



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 / carers names	Mother		
	Father		
	Others (specify)		
Parent/carer addresses			
<p><i>Please provide names and addresses for each parent and carer known to the nursery (continue on separate sheet if required)</i></p>			
<p><i>Please indicate your child's usual address</i></p>			
Other people allowed to collect your child?		Names and addresses:	
<p><i>Must be over 16 years of age</i></p>			

Contact Details

Telephone Home	
Mum Work	
Dad Work	
Mobiles	
Password (for collection and to retrieve your invoice)	
E-mail address	
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

Mother	
Name	Telephone no:
Father	
Name	Telephone no:
1st alternative contact (required)	
Name and relationship to child	Telephone no:
2nd alternative contact (required)	
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 (6 digits for 2 year olds 11 digits for 30 hours funding)	
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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 and are registered for Tax Free Childcare.

We are able to offer Early Years Free Entitlement sessions for 2, 3 and 4 year olds. Standalone funded sessions are subject to availability. Preference may be given to parents taking additional services. More information will be given to you when your child becomes eligible for Early Years Free Entitlement funding.

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/carers 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. Late collection will be charged at a rate of £10 per 15 minutes 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.

Allergies

Parents are asked to provide details of allergies in the Health Information section of this form (page 3). This Registration Form is updated annually. Should your child develop an allergy or allergies to food products, animals, medication or other product, it is the responsibility of the parent/carer to inform the nursery immediately in writing. Parents/carers must provide ongoing, accurate and current medical information to the Nursery. Failure to do so may result in the nursery withdrawing childcare.

Parents/carers of children with allergies must read and keep a copy of the nursery's Allergy Policy, and sign an allergy disclaimer. The nursery may be unable to provide childcare if this policy and disclaimer are not adhered to by the parent/carer.

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.

Parental Partnership

Here at Sunshine Nursery we strongly believe in parental partnership, and hold our parents/carers views and comments in high regard. We ask that at all times parents are respectful and polite when

communicating with our staff, parental partnerships work both ways, staff are here to listen to and understand your views and opinions and we ask that all parents treat the staff in the same manner.

CCTV

We operate a CCTV system at the nursery which is used by management for training and monitoring purposes. The system is only accessible from the nursery office and footage is not shared outside the nursery environment. Parents and carers may view the system by prior arrangement with the Manager.

Data Protection

We comply with the general data protection regulations (GDPR) 2018 and as such only ask for data that is legally required. We will process the data received in a responsible manner and will do everything in our power to ensure your data is kept safe and secure. If you would like more information please request our data protection policy.

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/carer)

Print name:

Date: