

Should you wish to register your child at our setting please complete and return this registration form, along with a non-refundable registration fee of £100 (Children attending for FE hours only are exempt from registration fee).  
Sort Code: 08-92-50 Account Number: 62029537 (please use your child's name as the reference).

<b>Nursery</b>							
Scaynes Hill	Ardingly	Cuckfield	Hurst	Hassocks			
<b>Child's Personal Details</b>							
First Name:				Last Name:			
Known as (if different to above):				Date of Birth:		Sex: M / F	
Religion:		Nationality:			Language/s spoken at home:		
Who has parental responsibility?				Who does the child normally live with?			
Child's Home Address:				Post Code:			
<b>Parent/Carer Personal Details.</b>							
Title		<b>Parent one</b> Mr / Mrs / Miss / Ms / Dr (*Please circle as appropriate)			<b>Parent two</b> Mr / Mrs / Miss / Ms / Dr (*Please circle as appropriate)		
First Name							
Last Name							
Home Address							
Post Code							
Home Tel							
Mobile							
Work Tel							
Email:							
Occupation (optional)							
Employer (optional)							

	Mon	Tues	Wed	Thurs	Fri
Drop off time					
Collection time					
Hot Meals at £3.50 per day?					

Date of commencement:

Set sessions or term time only:

*How did you hear about our nursery?*

*How will you travel to nursery?*

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

Are there any foods/drinks that your child may not have for the following reasons, e.g. religious, allergy, medical or other, e.g., vegetarian, non-dairy, diabetic	If Yes – please specify
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**Medical/Illnesses**

Any serious illness/condition?	If yes, please specify  Medication/Treatment required: (Inhaler, Epipen, etc.)
Any skin allergies/conditions? i.e. eczema	If yes, please specify  Medication/Treatment required:
Any medication allergies?	If yes, please specify
Any special education needs/disabilities? i.e. speech therapy, occupational therapy or other	If yes, please specify

**NOTE: A care plan must be put in place in addition to the standard registration documents for any of the above special conditions for which treatment will need to be given or considered at the nursery.**

Immunisations Is your child up to date with these?	Please provide details of those received:
Has your child had any childhood infectious diseases (e.g. Chicken Pox?)	If yes, please specify

**Emergency Contacts – Details of two alternative people who we may contact in an emergency should we be unable to make contact with you**

<b>Full name including title</b>	Home/work telephone no including STD code:
Relationship to child:	Mobile no:
<b>Full name including title</b>	Home/work telephone no including STD code:
Relationship to child:	Mobile no:
<b>Collection Password:</b> <i>This is a password you choose and will give to anyone collecting your child as an additional identification along with their photo ID. If ever someone different is collecting your child, you must make the nursery aware (by having a conversation, not leaving a message), with a description of who is coming, well in advance of their arrival.</i>	

**Consents**

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

***\*Please read each section and sign the statements you agree to.***

**Administration of Calpol**

In the instance of my child having an extremely high temperature, as per the Temperature Reducing Medication policy and I am not contactable <b>I hereby give</b> my permission for my child to be administered Calpol by a senior member of nursery staff.	Signature:
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**Emergency Medical Attention**

In the event of an emergency and my child requiring urgent medical treatment through illness or an accident and should I not be contactable <b>I hereby give</b> permission for my child to receive emergency medical assistance 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 that attempts will continue to be made to contact me.	Signature:
<b>I hereby give</b> permission for nursery staff to discuss my child's medical history with medical staff if needed.	Signature:

**Outings/ Extra Activities**

<b>I hereby give</b> permission for my child to attend Forest School sessions either at nursery or in the woods. These sessions may include building fires and using tools. Full details will be issued prior to any sessions being undertaken	Signature:
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<b>I hereby give</b> permission for my child to participate on short/nature walks supervised by nursery staff.	Signature:
<b>I hereby give</b> permission for my child to use play equipment, such as, but not limited to parks and soft play centres.	Signature:
<b>I hereby give</b> permission for my child to take part in extracurricular activities provided on site but by other agencies such as: music or sport sessions.	Signature:
<b>I hereby give</b> permission for my child to go on a bouncy castle. I understand that the nursery only has bouncy castles on party days.	Signature:
<b>I hereby give permission</b> for my child to take part in activities such as the farm or Zoo Lab where they may handle animals.	Signature:
<b>I hereby give permission</b> for my child to be transported on outings or visits in either company vehicles or insured staff cars.	Signature:
<b>Emails/Photos/Artwork</b>	
<b>I hereby give</b> permission for my child's photograph and artwork, to be displayed within the nursery. All personal data including photographs is kept securely.	Signature:
<b>I hereby give</b> permission for my child's photograph to be used for Newsletters. All personal data including photographs is kept securely.	Signature:
<b>I hereby give</b> permission for the nursery to send me photographic images which include my child or my child's artwork via electronic mail to the email address I have provided.	Signature:
<b>I hereby give</b> permission for my child's photograph to be used on our website. All personal data including photographs is kept securely.	Signature:
<b>I hereby give</b> permission for my child's photograph to be used on our company's Facebook page. All personal data including photographs is kept securely.	Signature:
<b>I hereby give</b> permission for my child's photograph to be used on promotional material e.g. leaflets, Prospectus' etc. All personal data including photographs is kept securely.	Signature:
<b>I hereby give</b> my permission to receive information via email such as updates regarding the nursery/club, newsletters, upcoming events, parents' evenings, curriculum and policy updates.  Where appropriate both parents/carers who have legal contact with the child can request this information to be sent to a separate email address.	Email address 1:  Signature:
	Email address 2:  Signature:
<b>I hereby give</b> my permission to receive invoices and statements of account by email. This information can only be sent to the main bill payer. The parent/carer must provide an email address that can only be accessed by those intended. If this email address is not a personal email account, the parent/carer must take full responsibility to ensure its content and attachments are strictly confidential. The nursery keeps copies of all information sent to parents/carers via email. You agree that such sent emails will be deemed received by you at the time of sending.	Bill payers email address:  Signature:
<b>I hereby give</b> permission for the nursery to use photographs and written observations of my child for the purpose of observation, assessment, planning, and generally for his/her education and development and for these to be uploaded to the Famly app.	Signature:
I understand and agree to follow the nursery policies. I understand that I can access these policies at any time by asking the manager for copies.	Signature:
<b>Face Painting</b>	
<b>I hereby give</b> permission for my child to have their face painted as part of activities on fun days.	Signature:

**Sun Cream**

<p><b>I hereby give</b> permission for my child to have sun cream applied. I understand that if I do not give permission, there may be times when Kiddie Capers feel it is not in my child's best interests to go outside (e.g. when it is extremely sunny).</p>	<p>Signature:</p>
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To allow us to find a starting point for your child's development, it is important for us to contact his/her previous nursery/pre-school and the key worker to share previous achievements, strengths and weaknesses.  
 Has your child been to other setting? **Yes/No**

If yes please can you provide details: Name -

Address -

Key Person -

**I hereby give** consent for information regarding my child to be shared with other settings and outside agencies.

Signature:

**I hereby give** permission for my child's key person or senior leaders of the setting to discuss my child's development with local children's centres and other health professionals to allow integrated working on assessing my child's development.

Signature:

**External Contacts**

These details help us meet the following requirement in the EYFS Statutory framework and must be completed.

*3.4. Providers must be alert to any issues of concern in the child's life at home or elsewhere.*

*We will only contact these agencies with your permission except if it would put the child at risk.*

Health Visitor's name:	Telephone No:
Social worker's name:	Telephone No:
Doctor's name:	Telephone No:
Surgery Address:	

**ID Check**

ID Reference Number: ..... Passport/Birth Certificate (please delete as appropriate)

Checked by:

Name: ..... Manager/Deputy      Signature: ..... Manager/Deputy

**Parent/Carer Declaration** - In registering my child at Kiddie Capers Childcare, I have read, understood and agree to abide by all the Terms & Conditions laid down by the Company, which may be amended with one months' written notice.

**Parent/Carer (1) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Carer (2) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Data Protection:** In compliance with current UK Data Protection legislation, any information you provide to us will be kept secure and treated confidentially in line with the setting Safeguarding policies and local authority information sharing guidance.

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

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

**Safeguarding Children Policy** The nursery observes the Childcare Act 2006.

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

## TERMS & CONDITIONS

**Registration** A registration fee of £100.00 is payable in order to secure a nursery place for your child. The registration fee will only be refunded if we are unable to provide a place on the required commencement date. This is not payable if your child is just accessing free entitlement hours.

**Confirmation of Place** The child's place will be confirmed in writing, via email. The confirmation will include details of the child's commencement date along with the required sessions.

**Nursery Fees** Fees are charged on a calendar monthly basis and are payable on the 1<sup>st</sup> of the month in advance. This is calculated on a 51-week basis, there is no charge for the closure days between Christmas and New Year. All other Bank Holidays are chargeable.

If part fees are to be paid using voucher payments, they need to be set up in time for the Nursery to receive them by 1<sup>st</sup> of the month (in advance). If this cannot be done then the first month's fees must still be made in full and the vouchers will be deducted from the following month.

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, tea, drinks, along with morning and afternoon snacks are included in the fees. The nursery will provide cow's milk for those children of an appropriate age. Nappies and wipes are to be provided by the child's parent/carer.

Payment may be made by Direct Debit, Bank Transfer, Childcare Vouchers and Tax Free Childcare, Returned payments from the bank may incur an administration charge equal to any charges the nursery is charged by the bank.

**Please Note: On commencement of a child attending the nursery, the nursery fees shall be paid 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 four weeks' written notice shall be given.

A refund will not be given where a child is absent from the nursery due to sickness or holiday.

As per our Debt Recovery Policy, if fees remain outstanding for more than 10 calendar days:

1. The nursery reserves the right to charge a late payment fee of 10% on any outstanding balance.
2. If after 20 calendar days fees remain unpaid your child's place will be withdrawn with immediate effect, however funded hours may still be accessed.
3. If fees remain unpaid on the 1<sup>st</sup> of the next month, another 10% late fee will be added.
4. 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's notice to terminate shall be regarded as a formal demand for all outstanding monies.

**Emails:** On registration parents are given the option to receive emails. These emails include:

1. Information and updates regarding the nursery such as newsletters, upcoming events, parents' evenings, curriculum and policy updates. Where appropriate both parents/carers who have legal contact with the child/ren can request this information to be sent to a separate email address.
2. Account information including Invoices and statements of accounts. This information can only be sent to the main bill payer.

The parent/carer must provide an email address that can only be accessed by those intended. If this email address is not a personal email account the parent/carer must take full responsibility to ensure its content and attachments

are strictly confidential. The nursery keeps copies of all information sent to parents/carers by email. You agree that such sent emails will be deemed received by you at the time of sending. You acknowledge that the nursery may publish photographs, art work, and other personal data relating to your child where specific consent has been given by you on the registration paperwork.

**Types of Sessions & Conditions of Booking** the session types available are set sessions, term time only or adhoc sessions.

Sessions are permanently booked recurring sessions or days requiring one full calendar months' notice in writing should this be necessary to change. For children that attend term time only, no charges will be made for school holidays (unless sessions are booked in as extra adhoc days).

**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 organise staff and food for your child.
2. Extra sessions booked but not taken are not refundable or transferable unless agreed by the nursery Manager due to exceptional circumstances.

**Cancellation/Termination of Contract** After the child's initial admission to the nursery either party may terminate this contract by giving four weeks' notice in writing. This period is subject to the termination not being due to non-payment of fees as outlined above. During that said notice 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 notice period 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 four weeks' fees in lieu of notice. Failure by the parent/carer to provide four weeks' notice or any notice at all shall render the parent/carer liable to the nursery for four weeks' fees. Notice must be made in writing to the nursery Manager.

**Late Collection Policy** The nursery reserves the right to charge parent/carers when they do not collect their child at the agreed time, at a rate of £7.50 for the first 15min, then £15 for every 15 minutes thereafter.

**Notification of Absence/Lateness** The parent/carer is expected to notify the nursery if their child is going to be late or absent from the nursery, as we are required to monitor children's attendance.

**Unforeseen Closure** In the event of closure of the nursery due to extreme weather conditions, transport difficulties, flooding, loss of utility supplies, heating failure, pandemic, 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). In the case of an emergency nursery staff 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.

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

***As parent/carer I acknowledge that I have read and agree to the Terms & Conditions set out above.***

Signed Parent/Carer 1..... Signed Parent/Carer 2.....



Name..... Date..... Name..... Date.....

### TERMS & CONDITIONS (PARENT/CARER COPY TO RETAIN)

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