings**

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the Nursery staff to ensure the children's belongings are not lost or damaged.

Practical 'inexpensive' clothing is strongly recommended for children attending Happi Feet Nursery. It is the parent's responsibility to name and clearly label all items of clothing.

We suggest that all toys, books or other equipment are left at home.

**Termination / Cancellation / Change**

**We require one months notice, in writing, should you wish to terminate a Nursery place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable. We reserve the right to terminate a Nursery place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.**

**Deposits are only refunded provided a child attends nursery for a minimum of a term (3 months) and gives a one-month written notice to leave. The deposit, less any unpaid fees, is returned on the 14<sup>th</sup> day of the month following your child's leaving date.**

In all other circumstances we will give you one months' notice, in writing, should we wish to terminate a Nursery place for any reason.

If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the application form.

If a parent wishes to change the number of sessions taken at Nursery, one months' notice, in writing, must be given and a 'Change of Sessions' form must be completed and handed in at Nursery.

**Liability**

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Nursery being temporarily closed or the non-attendance of your child to the Nursery for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on Nursery premises, i.e. prior to arrival or after pick up.

We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents 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.

We will make reasonable endeavours to keep parents and / or children's property in good order.

Liability for damage of such property is excluded except where caused by our negligence.

**Accidents and Illness**

We reserve the right to administer basic first aid and treatment when necessary.

Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Nursery to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment. We will administer prescribed medicines if parents complete a 'Medicine Consent' form; however, the first dose of medicine must be given at home and parents must take all medicines home at the end of each day. We may require parents to withdraw their child from Nursery, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend Nursery. We may also ask parents to withdraw their child from Nursery, if we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the Nursery if their child is suffering from any illness, sickness or allergies before attending Nursery.

We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during Nursery hours.

**Security**

Under no circumstances will the child be allowed to leave Nursery with anyone unknown to Nursery staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Nursery will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the Nursery. A list of responsible adults who are authorised to collect the child should be given to the Nursery Manager. The Nursery uses a password system for entry to buildings.

**General Information**

Parents are requested to inform the Nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Nursery of any changes to all information kept in the Nursery.

**Agreement**

These Terms and Conditions represent the entire agreement and understanding between the parents and the Nursery. We reserve the right to update / amend these Terms and Conditions at anytime. One month's notice will be given if any changes made.

**J: PRIVACY NOTICE**

Here at Happy Feet Nursery we take your privacy seriously and will only use your personal information to manage your account and provide tailored care to your child.

From time to time we will need to contact you, via phone, email and the Babysdays website to provide you with nursery updates, share relevant news and send your childcare bills.

We will input your data into two systems called Babysdays and Kinderlime systems which helps us manage our nursery smoothly. Your data is held in secure data centres and can only be accessed by authorised personnel. Personal Information will not be shared with third parties.

Ticking this box confirms you have read and understood the above statement and gives us consent to contact you regarding relevant matters.

I agree.

**J: DECLARATION**

**I confirm that the information provided on this registration form is accurate to the best of my knowledge. I have read and agree to the Terms and Conditions above. I enclose a payment of £50.00 in respect of the Registration Fee.**

Parent/Guardian's Name (PRINT):

Signature:

Date: \_\_/\_\_/\_\_