



Registration Form

Please complete this form and return it with registration fee of £50 (non refundable).  
We will also require a refundable deposit of 4 weeks fees.  
The person completing this form must be someone with parental responsibility.

Child's Details:

Child's full name:.....Known As:.....

Age:.....Gender:.....Date of Birth:.....

Home Address.....

Child's Religion.....Ethnicity.....

Other Language spoken at home.....

Parent(s)/Carers Details:

Mother's Name:.....

Home tel:..... Work tel:.....

Mobile:..... Email:.....

Occupation:.....Best time to contact you.....

Father's Name:.....

Home tel:..... Work tel:.....

Mobile:..... Email:.....

Occupation:.....Best time to contact you.....

**Details of Emergency Contact:**

Full name

.....  
(Please provide ID when collecting the child)

Address.....

Home tel:..... Work tel:.....

Mobile:..... Email:.....

**Doctors Details**

Name and address.....

Phone Number: .....

Local Health Service Centre:

Tel:.....

Health Visitor name:

Tel:.....

Social Worker:

Tel:.....

Dentist name:

Tel:.....

Other:

Tel:.....

**Please tick any of the immunisations already taken**

- |                                     |                                  |                                |   |
|-------------------------------------|----------------------------------|--------------------------------|---|
| <input type="checkbox"/> Measles    | <input type="checkbox"/> Tetanus | <input type="checkbox"/> Polio | <input type="checkbox"/> Whooping Cough |
| <input type="checkbox"/> Diphtheria | <input type="checkbox"/> MMR     | <input type="checkbox"/> BCG   | <input type="checkbox"/> Hib            |

Is your Child up to date with immunisations.....

(The child's redbook is required at time of registration).

**Medication**

**Please see our medication policy.**

We will only administer Calpol for temperatures or medication which is ongoing i.e. Asthma pumps.

Does your child require any medication? Please specify.....  
.....  
.....

Allergies

Please let us know of any allergy your child may have or any dietary requirement.

- .....
- .....
- .....

Child's Interest's

Please list any interest that your child has or special toys

- .....
- .....
- .....

Additional Needs

Please state if you feel your child requires any additional need of support.

.....

.....

.....

Is there any special need statement agreement between social services and yourself.  
(If yes, please confirm that you agree for us to have a copy of the statement on the child's title to enable us continue, monitoring the needs in the statement if needed.....)

Any other information you would like to share with us about your child.

.....

.....

.....

Please state the date you want your child to Start childcare:

.....

We open 7.30am-6.30pm, pleased choose the hours and days of your required childcare

	Monday	Tuesday	Wednesday	Thursday	Friday
Full-time 7.30am- 6.30pm					
Am 7.30-1.00					
PM 1.00-6.30					

• ***Pay Period***

- Weekly*
- fortnightly*
- 4 weekly*

• ***Payment Method:***

- Cash*
- cheque*
- direct debit*

**Office use only:**

*Amount to be paid: £.....*

*Details checked by me .....*

*(Type of ID)*

*Passport.....*

*Birth certificate.....*

*Red book.....*

**Please sign below that you are willing to give your consent for:**

- ✓ Childs participation in nursery outings
- ✓ Holding personal information (paper and computer based)
- ✓ Sharing information with other professionals, e.g. Health Visitor or Speech therapist
- ✓ Photography to be used in-house only, e.g. photo observations for child’s folder
- ✓ Photography to be used in nursery publicity material, including on the internet (children’s names will NOT be used on any website or in any publicity)
- ✓ First aid and emergency medical treatment, including the administration of Calpol should your child’s temperature rise suddenly above 37.5°C
- ✓ Use of child’s own provided sun cream or a named brand supplied by the nursery
- ✓ Use of plasters

Sign ..... Print..... Date.....

## **Zippys Day Nursery Terms and Conditions**

### **Admission to Zippys Day Nursery**

We require a completed and signed registration form, registration fee and deposit in order to secure your child's place at the nursery.

The registration fee of £50 is non refundable and it covers administration and settling sessions. A deposit of 4 weeks fees is required at time of booking. The deposit will be used for the last month of your child's leaving the nursery, providing a minimum period of three months attendance and one-month notice has been given.

### **Fees and Invoices**

Childcare accounts are payable in advance accounts are payable by standing order, card, cheque made payable to "Zippys Day Nursery". We also accept childcare vouchers and cash. We can apply on your behalf for the Free Entitlement from your local LEA (more information will be given to you when your child becomes eligible).

Unless there is a prior arrangement, a late fee of £5.00 per day will be charge until the fees outstanding are paid. Any parent or carer whose fees remain unpaid after 5<sup>th</sup> day without prior agreement of the Nursery Manager, risks their child's place at the nursery being withdrawn. Any payments that are cancelled or returned from the bank unpaid will incur a £35 administration charge, and the parent/carer will be asked to pay by credit/debit card in future. A sibling discount is applied to the costs for the eldest child for the jointly attended sessions. All discounts are applied to core childcare provision only and do not apply to extra sessions and other services.

Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable nursery closure.

If you expect to be late collecting your child please notify the nursery as soon as possible. If notified, the additional time will be charged at the standard hourly rate. Un-notified late collection will be charged at a rate of £10.00 for the first 15 minutes followed by £1.00 for every minute to cover emergency staffing and other arrangements.

In case of default on payment the nursery reserves the right to apply a £50 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate.

The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The nursery will give parents and carers two months notice of increase of fees which will normally be reviewed in December.

### **Opening times**

The nursery sessions run from 07:30 to 18:30.

The nursery is open all year except bank holidays, Christmas & New Year closure.

### **Termination**

Termination, cancellation and change of sessions One month notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the parent changes the notified start date, we reserve the right to charge from the original start date notified on the registration form.

The nursery reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause.

Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

### **Insurance**

The nursery has extensive insurance cover for nursery based activities and outings. Details of the insurance may be requested from the nursery manager. The Certificate is displayed in the nursery parent's board in the foyer.

Personal property and belongings

The nursery cannot be held responsible for any loss or damage to any parent’s, carer’s or child’s property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child’s clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

**Liability**

The nursery accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason.  
We accept no responsibility for children whilst in their parent’s care on nursery premises.

**Accidents and illness**

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form.  
If emergency treatment at hospital is required the nursery will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent form.

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 the parent, or it is considered that the child is not well enough to attend nursery.  
We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound.

Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery.

The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

**Agreement**

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at anytime. One-month notice will be given of any changes made.

The nursery is operated by Zippys Day Nursery Ltd.

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed (parent) .....

Print name: .....

Date: .....