

Nursery Registration Form

Orchardgrove Nursery

Deposit

Prior to entry a deposit of £50 is required. The parent/guardian's attention is drawn to the terms and conditions overleaf with regard to the return or the forfeit of the deposit.

Acceptance

The terms and conditions overleaf are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then that clause shall be removed but the agreement shall remain in full force and effect. The parent / guardian has read and understands the terms and conditions contained overleaf and undertakes to be bound by the same.

I would like my child to attend Orchardgrove Nursery, starting on: _____

Personal Details

Child's surname: _____ Other names: _____ Boy / Girl
Date of birth: _____ Religion: _____
Home Address: _____
_____ Post Code: _____
Home telephone: _____
Mother's full name: _____ Father's full name: _____
Occupation: _____ Occupation: _____
Place of work: _____ Place of work: _____
Employer _____ Employer _____
Address: _____ Address: _____
_____ _____
Work telephone: _____ Work telephone: _____
Mobile no: _____ Mobile no: _____
Email: _____ Email: _____

Attendance Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Full Day					

Signature;
(Parent/guardian 1)
Print Name
Date

Signature;
(Parent/guardian 2)
Print Name
Date

Print Name
On behalf of Orchardgrove Nursery

Signature;
Date

Note: this registration form incorporates the terms and conditions on the attached pages. Upon signing this form the parents are deemed to have read, understood and agreed the same.

Data Protection

In compliance with current UK Data protection legislation, any information you provide here will be kept secure and treated confidentially. The data collected will only be used by Orchardgrove Nursery and will not be disclosed to external sources without your prior consent.

Medical Details

Doctors's name: _____

Address: _____

Doctors's tel: _____

Health Visitor's name: _____

Health Visitor's tel: _____

Social Worker's name: _____

Social Worker's tel: _____

Emergency Contact 1 (Relationship to child) _____

Name & Tel No _____

Emergency Contact 2 (Relationship to child) _____

Name & Tel No _____

Emergency Contact 3 (Relationship to child) _____

Name & Tel No _____

Emergency Contact 4 (Relationship to child) _____

Name & Tel No _____

Allergies/Conditions: _____

Dietary needs: _____

I give my permission for the following items to be administered to my child as and when deemed appropriate by Orchardgrove Nursery;-

Circle your choice

	Yes	No
Sun Cream		
Medication (antibiotics etc.)		
Teething Gel (which I have provided)		
Calpol (which I have provided) This may only be given after a member of staff has phoned for verbal confirmation that it has not been administered within the last four hours, and will only be given for a maximum of three days unless prescribed by a doctor		
Medical Treatment (cold compress etc.)		
Vaseline (when changing nappies)		
Sudocream (for nappy rash)		
Wet wipes (during nappy changes, wipe face and hands after lunch)		
Hypoallergenic plasters		

In addition, I give Orchardgrove Nursery permission to:-

	Yes	No
Take my child to hospital if deemed necessary by the nursery		
Take my child on local outings		

Signature _____
Parent/guardian 1

Signature _____
Parent/guardian 2

Signature _____
On behalf of Orchardgrove Nursery

Terms and Conditions

These terms and conditions relate to the child referred to overleaf who is to apply to join the nursery on the following terms. These terms and conditions relate to the contract between the nursery and the parent/guardian. The headings in this agreement are inserted only for convenience and shall not affect its construction.

1. Offer of acceptance

A deposit of £50 shall be paid by the parent/guardian to the nursery on the acceptance of the offer. The deposit shall not be returnable unless the cancellation/termination provisions are complied with and all fees due have been paid. The deposit is not deductible from the first month's fees.

2. Payment of nursery fees

(i) Payment of nursery fees to the nursery for the child's attendance at the nursery will be made by the parent/guardian either monthly, in advance, on the first day of each month (the due date) by standing order or weekly by standing order.

(ii) If fees remain outstanding for more than 14 days then the nursery may serve 14 days notice in writing to terminate this contract. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery, and the nursery's notice to so terminate shall be regarded as formal demand for all outstanding monies.

(iii) The nursery reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/guardian.

3. Calculation of fees

(i) The nursery is open throughout the year including all bank holidays except for two days at Christmas and two days at New Year.

(ii) Where fees are paid by the parent/guardian monthly in advance by standing order they are calculated by taking the child's weekly attendance fee, multiplying the same by 52 and dividing by 12 to give a monthly payment which is required in accordance with clause 2(i).

(iii) The nursery does not permit pro-rata reduction of payment of fees if the child is absent from the nursery due to illness or holidays whilst the nursery is open. The parent/guardian is therefore obliged to make full payment. In the event of payment not being made the nursery reserves its right to terminate this agreement in accordance with clause 2(ii).

4. Cancellation / Termination

(i) After an offer has been made by the nursery but before acceptance by the parent/guardian either party may cancel the offer by serving 7 days written notice.

(ii) After an acceptance of the offer and payment of the deposit by the parent / guardian either party may terminate this agreement by the service of four week's notice in writing. During that said four week period the nursery undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due in accordance with clause 2(i). In the event of the parent/guardian failing to pay the fees in respect of the four week's notice in accordance with clause 2(i) the child's place will be immediately withdrawn and the nursery will be entitled to serve a formal demand for payment of such monies.

(iii) In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery four week's fees in lieu of notice. Failure by the parent guardian to provide four week's notice or any other notice at all shall render the parent/guardian liable to the nursery for four week's fees. Notice must be in writing and posted to the manager. If in the reasonable opinion of the nursery manager or person of similar standing or authority 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 of the nursery or the teachers or other staff so employed then the nursery may serve notice to the parent/guardians requiring the child to be immediately removed from the nursery and the provision of four week's notice as referred to in sub-clause (ii) hereof shall not apply.

5. Dress

Parents should provide soft-soled indoor shoes and appropriate outdoor clothing. It is advisable to dress your child in suitable play clothes, as we cannot be held responsible for damage to clothes. Disposable nappies and a change of clothing should be provided. Please mark clothes and equipment clearly with your child's name.

6. Meals

Parents are asked to provide formula milk and bottles for babies under 1 year of age. A morning and afternoon snack will be offered to all children. Babies under the age of one year will be provided with a range of Hip Organic baby food. A nutritional 2-course lunch is provided for children aged 1-5 years. Menus are displayed within the nursery. All food and drink provided is, as far as possible, free from artificial colouring and additives.

7. Health

If a child becomes ill at nursery, we will contact you on your emergency numbers. Please ensure these numbers are kept up-to-date. In an emergency, the nursery reserves the right to move your child to hospital or seek medical attention from the Doctor. It is important that you do not bring an unwell child to Nursery. If your child has an infectious condition you must notify the Nursery as soon as possible. Where a child has sickness and diarrhea they must not attend / return to Nursery for at least 48 hours after the last bout. Parents should refer to the Nursery Infectious Disease Control Policy guide for the appropriate duration a child should not attend Nursery for all other illnesses and diseases.

8. Collection

Your child must be collected by a named adult and should not leave the Nursery without informing a member of staff and signing the register. Parents/guardians must inform the Nursery Manager in writing of any changes regarding collection. Should an emergency arise, the parent must contact the Nursery Manager prior to collection. Failure to do so will result in your child being kept at nursery until confirmation is received.

9. Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the remainder of the agreement shall remain in full force and effect. By signing the attached Registration Form the parent/guardian confirms that he/she has read and understands these Terms and Conditions and is bound by the same.

Signature _____
Parent/guardian 1

Signature _____
Parent/guardian 2

Signature _____
On behalf of Orchardgrove Nursery