



## Childcare Registration and Agreement Form

Please complete this form and return it with the registration fee (£30) and a refundable deposit of two weeks fees. This form must be completed by someone who has parental responsibility.

### Family Details

|   |                     |                      |                                     |
|---|---------------------|----------------------|-------------------------------------|
| Child's full name   |                     |                      |                                     |
| Preferred or familiar name  |                     |                      |                                     |
| Date of birth   |                     |                      | <i>Birth Certificate presented?</i> |
| Parents /<br>carers names   | Mother              |                      |                                     |
|   | Father              |                      |                                     |
|   | Others<br>(specify) |                      |                                     |
| Parent/carer addresses  |                     |                      |                                     |
| <i>Please provide names and addresses for each parent and carer known to the nursery (continue on separate sheet if required)</i> |                     |                      |                                     |
| <i>Please indicate your child's usual address</i>   |                     |                      |                                     |
| Other people allowed to collect your child?<br><br><i>Must be over 16 years of age</i>  |                     | Names and addresses: |                                     |

**Contact Details**

|   |  |
|---|--|
| Telephone Home  |  |
| Mum Work  |  |
| Dad Work  |  |
| Mobiles   |  |
| <b>Password</b><br>(for collection and to retrieve your invoice)  |  |
| <b>E-mail address</b>   |  |
| We will use the above e-mail address to send invoices, newsletters and other information about the nursery. Please sign to consent to us contacting you in this way |  |

**Legal Responsibility and Contact Details**

|   |      |
|---|------|
| Who has Parental Responsibility for your child? E.g. the parent/carer who is your child's main carer(s) | Name |
| Who has Legal Contact with your child? E.g. a parent who lives at a different address                   | Name |

**Daytime Emergency Contact Details**

|  |               |
|--|---------------|
| <b>Mother</b>  |               |
| Name   | Telephone no: |
| <b>Father</b>  |               |
| Name   | Telephone no: |
| <b>1<sup>st</sup> alternative contact (required)</b>   |               |
| Name and relationship to child   | Telephone no: |
| <b>2<sup>nd</sup> alternative contact (required)</b>   |               |
| Name and relationship to child   | Telephone no: |
| Please note: It is your responsibility to inform any persons whose contact information you provide are aware and consent to you giving this information. |               |

### Health Information

|   |
|---|
| Doctor's name, address and telephone no:  |
| Health Visitors Name and telephone no:  |
| Does your child have any special health requirements?                                 |
| Any known allergies ?(e.g. food, animals, plasters, medication, etc)                  |
| Does your child have any special dietary requirements, preferences or food allergies? |
| Are all childhood vaccinations up to date?  |

### Consent Information

| Please sign that you are willing to give your consent for  | Signatures: |
|--|-------------|
| Outings  |             |
| Holding personal information (paper and computer based)  |             |
| Sharing information with other professionals, e.g. Health Visitor, Speech therapist  |             |
| Photography to be used in-house only, e.g. display boards, children's pegs/placemats   |             |
| Photography to be used in nursery publicity material, and on the internet including on our website, Facebook and Twitter.                  |             |
| First aid and emergency medical treatment, including the administration of Calpol should your child's temperature rise suddenly above 39°C |             |
| Use of child's own provided sun cream or a named brand supplied by the nursery   |             |
| Use of plasters  |             |

### Other Information

|  |
|--|
| Other languages used at home:  |
| Ethnic origins:  |
| Festivals celebrated at home:  |
| Details of any other settings or childcare attended:   |
| Details of any other agencies or professionals working with your child and their role, e.g. speech and language or social services. Please provide contact name and phone number. <i>(Please note – failure to disclose this information in advance of your child starting with us may result in childcare being withdrawn):</i> |
| Any other details or information it may be useful for us to know? <i>E.g. What your child likes, what their fears may be, any special words they use, what comforters they may need and when.</i>  |

### Childcare Requirements

| Required Start date? .....      | Please mark the days and any extra services you require below |     |     |      |     |
|---------------------------------|---|-----|-----|------|-----|
| AM Session (8:00 – 13.00)       | Mon   | Tue | Wed | Thur | Fri |
| PM Session (13:00 – 18:00)      | Mon   | Tue | Wed | Thur | Fri |
| Full day (08:00 – 18:00)        | Mon   | Tue | Wed | Thur | Fri |
| Nursery lunch required?         | Mon   | Tue | Wed | Thur | Fri |
| Early bird sessions (7.30-8.00) | Mon   | Tue | Wed | Thur | Fri |

### Other Information

|  |                              |                |       |
|--|------------------------------|----------------|-------|
| How did you hear about Sunshine Nursery? Please tick appropriate box |                              |                |       |
| Magazine   | Children's Info Service      | NHS Staff Info | Flyer |
| Website  | Recommendation               | Sign outside   | Other |
| Did you look at any other nurseries?                                 | Why did you choose Sunshine? |                |       |
|  |                              |                |       |

### Important

We ask that you keep us informed of any changes to your details. Periodically we may ask you to confirm your details for our records.

Additional information required by the council for Early years  
funding

**Mother's details**

|                                  |  |
|----------------------------------|--|
| Full name                        |  |
| Date of birth                    |  |
| National insurance number        |  |
| Or Asylum support service number |  |

**Father's details**

|                                  |  |
|----------------------------------|--|
| Full name                        |  |
| Date of birth                    |  |
| National insurance number        |  |
| Or Asylum support service number |  |

If your child is starting nursery and claiming 2, 3, or 4 year old funding please write the eligibility code that you have been given by the council to prove this has been authorized

|  |  |
|--|--|
| Eligibility code<br>(6 digits for 2 year olds<br>11 digits for 30 hours funding) |  |
|--|--|

## Sunshine Day Nursery Terms and Conditions

### Admission

A completed Childcare Agreement Form and Registration fee and deposit are required to secure your child's place.

### Registration Fee and Deposit

The registration fee of £30 covers administration and settling sessions. A deposit of two weeks fees is required at time of booking. The deposit will be refunded by the 20th day of the following month of your child's leaving date, providing a minimum period of three months attendance and appropriate notice has been given.

### Fees and Invoices

Childcare accounts are payable monthly, in advance for a calendar month of childcare. Accounts are payable by standing order, card or cheque made payable to "Sunshine Day Nursery". We also accept childcare vouchers. 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).

Invoices will be issued in the week preceding the start of the month and will be due for payment on the 1st of the month. Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding after 5th of the month. Cheque payment will not be accepted after 3rd of the month, credit/debit card payment will be required. Any parent or carer whose fees remain unpaid after 5th of the month, 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 will incur a £25 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, nursery lunches or 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. Be aware that the number of days childcare provided each month may vary. Bank holidays and staff training days will not be charged for. Christmas and New Year closure will be deducted from December and January invoices accordingly.

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 per quarter hour 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 April.

### Opening times

The nursery sessions run from 08:00 to 18.00.. The nursery is open all year except bank holidays, Christmas & New Year closure and occasional inset days.

### 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 notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement 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 failure to inform the nursery of social services or other agencies involved with your family, 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.

### 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. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

### 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 Sunshine Day Care Ltd.

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

Signed (parent) .....

Print name: .....

Date: .....