

Acorns, Beeches and Chestnuts Day Nurseries

Registration Form					
Child's Full Name				Gender	M / F
Date of Birth		Age when starting			
Parent/Guardian Name (One)	Relationship to child		Parent/Guardian Name (two)	Relationship to child	
	Full Parental Responsibility Yes / No			Full Parental Responsibility Yes / No	
	Address			Postcode	
Contact Numbers	Home		Home		
	Mobile		Mobile		
	Work		Work		
Occupation					
Work Address					

Preferred Nursery (please tick)		
Acorns	Beeches	Chestnuts

Preferred days (please tick)				
Mon	Tues	Wed	Thurs	Fri

Required start date

How did you hear about us? (please tick)

Existing Parent	Internet Search	Recommendation	Yellow Pages	Advertisement
Trafford Services	Our Website	Local Resident	Paper Article	Ofsted Report

I have legal parental responsibility for the above named child. I have read and agree to abide by the Terms and Conditions of the Nursery, attached to this Registration Form.
 I understand our 2 week deposit, enclosed with this form will not be refunded if the place is cancelled before commencement. I agree to pay fees monthly, in advance.

Signature (parent/guardian one)	Signature (parent/guardian two)
Date	Date

Acorns, Beeches and Chestnuts Day Nurseries

Terms and Conditions

Safeguarding Children

I/We :

- authorise the Nursery to administer general first aid including antiseptic creams/wipes, plasters, eye washes.
- will inform the Nursery immediately, in writing, of any changes to the information provided on the Health Form.
- authorise the Nursery to seek emergency medical treatment from health professionals.
- will immediately inform the Nursery if my child is suffering from any contagious diseases.
- in fairness to other children and their families will not bring a sick child into Nursery that is suffering from a contagious disease, which could be passed on to another child during normal daily activities. Runny noses yes, tummy bugs causing runny bottoms - no thank you.
- will complete a medicine consent form if I require the Nursery to administer any medicines/creams/lotions to my child (whether they are prescribed or over the counter medicines).
- will provide official documentation confirming who has full parental responsibility (birth certificate).
- are aware that it may be necessary to collect my child if he/she is taken ill during the day, I understand that it is imperative that Nursery have up to date details and contact telephone number.
- are aware of the Nursery Behaviour Management Policy, staff will follow a discipline procedure by talking, diverting attention and removing children from situations that are causing stress to themselves or others.
- agree that if in the reasonable opinion of the Nursery Manager/Proprietor it is considered that the continued presence of my child is detrimental to the health, safety or well being of the my child, other children or staff, the Nursery will serve notice or request for my child to be immediately removed from the Nursery.
- agree that my child will not be allowed off the premises with anyone but their parent/guardians unless written authorisation is given. If the Nursery is not reasonably satisfied that an individual is allowed to collect my child, the Nursery will not release my child into their care.
- will inform the Nursery of any situations at home that may affect the well being of my child.
- will inform Nursery if my child is the subject of a court order (a copy of the document can be made at Nursery).
- will inform Nursery as far as possible of any dates on which my child will not be attending Nursery.
- will ensure that my child is off Nursery premises by 6pm. In the event of late collection of my child Nursery reserves the right to make arrangements for a member of staff to care for my child on a one to one basis. In the event that no contact has been made by a parent/carer and after one hour there is still no contact Trafford M.B.C Area Child Protection Committee will be notified and their advice undertaken. After 6 pm I will be charged an hourly rate of £20.00, which will be placed on my next month's invoice.
- will sign my child in and out of Nursery.
- are aware that should an event or situation occur which affects the safety of my child, when contacted and I will collect my child.
- understand that the Nursery may disclose relevant information regarding my child to LEA, NHS and any other professional deemed necessary. The Nursery has an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. The Nursery, depending on the type of instance, may do so without your consent and/or without informing you.
- I authorise the Nursery to display photographs of my child on the Nursery website. Photographs & CCTV Photographs will be taken of your child for development/record purposes. Some of these photographs may be passed onto the parents of the main child in the picture. For security purposes CCTV is operational on the Nursery premises.

Fees

- are aware that Nursery will be closed for all Bank Holidays, a week for our December Winter Holiday and a week for an August Summer Holiday.
- are aware that fees are calculated on a monthly basis by multiplying the days your child is attending Nursery (within the month) by the daily rate. Fees apply for all closures except the August Summer Holiday.
- are aware that there will be no refund for periods where my child's nursery place is unfilled due to illness or holidays.
- are aware that fees are payable monthly in advance. The Nursery will receive payment in full by 1st of each month.
- Late fees will accrue a £15.00 admission charge and amounts outstanding will be charged at £1.00 for every day the amount remains outstanding. Non payment may result in my child not being able to attend Nursery until the situation is resolved.
- are aware that the Nursery encourages Parents to use Child Care Vouchers, it is the responsibility of the Parents to ensure that payments made via childcare vouchers are received by 1st of the month. The Nursery cannot credit your account if the Nursery has not received payment into the Nursery bank account.
- are aware that in the event of payment not being made then the Nursery reserves the right to terminate this agreement.
- are aware that the term after my child becomes three years of age, that my child may be eligible for Free Nursery Entitlement from Trafford M.B.C. On receipt of any monies from Trafford, regarding my entitlement, the Nursery will credit my entitlement to my account on a monthly basis.
- are aware that the Nursery reserves the right to increase fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/guardian.

Termination

- may end this agreement by giving one month’s notice in writing to the Nursery Manager. Please inform of the last day your child will be attending Nursery.
- aware that the Nursery will not tolerate any physical or verbal abuse towards staff and that should my behaviour be unacceptable this agreement will be terminated.
- the Nursery may end this agreement if, after consultation and a reasonable period time to put the situation correct, I have breached any of the obligations under this agreement.

General

- will use the car park, and its marked parking spaces, with consideration to any neighbours or other people using the road or pavement. Every effort will be made not to reverse out on to the highway. Goodwill and the safety of the children are of paramount importance.
- are aware that if, during this Agreement and for a period of 6 months after the termination of this Agreement, I (directly or indirectly) employ or otherwise engage the services of any of the Nursery staff who has had contact with my child under this Agreement in the last 6 months, I shall pay the Nursery a figure representing 20% of the relevant member of staff’s gross annual salary at the time they left our employment. This figure represents the costs to the Nursery of recruiting a suitable replacement of staff, legal fees and disbursements.
- are aware that unless the Nursery specifically request otherwise, my child should not bring any of their own toys into Nursery. If they do the Nursery accepts no responsibility for any loss or damage to these toys.
- are aware that the Nursery does not provide storage facilities for children’s prams and equipment from home and that the Nursery cannot take responsibility for them.
- am aware that children’s’ belongings, including shoes, should be clearly labelled (a laundry pen is a quick and easy way of marking items).
- are aware that seasonal clothing such as sun hats, raincoats/ wellies should be brought into Nursery on a daily basis.
- are aware that due to the possibility of a child having an allergy i.e. nuts. Please consult the Nursery Manager prior to bringing food into Nursery.
- are welcome to view the Nursery Policies and Procedures File, records kept on their child and OFSTED Early Years Foundation Stage Manual. As this may require withdrawing a Key worker from their usual duties, arrangements should be made in advance to ensure staff availability.

Whilst your child’s experience in the Nursery is a happy one, there may be times when unhappy with our service. We hope that you will share your concerns with our Principle, her Deputies, or the Proprietor and we will be able to resolve them. However, if your concerns are not resolved you or The Nursery should contact OFSTED, Piccadilly Gate, Store Street, Manchester Tel: 0300 123 1231.

I agree that the above Terms and Conditions are considered to be fair and reasonable. I have read and understand the Terms and Conditions and undertake to be bound by them. I have received a signed copy of this agreement.

Signature (parent/guardian one)	Signature (parent/guardian two)
Date	Date