

Registration Form and Financial Agreement

Parents name: (Primary Carer)		Address:	
Parent DOB		Email-	
Mobile number:		Legal guardian? YES NO	Sign:
NI Number:		Relationship to child:	
Parents name: (Secondary Carer)		Address:	
Parent DOB		Email-	
Mobile number:		Legal guardian? YES NO	Sign:
NI Number:		Relationship to child:	
Childs Name:	Name child is known by:	Long Birth certificate seen? YES NO	
Photocopy of long birth certificate in child's file to support parental responsibility? YES NO			
Child's D.O.B:	Child resides with; (circle as appropriate) Mum Dad both parents Other		
Nationality:	Place of birth:		
Emergency contact name 1:	Telephone number:		
Relationship to you:			
Emergency contact name 2:	Telephone number:		
Relationship to you:			
<p>Please note – In line with OFSTED regulations the nursery has to have details of both parents (if both parents are on the child's birth certificate) on the nurseries registration forms. We will only use the secondary carer's details in an emergency and with previous consent from the primary carer.</p> <p>If you want to refuse as primary carer to give the nursery the secondary cares information we will require your written declaration of refusal to provide this.</p> <p>I (PARENTS NAME) REFUSE TO GIVE Little explorers NURSERY THE SECONDARY CARERS INFORMATION OF WHO IS NAMED ON MY CHILD'S BIRTH CERTIFICATE (SIGNED).....(DATE).....</p>			
Contracted Hours			
Monday	FULL DAY	AM SESSION	PM SESSION
Tuesday	FULL DAY	AM SESSION	PM SESSION
Wednesday	FULL DAY	AM SESSION	PM SESSION
Thursday	FULL DAY	AM SESSION	PM SESSION
Friday	FULL DAY	AM SESSION	PM SESSION

Start Date:	Weekly Fees	Monthly Fees	Parent Sign:

Terms and Conditions of Enrolment

Fees and payment terms

- i. Payment of fees will be paid standing order from your bank or payment card on 1st of each month or Monday of each week if paying weekly. Payments are collected in advance weekly or monthly depending on preference. Fees are payable 52 weeks of the year. Your invoice is created monthly via xero and any additional sessions requested during that month will be added to your next month invoice.
- ii. Payment is for your child's place and is not based on attendance. Full fees are payable for sickness and absence due to holidays.
- iii. 1 month's written notice is required for any child permanently cancelling their place with us.
- iv. A late payment fee of £10.00 per letter and additional charges of £2.00 per day will be charged to parent/legal guardians if their nursery fees are paid late or not in full or no arrangement of pay is made.
- v. A late collection fee of £5 for every 5 minutes a child is left after the close of nursery will be added to parent's account.

Data Protection

- vi. During the course of our instruction we will need to process your personal data. When doing so we confirm that we shall comply with the provisions of the General Data Protection Regulations 2017 from 25 May 2018. We will need to process your personal data to complete the terms of this agreement and are likely to use it when maintaining our client records and/or for complying with supervisory, regulatory and legal requirements and crime prevention. In order to comply with our supervised requirements we will need to share your personal information with our supervisor, OFSTED. Further details on our usage of and the protection of your personal data can be found in our Privacy Notice.

Electronic and other communication

- vii. We will communicate with you by email, and we confirm that it will be the responsibility of the recipients for checking emails and attachments for viruses. We will not be responsible for problems, accidental errors, losses or corrupted and altered data affecting the electronic communications after despatch.

Complaints

- viii. We are committed to providing you and your child(ren) with a high quality service. However, should there be any cause for complaint in relation to any aspect of our service please contact us. We agree to look into any complaint carefully and promptly and do everything reasonable to put it right. If you are still not satisfied you can refer your complaint to(refer to complaint procedure if you feel you need to escalate further)

Confidentiality

- ix. Communication between us is confidential and we shall take all reasonable steps to keep confidential your information except where we are required to disclose it by law, by regulatory bodies, by our insurers or as part of an external peer review. Unless we are authorised by you to disclose information on your behalf this undertaking will apply during and after this engagement

Period of agreement and termination

- x. Unless otherwise agreed, our service will begin when you agree to the terms and conditions or enrolment.
- xi. Each of us may terminate our agreement by giving not less than 30 days notice in writing to the other party except where you fail to cooperate with us or we have reason to believe that you have provided us misleading information, in which case we may terminate this agreement immediately. Termination will be without prejudice to any rights that may have accrued to either of us prior to termination.
- xii. In the event of termination of our agreement, we will endeavour to agree with you the arrangements for the completion of service in progress at that time, unless we are required for legal or regulatory reasons to cease service immediately. In that event, we shall not be required to carry out further work and shall not be responsible or liable for any consequences arising from termination.

Applicable law

- xiii. Our terms and conditions of enrolment are governed by, and should be construed in accordance with English law. Each party agrees that the courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it on any basis. Each party irrevocably waives any right to object to any action being brought in those Courts, to claim that the action has been brought in an inappropriate forum, or to claim that those Courts do not have jurisdiction.

Please sign to confirm that you agree to abide by our Terms and Conditions.

Sign: _____ Print: _____ Date: _____

2. Members of staff on duty must be notified beforehand if any child is to be collected by another person/s, proof of ID; e.g. photograph, personal details will be required or a password system is in place. Please note that persons other than parent's collecting a child must be over the age of 16 years.

Your password is.....

Sign: _____ **Print:** _____ **Date:** _____

3. Do you give permission for your child to be taken out of the building/premises by a member of staff for short or spontaneous outings, e.g. library, shops, parks etc - **Yes No**

Signed _____ **Print name** _____ **Date** _____

***Please note – Your child will not be taken off site for a full day trip. These are organised events and you will be offered to join us in plenty of notice.**

4. Do you give permission for your child to be photographed/videoed for the purposes of:

Children's learning and development files - Yes No

Displays and images around the building – Yes No

Flyer and posters to promote the nursery – Yes No

Little Explorers Facebook page – Yes No

Little Explorers Web page – Yes No

Signed _____ **Print name** _____ **Date** _____

Key persons, students and apprentices

Do you give permission for keypersons, students and apprentices to carryout written observations on your child for development and training purposes? Please be informed that no personal details will be given to identify my child if it is an observation for college or university study

YES NO

Signed _____ Print name _____ Date _____

Medical Details

Does your child suffer from any illness or disability, e.g. asthma, deafness, epilepsy, diabetes, etc?					
Yes <input type="checkbox"/>		No <input type="checkbox"/>			
If yes please specify;					
Does your child have any food allergies or special dietary needs relating to religious belief, medical advice, e.g. peanuts, dairy products, bee stings, penicillin?					
Yes <input type="checkbox"/>		No <input type="checkbox"/>			
If yes please specify;					
Does your child have any special comforters, e.g. security blankets, teddy etc?					
Yes <input type="checkbox"/>		No <input type="checkbox"/>			
If yes please specify;					
Has your child been immunised against;					
Diphtheria	Y	N	Polio	Y	N
Whooping cough	Y	N	MMR	Y	N
Tetanus	Y	N	HIB	Y	N
I give permission for the childcare staff on duty to administer any first aid/medical attention my child may need during my absence.					
Signed		Print name:		Date:	
I consent to any emergency treatment necessary whilst my child is in the care Little ExplorersDay Nursery					
Signed		Print name:		Date:	

I authorise the staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.		
Signed:	Print name:	Date:

Child Protection

Please note

The childcare staff a duty of care under the Children's Act 1989 to adhere to and put in to affect any child protection procedures as deemed necessary. In line with the Working together to Safeguard Children 2015, it is important that you tell us if any other agencies are working with your family so we can do the best for your family and child whist in our care.

Social workers name

Telephone number.....

Address and email.....

Family support worker name.....

Telephone number.....

Address and email.....

Health visitor's name

Telephone number.....

Address and email.....

Signed (Parent) _____

Print _____

Date _____

Equal opportunities

- All children and families are welcomed and inducted to the nursery in accordance with our equal opportunities policy/procedure.
- All childcare staff are appointed as equal members of staff to carry out their duties as outlined in their job description.

Parent's wishes with regard to the welfare of their children will be addressed in line with our equal opportunities policy/procedures and Ofsted registration requirements.

Signed (parent) _____

Print _____

Date _____

Code of Behaviour

Within the childcare provision it is extremely important that all parents/carers and staff take in to consideration the welfare of all users.

Health and safety policy, confidentiality policy, safeguarding policy and behaviour policy are to be adhered to at all times. Copies of the above policies are included in your welcome pack.

Parental Permission Form	
Do you give permission for your child to have protective barrier cream applied as necessary during nappy change?	
Yes	No
Do you give permission for your child to have protective sunscreen applied as necessary whilst outside?	
Yes	No
Do you give permission for your child to have plasters, gauze or other medical sterile dressings applied when necessary following an accident?	
Yes	No
Do you give permission for your child to have Calpol suspension administered within the dosage/age guidelines stated for the medication, should your child develop a temperature that Little Explorers Nursery Manager/Officer in charge consider to be of concern?	
Yes	No
Do you give permission for your child to have Piriton (antihistamine) administered in the event that your child has an allergic reaction whilst at nursery?	
Yes	No
Do you give permission for your child to have an ice pack applied when/where necessary following an accident?	
Yes	No
Do you give permission for our social media company to upload photos of your child on our website page and social media pages.	
Yes	No
Email address -	
Do you give permission for your child to take part in daily tooth brushing whilst at nursery? This is important as Salford have one of the poorest dental hygiene ratings due to no fluoride being added to our drinking water.	
Yes	No

Signed (parent)
Signed Manager/Deputy
Date:

Declaration

- I declare that the information given is to the best of my knowledge accurate.
- I have received a copy of the Childcare manual and the welcome booklet.
- I will notify staff in writing of any changes to the information I have given on the admission forms.

Signed (parent) _____ Print _____

Signed (Practitioner) _____ Print _____

Please note

The contract relating to the childcare provision is conditional upon the parent/legal guardian complying with our childcare and financial procedures.

- Any false information given knowingly on the admission form may result in the withdrawal of your childcare allocation
- We reserve the right to refuse place allocation in to the childcare provision. We reserve the right to withdraw childcare place due to none payment of childcare fees and inform HMRC where CTX fraud is suspected.

Fee Calculation

Full Days per week _____	x	_____
	Plus	
Sessions per week _____	x	_____
	Total	_____
Funded Hours _____	Deduction	_____
Sibling discount _____	Deduction	_____
	Weekly Total	_____
	Monthly Total	_____
Workplace vouchers/Salary sacrifice	Deduction	_____
	Weekly Total	_____
	Monthly Total	_____