



## **REGISTRATION FORM**

We have a legal obligation to collect and process this information in accordance with the EYFS (Welfare Requirement Regulations 2012)

### **Please return to:**

Country Day Nurseries, Chalkcroft Lane, Penton Mewsey, Andover, Hampshire,  
SP11 ORD

Tel: 01264 773655

Email: [danielle@cdnurseries.co.uk](mailto:danielle@cdnurseries.co.uk)

Upon receipt you will be invoiced for the registration fee and deposit.

### **Child's Details**

**Child's Full Name:** \_\_\_\_\_

**Known As:** \_\_\_\_\_

**Boy   Girl   Gender Unknown (Please Circle Correct)**

**EDD/Date of Birth** \_\_\_\_\_

**Birth Certificate No:** \_\_\_\_\_

**First Language:** \_\_\_\_\_

**Other Languages:** \_\_\_\_\_

Please indicate your child's booking pattern that is required:

Start Date: \_\_\_\_\_ Full Time: \_\_\_\_\_ Term Time: \_\_\_\_\_

Days	Morning (08.00-13.00)	Afternoon (13.00-18.00)	Full Day (08.00-18.00)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

**Parent/Guardian Details**

Parent/Guardian

Full Name: \_\_\_\_\_

Salutation: Mr Mrs Ms Dr Other

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Numbers

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

HM Armed Forces Regt \_\_\_\_\_

Parent/Guardian

Full Name: \_\_\_\_\_

Salutation: Mr Mrs Ms Dr Other

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Numbers

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

HM Armed Forces Regt \_\_\_\_\_

## **Terms and Conditions**

This is a contract between Country Day Nurseries Ltd (referred to as "The Nursery") and the Parents/Guardians (referred to as the "Parent") of a child or children that are enrolled at the nursery.

**Notice Period:** Due to the long term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore require you to give a minimum of one calendar months written notice to reduce, change or cancel your child's normal booking pattern.

Increasing your child's booking pattern is subject to availability.

Early Years Nursery Education Scheme places or special short term contracts are available, subject to agreement and availability of places.

### **Hours of operation**

Monday to Friday 08.00 to 18.00. Late collection is charged at £1 per minute after the end of your child's session. We will be closed on all Statutory Holidays and we will also close between Christmas and New Years. These days will not be charged.

### **Monthly Fees**

Monthly fees are at the prevailing fee schedule. The nursery reserves the right to increase said fees at any given time giving one calendar months notice of the proposed increase to parents/guardians. Any statutory holidays will be deducted from your monthly bill. Fees are based on booked days not attendance. Refunds will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability. A retainer fee will be charged during school holidays for all term-time only children.

### **Government Funding**

Parents who qualify for funding will have this amount deducted from their invoice. All tax efficient funding from your company will not be deducted from your invoice: it is up to the parent to deduct this. Any fees not covered by a subsidy are the parents responsibility and are payable on the first of the month in advance. All subsidised payments must also be paid on the first of each month in advance.

### **Payment Policy**

Parents agree that all monthly fees will be paid on the first of the month in advance. Additional sessions will be invoiced on the next calendar month and added to the next months invoice. Unpaid fees are subject to a £20 late payment fee if fees are not paid by the 7<sup>th</sup> day of the month. Unpaid fees may result in immediate suspension or termination of care. Extra hours are billed at the session rate or hourly rate.

Full and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether their child attends or not. (This includes sick days and holidays booked)

Fees are to be paid by Direct Debit or Bank Transfer. Cheques and cash are not accepted.

Bank Details are as follows:

Country Day Nurseries Ltd    Account No:26226575                      Sort Code: 23-05-80

Please use your child's reference number as a reference.

### **Illness Policy**

Please advise the nursery before 8.30 am if your child will not be attending nursery due to illness. If your child has a communicable disease other than a common cold (ie: fever, diarrhoea, sickness) or any other type of illness that may be passed on to others, then they must be kept at home to protect the well being of the staff and other children at the nursery. If a child becomes ill at the nursery then parents will be telephoned and immediate arrangements must be made to collect the child from the nursery. Children will not be allowed back to the nursery until they have been symptom free for at least 24 hours or 48 hours for diarrhoea and sickness. Please refer to our sickness policy for more information about this topic or talk to the nursery Manager.

### **Late Arrival/Pick Up Policy**

Please let the nursery know if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 18.00. If you are not able to pick up your child by 18.00, alternate arrangements must be made.

Please notify the nursery if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration forms. They must bring photographic I.D.

### **Termination**

Country Day Nurseries reserves the right to suspend or terminate care of a child without notice, should it be deemed necessary for the overall safety and well being of a child or staff.

### **Withdrawal**

Parents agree that a minimum of one full months notice , in writing, will be given for permanent withdrawal of or reducing hours of a child or will have to pay one month's fees in lieu.

### **Health and Safety**

We ask that all parents make sure that doors are closed when entering or leaving the building and that they are mindful of little fingers! If the nursery has to close due to any health and safety reasons including pandemics/ epidemics, illness reasons and bad weather, fees will still be due to be paid during the period that the nursery is closed.

### **Deposit/Registration**

A non-refundable registration fee of £50 per child and a refundable deposit of £200 is required upon completion of registration to secure your child's place. Spaces will not be held until the registration process is completed in full. Deposits will be refunded after full payment of your final invoice.

### **Sibling Discount**

10% discount is given to the eldest sibling attending the nursery. Discount ceases when government funding is received. (This is the term after the eldest sibling turns 3 years).

### **Non-Solicitation of Staff**

Parents agree that during the term of this agreement and for the period of 6 months after its termination that they will not seek to employ, entice away or attempt to entice away from the employment of Country Day Nurseries any staff employed by the company.

If the parent breaches this clause then they shall indemnify the company fully in respect of all and any costs, claims, damages and expenses incurred by the company as a result of this breach. The costs may include: agency fees, advertising costs, management time in interviewing and all such other reasonable and necessary costs that incur in replacing the member of staff.

### **Safeguarding**

I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific safeguarding procedures should any concerns be made and that there is a Safeguarding Policy available for me to view at any time.

### **Data Protection**

I understand that my child's records will be kept on a computerised database and that this is protected by the Data Protection Act 2018 and that they will be used for no other purpose than company business. I understand that if I require a copy of this personal information I must make a request in writing. I agree to be contacted via email for the purposes of nursery.

Your child's picture and name will be displayed throughout the nursery.

By signing this document you agree to your information and that of your child's to be used by Country Day Nurseries. Data collected in this document may be used by Country Day Nurseries to inform our online records (Tapestry, Parenta etc.) This information may also be shared with the local authority. This information **will not** be used or shared for marketing purposes.

This document will be kept in the Nursery's archives for 3 years following the child's departure from Country Day Nurseries.

All safeguarding forms will be kept for 21 years and 3 months.

Completion of this document also authorises Country Day Nurseries to use all contact information provided.

All information will be locked away at the end of the day.

**The Parent/Guardian has read , understands and agrees to the Terms and Conditions.**

**This agreement must be signed by all persons with Parental Responsibility and who are accepting responsibility for paying fees. Your childcare may only commence once payment of the first invoice or a minimum of one month's fees has been made.**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**( Parent/Legal Guardian)**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**(Parent/Legal Guardian)**

Signed: \_\_\_\_\_ Print

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**(On Behalf of Country Day Nurseries)**

**FOR OFFICE USE ONLY:**

	<b>DATE</b>	<b>NOTES</b>
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<b>Registration Fee Paid</b>		
<b>Deposit Paid</b>		
<b>Confirmed Start Date</b>		
<b>Added to Parenta</b>		
<b>Settling in Session 1</b>		
<b>Settling in Session 2</b>		
<b>Settling in Session 3</b>		
<b>Waiting List</b>		