|  |  |
| --- | --- |
| Moon INTERNAL USE ONLY | |
| Birth Certificate |  |
| £30 Reg Fee |  |
| £100 deposit |  |
| 1st Invoice |  |
| On Parenta |  |
| On Outlook |  |
| On Nursery Mobile |  |
| On Dropbox |  |
|  |  |

**Registration Form, Parent Contract and Terms and Conditions**

**PLEASE ENSURE THAT ALL SECTIONS OF THIS FORM HAVE BEEN COMPLETED IN FULL.**

**This form is to be returned with a copy of your child’s birth certificate**

**PART A – REGISTRATION DETAILS**

**CHILD’S DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name: |  | Surname: |  | |
| Middle Name: |  | Gender: |  | |
| Likes to be called: |  | Date of Birth: |  | |
| Home address: |  | | | |
| Postcode: |  | | | |
| Home phone number: |  | | | |
| Email: | (this email address will be used only for invoicing and funding purposes) | | | |
| Ethnic Origin: |  | Nationality: | |  |
| Religion: |  | First Language:  Other languages understood: | |  |
| Hair Colour: |  | Eye Colour: | |  |

Has your child already had their 2-year-old Progress Report completed? Yes / No

**FAMILY DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Mother’s Title: | Miss/Mrs/Ms/Dr  Other | Father’s Title: | Mr/Dr/Rev  Other: |
| Mother’s Name |  | Father’s Name |  |
| Mother’s Surname: |  | Father’s Surname: |  |
| Mobile number: |  | Mobile number: |  |
| Daytime contact number: |  | Daytime contact number: |  |
| Home address if different to child’s: |  | Home address if different to child’s: |  |
| Home phone number if different to child’s: |  | Home phone number if different to child’s: |  |
| Email Address:  (this email will be used for all general nursery correspondence) |  | Email Address:  (this email will be used for all general nursery correspondence) |  |
| Mother’s Date of Birth: |  | Father’s Date of Birth: |  |
| Mother’s National Insurance Number: |  | Father’s National Insurance Number: |  |
| Mother’s place of Work: |  | Father’s place of work: |  |
| Mother’s occupation: |  | Father’s occupation: |  |
| Does this parent have Legal Responsibility? | Yes 🞎 No 🞎 | Does this parent have Legal Responsibility? | Yes 🞎 No 🞎 |
| Does this parent have permission to collect? | Yes 🞎 No 🞎 | Does this person have permission to collect? | Yes 🞎 No 🞎 |
| Is this parent an emergency contact? | Yes 🞎 No 🞎 | Is this parent an emergency contact? | Yes 🞎 No 🞎 |

Does anyone else have Legal Responsibility (please see Admissions Policy included in this pack for details) e.g Guardian, Step-Parent? Yes 🞎 No 🞎 (Please tick appropriate box)

If yes, please give details below:

Name: ……………………………………………………………………. Relationship to child: …………………………………………………

Contact Number: ………………………………………………….…………………………………………………………………………………………

Contact Address: ……………….……………………………………………………………………………………………………………………………

**EMERGENCY CONTACT**

**Anyone you authorise to collect your child must also be authorised to sign any medication or accident forms relating to your child if there are any from that day. They will be given the details of any accident and asked to make sure that the information is passed on to you.**

Please provide in order of priority contact details for 4 responsible people who can be contacted in case of emergency- inclusive of parents if required.

|  |  |  |  |
| --- | --- | --- | --- |
| CONTACT ONE | Does this person have permission to collect? Yes 🞎 No 🞎 | | |
| Full Name: |  | Relationship to child: |  |
| Mobile number: |  | Daytime contact number: |  |
| CONTACT TWO | Does this person have permission to collect? Yes 🞎 No 🞎 | | |
| Full Name: |  | Relationship to child: |  |
| Mobile number: |  | Daytime contact number: |  |
| CONTACT THREE | Does this person have permission to collect? Yes 🞎 No 🞎 | | |
| Full Name: |  | Relationship to child: |  |
| Mobile number: |  | Daytime contact number: |  |
| CONTACT FOUR | Does this person have permission to collect? Yes 🞎 No 🞎 | | |
| Full Name: |  | Relationship to child: |  |
| Mobile number: |  | Daytime contact number: |  |

Please provide photographs where possible.

We operate a family password system; in the instance of the usual person not being able to collect the child, this password will be asked for and parents must advise the Nursery before a different person is due to collect a child. Please fill in your password:

**MEDICAL INFORMATION**

In the interests of health and safety, please give the following details

|  |  |  |  |
| --- | --- | --- | --- |
| Doctor’s Name: |  | Doctor’s number: |  |
| Doctor surgery address: |  | | |
| Health visitor’s name: |  | Health visitor’s  number: |  |

Do we have your permission to discuss your child with your Health Visitor? Yes / No

**SPECIAL NEEDS/REQUIREMENTS**

Does your child have any special needs / requirements? No / Yes (Please give details below)

**MEDICATION**

Does your child have any long-term ongoing medication? No / Yes (Please give details below to include signs/symptoms/name of medication/how often your child requires it):

**IMMUNISATIONS**

Please indicate if your child has received the following immunisations:

□ Diphtheria - Yes / No □ Meningitis C - Yes / No □ Whopping Cough - Yes / No

□ BCG - Yes / No □ Hib - Yes / No □ Polio - Yes / No

□ MMR - Yes / No □ Tetanus – Yes/No □ Men B – Yes/No

□ Hepatitis B -Yes/No □ RV (Rotavirus) - Yes/No □ PCV - Yes/No

**ALLERGIES**

Does your child have any known allergies? No / Yes (Please give details below)

**DIET**

Does your child have any dietary needs? No / Yes (Please give details below)

**ILLNESS**

Please indicate any childhood diseases:

□ Chicken Pox - Yes / No □ Whooping Cough - Yes / No □ Measles - Yes / No

□ Scarlet Fever - Yes / No □ Polio - Yes / No □German Measles - Yes / No

□ Diphtheria - Yes / No □Other (please give details) ……………………..…………..…………………..……………

**OTHER**

Please give details of any other medical condition your child may have: ..……………………………………….……………………………………….……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………….

**AGENCIES AND PROFESSIONALS**

Is your child involved with any agencies or professionals, e.g. Dietician, Speech and Language, Social Worker or any other agency or professional?

Yes □ No □

If yes, please provide details:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

**PERMISSIONS / CONSENTS**

**MEDICATION CONSENT**

**ALLERGIC REACTION**

|  |
| --- |
| In the unlikely event that your child suffers an extreme allergic reaction, Clarecroft Day Nursery will administer the recommended dose of PIRITON, whilst calling an ambulance.  I \*DO/DO NOT give consent for Clarecroft Day Nursery Staff to administer Piriton in an emergency.  (\*please delete as appropriate)  Parent/Carer signature: Date: |

**TEMPERATURE**

|  |
| --- |
| If your child has a temperature, we will attempt to contact you for permission to administer Paediatric Paracetamol. In the event we cannot contact you and their temperature reaches 38.6oc, we will administer the appropriate dose of Paediatric Paracetamol to try and reduce their temperature.  I \*DO/DO NOT give consent for Claecroft Day Nursery Staff to administer Paediatric Paracetamol. I can confirm that my child has had this medication before. (\*please delete as appropriate)  Parent/Carer signature: Date: |

**TEETHING GEL / CRYSTALS**

|  |
| --- |
| Children under 30 months old will need to be supplied with teething gel/ crystals. These will be kept at nursery and administered as required. Please sign below to agree to provide a suitable teething aid that your child has had before, and to give staff permission to administer it.  I \*DO/DO NOT give consent for Clarecroft Day Nursery Staff to administer teething gel/ crystals as required. This will be supplied by me and clearly labelled with the child’s name. (\*please delete as appropriate)  Parent/Carer signature: Date: |

**SUDOCREAM**

|  |
| --- |
| Children wearing nappies may develop nappy rash, which can be uncomfortable. Sudocream is kept on premises and inclusive.  I \*DO/DO NOT give consent for Clarecroft Day Nursery staff to apply Sudocream. In the event that Sudocream is not sufficient I will supply an alternative, clearly labelled with my child’s name.  (\*please delete as appropriate)  Parent/Carer signature: Date: |

**OTHER MEDICATION**

|  |
| --- |
| The only other medication administered by Clarecroft Day Nursery Staff must be prescribed by a doctor and individual medical forms must be signed by the parent. Clarecroft Day Nursery reserves the right to refuse to administer medication. Please speak to the Supervisor or refer to our Policies and Procedure if you require clarification on this issue. |

**SUNCREAM**

|  |
| --- |
| During the hot sunny months, the nursery will supply and apply suncream for an additional monthly charge of £1.00 per month. The only exception to using suncream supplied by the nursery is if your child has had a confirmed reaction to factor 50 sensitive suncream.  I \*DO/DO NOT Give permission for Clarecroft Day Nursery Staff to supply and apply sun cream to my child in the event of hot sunny weather. (\*please delete as appropriate)  Parent/Carer Signature: Date: |

**MEDICAL TREATMENT CONSENT**

|  |
| --- |
| I \*DO/DO NOT give permission for staff trained in first aid to give first aid treatment should it be required. I understand that in the event of a medical emergency care of the child will be transferred to medical personnel who will decide on appropriate emergency treatment. If I refuse this permission, I will supply in writing the procedure I wish to follow in the event of such emergency. (\*please delete as appropriate)  Parent/Carer Signature: Date:  I hereby give Clarecroft Day Nursery permission to contact a Doctor to treat my child in the event of an accident / emergency should the need arise, and I, nor any other emergency contact, cannot be contacted. (\*please delete as appropriate)  Parent/Carer Signature: Date: |

**OTHER CONSENT**

**PHOTOGRAPHIC CONSENT**

|  |
| --- |
| Photographs are regularly taken of the children in connection with the educational experiences we offer. These photographs are included in both theirs, and other children’s personal development folders, online learning journals and on internal wall displays etc.  I \*DO/DO NOT agree to my child’s photograph being used within Nursery and in both theirs and other children’s personal development folders, online learning journals and internal displays. (\*please delete as appropriate)  Occasionally we feature in the local papers for special events e.g Nativity Play, Children in Need etc., and your child’s picture and name may appear in the local paper.  I \*DO/DO NOT agree to my child’s photograph and name appearing in the local paper. (\*please delete as appropriate)  Clarecroft Day Nursery may wish to use your child’s photo on their website (names will NOT be shown)  I \*DO/DO NOT agree to my child’s image being used on the Clarecroft Day Nursery website and public Social Media Page/s. (\*please delete as appropriate)  Parent/Carer Signature: Date: |

**OUTINGS / TRIPS**

|  |
| --- |
| From time to time the children are taken on outings to local locations e.g library, park, duck pond, shops etc.  I \*DO/DO NOT give permission for my child to take part in local outings. (\*please delete as appropriate)  Parent/Carer Signature: Date: |

**TOOTHBRUSHING – PRE-SCHOOL CHILDREN**

|  |
| --- |
| The Nursery will provide a toothbrush and toothpaste for your child to be able to brush their teeth whist at nursery during their time in the Pre-School Stars Room as part of the Nursery’s toothbrushing programme.  I \*DO/DO NOT give permission for my child to take part in the Nursery toothbrushing programme . (\*please delete as appropriate)  Parent/Carer Signature: Date: |

**PETS AND OTHER LIVING CREATURES**

As part of providing various learning opportunities, the nursery has it’s own nursery pets and may arrange visits to the nursery of Pets, insects and other living creatures, including some from petting zoos. The children will be given the opportunity to pet, stroke, walk and feed the animals under close supervision.

I \*DO/DO NOT give permission for my child to have contact with any animals that may visit the nursery. (\*Please delete as appropriate)

My Child is/may be allergic to the following animals/other comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer Signature: Date:

**OTHER SETTINGS**

Please could you provide contact details for any other setting your child attends (this includes Childminders). This will allow us to share information regarding your child’s learning and development.

Setting Name: ……………………………………………………………………………………………………………………………………...

Contact Name: ………………………………………………………………………………………………………………..…………………...

Contact Phone Number: …………………………………………………………………………………………………………………….…

\*please delete as appropriate

I \*DO/DO NOT permit Clarecroft Day Nursery to share information regarding my child’s learning in development with the above setting/childminder which my child also attends. (\*please delete as appropriate)

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:

**E-SIGN/ELECTRONIC FORMS**

|  |
| --- |
| We use a system called E-sign to send forms relating to your child as necessary. These forms are usually consent forms and accident or injury forms which we are required to complete. Please provide the email address you would like these forms sending to. Please note, that the email address provided must be for a parent with Parental responsibility or in the case of a carer or guardian, the person named as official Guardian or Carer  Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**FUNDING**

**9 month old working families early years entitlement funding**

**Being introduced by the Government in September 2024.**

From the term after your child turns 9 months old eligible children will be able to claim the “Eary Years Entitlement Funding”. This is available for eligible children only. It entitles eligible children to 570 funded hours per year. At our nursery, you can use the funding 11 hours per week. Term-time places are available the term after your child’s 3rd birthday. HMRC will provide an eligibility code if your child is eligible.

**Plus 9 month old additional funding**

**From September 2025** the Government will make available an additional 570 funded hours to eligible children dependant on your individual circumstances. This is a total of 1140 hours per year. At our nursery, you can use the funding 22 hours per week. Term-time places are available the term after your child’s 3rd birthday. HMRC will provide an eligibility code if your child is eligible.

**2 Year old working families early years entitlement funding**

From the term after their 2nd birthday children of working families may be eligible to claim the “Eary Years Entitlement Funding”. This is available for eligible children only. It entitles eligible children to 570 funded hours per year. At our nursery, you can use the funding 11 hours per week. Term-time places are available the term after your child’s 3rd birthday. HMRC will provide an eligibility code if your child is eligible.

**Plus 2 year old additional funding**

**From September 2025** the Government will make available an additional 570 funded hours to eligible children dependant on your individual circumstances. This is a total of 1140 hours per year. At our nursery, you can use the funding 22 hours per week. Term-time places are available the term after your child’s 3rd birthday. HMRC will provide an eligibility code if your child is eligible.

**3 & 4 year universal funding**

From the term after their 3rd birthday your child will be eligible to claim the “3 & 4 year old universal funding”. This is available to all children. It entitles all children to 570 hours of Early Years Learning per year. This can be used either all year round (11 hours per week) or term time only (15 hours per week).

**Plus 3 & 4 Year old 11 or 15 hours additional funding per week**

The Government will make available an additional 570 funded hours to eligible children dependant on your individual circumstances, This is a total of 1140 hours per year which can be used either all

year round (22 hours per week) or term time only (30 hours per week). HMRC will provide an eligibility code if your child is eligible.

For further information and to see if your child is eligible for the additional hours please visit the Government’s childcare choices website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). There is also a childcare calculator which can be found at [www.gov.uk.childcare-calculator](http://www.gov.uk.childcare-calculator).

Children attending funded sessions will be charged a service charge per session in line with our fees list. Local Authority rules stipulate that no more than 10 funded hours can be used per day.

If you would like to use any of these funded hours with us, the Local Authority require you to fill in an application form (Parental Declaration), issued by the local authority, which is available to complete via our online system called Funding Loop. A separate email directly from Funding loop will be sent to in preparation for funding claims, this will provide you with your own login in an online instruction. They will also need to take a copy of your child’s birth certificate and utility bill dated in the last 3 months to confirm your address. These can be uploaded via the Funding Loop portal.

**2 year old “Local Authority Assessment Based” funding via the local authority**

This is a means tested funding and is available for eligible children only. It entitles eligible children to 570 hours of Early Years Learning per year. At our nursery, you can use the funding 11 hours per week. Term-time places are available the term after your child’s 3rd birthday.

Further information can be found on the Local Authority website along with an eligibility checker. The Local Authority will provide an eligibility letter/code that we will need to confirm the eligibility of the funding.

Children attending funded sessions will be charged a service charge per session in line with our fees list. Local Authority rules stipulate that no more than 10 funded hours can be used per day.

If you would like to use any of these funded hours with us, the Local Authority require you to fill in an application form (Parental Declaration), issued by the local authority, which is available to complete via our online system called Funding Loop. They will also need to take a copy of your child’s birth certificate and utility bill dated in the last 3 months to confirm your address. These can be uploaded via the Funding Loop portal.

**GENERAL NOTES ON ALL FUNDED HOURS**

Any hours above the weekly allowance offered by the government will be charged as private fees.

Funded sessions will only be offered between the hours of 8.00am to 6.00pm.

Children attending funded sessions will be charged a services charge per session in line with our fees list.

We will help guide you through the application process, but please note the local authority has a cutoff date and it is the parent’s responsibility to make the claim before the cutoff date.

It is the parent's responsibility to provide all information by email as requested by the nursery by the deadlines stipulated. It is the parents’ responsibility to ensure that codes are valid and remain valid and inform the nursery manager by email of any changes in eligibility. Where codes are not valid private fees will be charged.

Where you require funding to be changed from all year round to term time only from the term after your child’s 3rd birthday, you must give a minimum of 1 term’s notice in writing to make this change. When changing from all year round to term time only, the full year’s funding allowance may not be available and therefore there may be a shortfall in the funding you are able to claim. We will apply the funding available for your child and any sessions not covered by the funding will be charged in accordance with our fees list.

**PLEASE COMPLETE THE FOLLOWING FUNDING INFORMATION**

|  |  |
| --- | --- |
| Child’s Name |  |
| Child’s Date of birth |  |
| Parent 1 Name |  |
| Parent 1 Date of Birth |  |
| Parent 1 National Insurance Number |  |
| Parent 2 Name |  |
| Parent 2 Date of Birth |  |
| Parent 2 National Insurance Number |  |

|  |  |
| --- | --- |
| I hereby authorise the nursery to use the HMRC/Local Authority checker to check my child’s eligibility code: | Signature: |
| Name of Parent signing: |  |

**I am claiming funding for (please tick only one option below):**

|  |  |  |
| --- | --- | --- |
| Funding type | Please tick one box | HMRC eligibility code or Local authority assessment based code for 2 year funding |
| 9 month working families early years entitlement funding | ☐ |  |
| 2 year Local authority assessment based funding | ☐ |  |
| 2 year working families early years entitlement funding | ☐ |  |
| 3 & 4 year universal funding only | ☐ |  |
| 3 & 4 year working families extended funding | ☐ |  |

**If you are sharing funding with another setting, can you please complete the following information:**

|  |  |
| --- | --- |
| Other Setting Name |  |
| Number of hours claimed at the other setting |  |
| Is the funding being claimed at the other setting term time or all year round | Term time ☐ |
| Whole year ☐ |

I/We understand that I/we must give 4 weeks’ written notice if I/We no longer wish to claim the funding or if my/our child is leaving the nursery. Where 4 weeks’ written notice is not given and the nursery is unable to claim the funding from the local Authority for the notice period, I/We agree to pay the full nursery fees in accordance with the nursery’s current fee structure in lieu of notice. I/we understand that it is my/our responsibility to provide a valid eligibility code to the nursery and to ensure it remains valid.

|  |  |
| --- | --- |
| Parent 1 name |  |
| Parent 1 signature |  |
| Date |  |
| Parent 2 name |  |
| Parent 2 signature |  |
| Date |  |

**SESSIONS REQUIRED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sun Room**  **(3 – 24Months)** | 8am – 6pm | 8am – 1.00pm (including Lunch) | 1pm – 6pm | 8am – 4pm | 7.30-8 am |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Main Nursery (Moon and Star Group)** | 8am -6pm | 8am – 1pm  (incuding lunch) | 1pm – 6pm | 8am – 4pm | 7.30-8am |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Out of School Club** | Before school 7.30-8am | Before School  8-9am  (including breakfast) | After school till 6pm with Tea |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |

**Children attending funded sessions will be charged a services charge for each session in line with our fees list.**

**When funding is applied to a child’s booked session(s) any other discounts (exclusive of sibling discount) will not apply.**

Do you require: Term Time only 🞎 All Year Round 🞎

**(Term time only places are ONLY available to children from the term after their 3rd birthday.**

Start date required: ………………………………………….

We offer a home visit prior to your child starting at Nursery (as outlined in the prospectus), please indicate if you would like a home visit: Yes 🞎 No 🞎

Please tell us how you found out about the Nursery:

.................................................................................................................................................................................

Please tell us why you chose Clarecroft Day Nursery:

…………………………………………………………………………………………………………………………………………………………………………..

I …………………………………………………………………..……....... and ………….....…..…………………………………………………………..

Confirm that the registration details provided above a correct and acknowledge that it is mine/our responsibility to inform Clarecroft Day Nursery of any changes in/to the above details.

Name …………………………………………………………………………..……………………………………..………………………

Signed………………………………………………………….. Date ………………………………………………………..

Name …………………………………………………………………………..……………………………………..………………………

Signed………………………………………………………….. Date ………………………………………………………..

**PARENT CONTRACT AND TERMS AND CONDITONS**

**PART B – PARENTAL CONTRACT**

This contract is between: **PURLEY LTD (a limited company with company registration number 9084908) trading as CLARECROFT DAY NURSERY trading at 34 High Street, Long Buckby, Northamptonshire NN6 7RD**

**AND**

**…………………………………………………………………………………………………………………(Parent/Carer name 1) and**

**Of……………………………………………………………………………………………………………………………………………………**

**(Parent/Carer 1 address)**

**………………………………………………………………………………………………………………… (Parent/Carer name 2)**

**Of……………………………………………………………………………………………………………………………………………………**

**(Parent/Carer 2 address) (write “as above” if same as Parent/Carer name 1)**

**AGREEMENT FOR PAYMENT OF FEES**

Child’s name …………………………………………………………………………………………………..

Parents’ Names:

…………………………………………………………………………………………………………………(Parent/Carer name 1)

………………………………………………………………………………………………………………… (Parent/Carer name 2)

**Person Responsible for payment of fees:**

Name……………………………………………………………………………………

Address………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………Postcode……………….………………

Email (your invoice will be emailed to this email address) …………………………………………………………………………

Telephone Number: Daytime ………………………………………….…

Evening…………………….…………………………Mobile………………………………………………………

I hereby agree to pay the fee for the above child in accordance with the fee structure of Clarecroft Day Nursery by the date they fall due.

Signed…………………………………………………………….(Bill Payer)……………………………………………………………….(Date)

**PART C - TERMS AND CONDITIONS**

1. **Definitions**
   1. The definitions below apply in these terms and conditions.

**“Child”** the child or children who are named in Part A;

**“You”**  the person, firm or company who purchases services from us;

**“Services”** the services of a daycare nursery during the days or half days indicated in Part A excluding bank and public holidays together with any other services which we provide, or agree to provide, to you;

**“Us” or “We”** the nursery named in Part B.

* 1. A reference to **writing** or **written** includes email.
  2. Any requirement in this contract for either party not to do something includes an obligation on that party not to allow that thing to be done.

1. **Formation of the contract**
   1. A contract for the services will be formed between you and us once you have given us a signed, fully completed, registration form and a non-refundable Registration fee of £30.00 and a refundable deposit of £100.00, and we have confirmed to you in writing that your application for a place has been successful.
   2. These terms and conditions govern the contract between you and us for the services. No other terms apply unless they are:
      1. Contained in our Policies and Procedures
      2. A letter that is signed by both you and us.
2. **Duration of the contract**
   1. The contract shall last until it is terminated by either you or us giving to the other, in writing, at least 4 weeks’ notice. However, the contract can, in some circumstances be terminated immediately under clause 19.
   2. You are liable for the fees during the notice period. If you fail to give proper notice, you may lose your deposit and will remain liable for fees due for the notice period.
   3. You will not be eligible to re-apply for a place at the nursery once you have given notice to leave the nursery for a period of 6 weeks of your child’s leaving date.
   4. Where a child is in receipt of free nursery education and you fail to give the 4 weeks’ notice to terminate this contract, full fees will be charged in accordance with our fee structure to cover the notice period where we cannot claim the free entitlement for your child from the Local Authority for such notice period or any part of the notice period.
3. **Suspension of the Services**

The services may be suspended (meaning the child is temporarily not able to attend the nursery) in the circumstances set out in our Emergency Closure/Critical Incident Policy or in the circumstances set out in clause 20 or in circumstances beyond our reasonable control, then all fees remain payable for a period of 3 months and You will not be entitled to any refund of any fees or any part of the fees. If the services are suspended for a period of more than 3 months, either you or us may terminate the contract by giving the other one month’s written notice.

1. **Our Obligations**
   1. We will use all reasonable efforts to provide the services to you, in accordance in all material respects with these terms and conditions and any other documents referred to in 2.2 above.
   2. We welcome staff and children from many different backgrounds and ethnic groups. Human rights and freedoms are respected and we will do all that is reasonable to ensure that our culture, policies and procedures are made accessible to children who have disabilities and to comply with their social and moral obligations under the Special Educational Needs and Disability Act 2001 or Equality Act 2010 in order to accommodate the needs of children, applicants and members of staff who have disabilities for which, after reasonable adjustments, we can cater adequately
   3. If we determine, in our sole discretion (after appropriate and reasonable analysis) that reasonable adjustments cannot be made for a child and as such we cannot continue to adequately provide for that child (or admit them as the case may be) then the we shall be permitted to request that you to withdraw the child without being charged fees in lieu of notice.
2. **Your obligations**
   1. You shall:
      1. Co-operate with us;

* + 1. Provide to us such information as we may reasonably require about
       1. The child (as follows, but not limited to):
          1. Any known medical condition, health problem, allergy, or diagnosed dietary requirement;
          2. Any prescribed medication;
          3. Any lack of any vaccination which the child would ordinarily have by their age;
          4. Any family circumstances or court orders affecting the child;
          5. Any concerns about the child’s safety; and
       2. Your contact details, and those of your authorised persons who may collect the child.
  1. You must (a) ensure that these details are accurate and (b) keep these details up-to-date, by promptly informing us in writing whenever they change.
  2. The nursery is open Monday to Friday between 7.30am and 6.00pm. Children can be dropped off at the start of their session time and must be collected by the end of their session time. If their session time ends at 6.00pm, then they must be collected by 5.55pm as the nursery must be closed at 6.00pm. If you are late in collecting your child, then a late collection charge will be incurred and charged at a rate of £1.00 per minute per child. If you are late in picking up your child on a regular basis, then we reserve the right to review your child’s place at the nursery and the right to terminate their place with or without notice. In any instance that you may be late in collecting your child, the nursery should be informed at the earliest opportunity.
     1. As regards arrivals and departure of a child, please refer to the nursery’s Arrivals and Departures Policy. Please ask for a copy of it if necessary.
  3. If our performance of our obligations under the contract is prevented or delayed by anything you do (or fail to do), we shall not be liable.
  4. You shall not employ (or attempt to employ) any member of our staff without our consent, until six months from the end of this contract.

1. **Charges and payment** 
   1. You shall pay the charges as invoiced to you each month and in accordance with Our Fee Structure in force from time to time.
   2. Any invoice queries or questions must be raised with the nursery manager within 2 weeks of invoice date. After this time, corrections will not be made.
   3. Charges are due even if the child is absent.
   4. We will charge for bank and public holidays when the nursery is closed.
   5. No regular booking pattern can be swapped for another.
   6. VAT is not charged on nursery fees (nursery provision is an exempt supply for VAT purposes).
   7. Extra sessions will be charged for (at the ruling rate), in accordance with our fee structure and must be booked and paid for at least 24 hours in advance.
   8. All nursery fees must be paid monthly in advance, by the 5thday of the following month. (e.g. June fees are due by 5th June)
   9. All payments must normally be made by direct debit or childcare vouchers or Your Tax Free Childcare account. We do not accept payment by Cash or Cheque. No payment shall be deemed to have been made until it is cleared into our bank account. If a payment fails, we may charge a reasonable administration fee (currently £10.00). We are not responsible or liable for collection of fees from third parties, e.g. colleges, grant funding, voucher providers etc.
   10. We may increase our charges and/or vary the sessions we offer. We will give you written notice of any such increase onemonth before the proposed date of increase/variation.
   11. Without restricting any other legal right that we may have, if you fail to pay us on time, we may:
       1. Make an interest charge of up to 3% per cent per month or part month on late payment. Unless otherwise notified to you in writing, interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. You must pay us the interest together with the overdue amount. In addition we will be entitled to recover from you the full amount of our administrative and other costs incurred in recovering any unpaid sum including legal costs and disbursements on an indemnity basis.
       2. Charge you a reasonable administration fee/late payment fee (currently £15.00)and
       3. Suspend all services until payment has been made in full, which will include the suspension of the child, or even terminate the contract permanently.
       4. If you owe us any money, and make a claim against us, we may set off what you owe us against what you are claiming from us.
2. **Reducing or changing sessions**

You are required to give us two weeks’ written notice of a reduction or change in the number of sessions you require.

1. **Free nursery education**
   1. If you wish to take up your free nursery education, you are required to complete and sign a Parental Declaration on a termly basis or as required by the Local Authority, detailing how and when you will take up the free sessions.
   2. Our charges will not be made in respect of the free sessions as detailed in the Parental Declaration, but we are entitled to make a reasonable charge for meals or additional activities/services provided during any free session. Our service charges are listed in our current fee structure.
   3. For children receiving funded childcare via the free nursery education, where this is not paid by the Local Authority because the child is not eligible or ceases to be eligible, then the sessions will be payable by the person responsible for payment of fees named in Part B in accordance with our fee structure prevailing at the time.
2. **Welfare of the Child**
   1. We will do all that is reasonable to safeguard and promote the child’s welfare and to provide care to at least the standard required by law and often to a much higher standard.
   2. We will respect the child’s human rights and freedoms which must however, be balanced with the lawful needs and rules of our nursery and rights and freedoms of others.
   3. You consent to such physical contact as may be lawful accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or in connection with the child’s health and welfare.
   4. Parents of children who are not potty trained must provide disposable nappies and wipes.
   5. Parents should provide sealed formula milk for bottle feeding babies. Bringing in and storing made-up formula milk may increase the chance of a baby becoming ill and should be avoided.
   6. Labelled mother’s breast milk will be stored in the fridge.
   7. As regards behaviour management techniques and sanctions, please refer to the nursery’s Behaviour Policy. Please ask for a copy of it if necessary.
   8. The nursery uses emergency procedures for accidents, evacuations, incidents and allergic reactions, please refer to the individual policies and procedures and ask for a copy where required.
   9. We do not recommend that children wear jewellery of any kind. If you choose to send your child to nursery wearing any jewellery, then this is done at your own risk and we do not accept responsibility for loss or injury from the jewellery.
3. **Health and medical matters**
   1. If the child becomes ill during the nursery session the nursery manager will contact you or the emergency contact indicated on the registration form. You must inform us immediately of any changes to these contact details. If your child requires urgent medical attention while under our care, we will if practicable attempt to contact you and obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by a doctor (including anaesthetic or operation, or blood transfusion) unless you have previously notified us you object to blood transfusions.
   2. If the child is suffering from a communicable illness or suspected communicable illness such as doubtful rash, discharge from the eyes or nose, diarrhoea, vomiting or other such illness, he/she should not be brought to the nursery until such time as the infection has cleared and for a minimum period of 48 hours from the infection clearing. A child with Diarrhoea or vomiting must not return to nursery until 48 hours after their last episode of diarrhoea or vomiting. A full copy of our infection control policy is available from the nursery manager.
   3. You must notify the nursery manager if the child is absent from the nursery through sickness or for any other reason.
   4. If the child has been sent home from the nursery because of ill health, he/she will be readmitted to nursery in line with the nursery’s sickness and accident policy. If the child is prescribed antibiotics, he/she will not be allowed to return to the nursery for 48 hours.
   5. As regards medication, and the administration of it to a child, please refer to the nursery’s Medication Policy. Please ask for a copy of it if necessary.
   6. Please also see clause 6.1.2 on matters we need to be informed about.
4. **Attendance**

We collate and monitor information for all children in line with safeguarding good practice. You are required to inform the nursery by telephone or email on the first day of your child’s absence from the nursery. If a child is absent for a second day without notification to the nursery, the nursery will contact you by telephone to find out the reason for the absence. If your child is known to Social services, then they will be informed of the any such absence. If after one week of absence and you have not informed us of the absence and we have not been able to contact you, then we will send a letter and/or email to you asking you for the reason for your child’s absence from the nursery. If there is still no response from you after a further week, then we will inform MASH. If your child has not attended the nursery for a total and continuous period of one month and we have not been informed of the absence and we have not been able to contact you, then we reserve the right to terminate your child’s place with immediate effect and to inform the local authority and/or social service and MASH as appropriate.

If you have told us that your child will not be attending the nursery for a given period for any reason, then we will record this as a pre-informed absence and therefore your child will not be counted in our ratios for that period. If you need to change the dates of absence and your child will be returning earlier from their pre-informed absence, then we require a minimum of 48 hours’ notice, in writing before your child is able to return to nursery. We cannot guarantee that your child will be able to return to the nursery earlier but will apply our best endeavours to facilitate their early return.

1. **Food/dietary requirements**
   1. We will work with you to provide suitable food for your child, if they have a special dietary requirement or any allergies as diagnosed by a doctor or dietician. All reasonable care will be taken to ensure that a Child does not come into contact with certain foods with support from parents and external professionals should the need arise.
   2. Menus will be displayed for inspection, and parents and children will be able to feed into the review of these.
   3. No packed lunches supplied by parents for children will be heated up by us.
2. **Reporting of neglect or abuse**

We have an obligation to report to the relevant authorities any suspicions we have that your child has suffered neglect or abuse, and where necessary we may do so without your consent and/or without informing you.

1. **Limitation of liability** 
   1. This clause sets out our (and our employees’, agents’, consultants’ and subcontractors’) liability to you in respect of the contract (including any breach of it, any statement we make to you about it, our termination of it).
   2. All terms implied by law are, to the fullest extent permitted by law, excluded or deleted from the contract.
   3. Nothing in these terms and conditions in any way limits our liability for fraud, or for death or personal injury resulting from negligence.
   4. We shall not be liable for:
      * 1. Any loss or damage to any toys, equipment or bags, clothing etc. you may bring into our nursery;
        2. Loss of any profits, or consequential loss; or any other indirect loss; and
   5. Subject always to clause 15.3, our total liability (in contract, tort including negligence or breach of statutory duty, or otherwise) shall be limited to cumulative price paid by you for the services over the course of the contract.

1. **Data protection**
   1. You agree that details of your name, address and payment record may be submitted to a credit reference agency, and personal data will be processed by and on behalf of us in connection with the services.
   2. We may take photographs and/or videos of your child for promotional or training purposes only. If you do not wish for your child to be included in such photographs or videos, please inform us by completing the ‘permission form’ given to you on enrolment, or by writing to the nursery manager.
   3. Any personal data related to You or your child will be dealt with in accordance with our privacy notice, which can be found at on the parent information board.
   4. We shall not be responsible for any loss, destruction, alteration or disclosure of any personal data except where such loss, destruction or disclosure is due to our acts, omissions or negligence.
   5. You acknowledge that all of your data, including personal data, shall be stored and processed using facilities owned and operated by third parties in accordance with an agreement between us and the third party and, while such providers purport to have implemented at least industry standard systems and procedures to ensure the security and confidentiality of data provided by us via the services we procure from such third party providers, to the maximum extent permitted by law. We shall not be responsible for a breach of the security and confidentiality of any data which is caused by a third party.
   6. On the expiry of the Legal Retention Period, we may delete, destroy or otherwise dispose of any of your personal data in our possession.
2. **Security**

Parents are welcome to visit the nursery, but we will not admit anyone without prior notification. It is your responsibility to ensure that we are aware of who will be collecting your child. No child will be allowed to leave the building with any person who has not been notified as an authorised person to collect the child on your behalf.

1. **Complaints and concerns**

Please address any complaint or concern to the supervisor in charge, in the first instance, and if the matter is not resolved within a reasonable period, please refer it to the nursery manager. Please also refer to our complaints policy which shall apply to any complaints received by us.

1. **Termination for breach of contract, or bankruptcy/insolvency**
   1. Without restricting any other legal rights which the parties may have, either party may terminate the contract without liability to the other immediately on giving written notice to the other if:
      1. The other party fails to pay any amount due under the contract on the due date for payment and remains in default for [10] days or more; or
      2. The other party commits a material breach of any of the terms of the contract and (if such a breach is capable of being remedied) fails to remedy that breach within 30 days of that party being notified in writing of the breach; or
      3. The other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986.
   2. On termination of the contract for any reason:
      1. You shall immediately pay all of our outstanding unpaid invoices and interest and, in respect of services supplied but for which no invoice has been submitted, we may submit an invoice, which shall be payable immediately on receipt; and
      2. Any clause in these terms and conditions which implicitly is intended to survive termination shall continue in force.
2. **Events that are beyond our control**
   1. If any event beyond our reasonable control (e.g. a fire, flood, E-Coli or other outbreak, strike, civil action, act of terrorism, war etc.) occurs, for which we have business interruption insurance, we may close the nursery without liability to you and we will not charge you for the fees for the time the nursery is closed. We will keep you informed, in such an event.
   2. If it is, in our reasonable opinion, necessary or in the interests of the child to do so or we are ordered to close by a public authority, we may close the nursery even though our business interruption insurance will not cover us for the closure. In these circumstances, we will charge you for the time the nursery is closed. For example, we may close because of severe weather conditions, outbreak of flu, swine flu or other illnesses, fire, flood etc etc.
3. **Invalid clauses**

If any part of the contract is found by any court or similar authority to be invalid, illegal or unenforceable, that part shall be struck out, but the rest of the contract shall apply.

1. **Changes to these terms and conditions**
   1. We may change these terms and conditions where such a change arises from changes in regulations or legislation affecting us.
   2. We may change any other terms in these terms and conditions provided. We will give you at least one month’s written notice of our intention to do so.
2. **No other terms**

Each party acknowledges that, in entering into the contract, it has not relied on anything said or written that is not written in the contract. This applies unless fraud is established.

1. **Assignment**

The contract is personal to you. You shall not, without our written consent, transfer to anyone else any of your rights or obligations under the contract.

1. **Rights of third parties**

A person who is not a party to the contract shall not have any rights under or connection with it.

1. **Governing law and jurisdiction**

The contract, and any dispute or claim arising out of it or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by the law of England. The courts of England shall have exclusive jurisdiction to settle any such dispute or claim.

**SIGNED ON BEHALF OF PURLEY LTD TRADING AS CLARECROFT DAY NURSERY**

**Signed……………………………………………………………………….. Name…………………………………………………………………**

**Position…………………………………………………………………….. Date……………………………………………………………………..**

**Both parents/carers are required to sign below:**

**I ………………………………………………………………….… and I ………………………………………………………… have received, read, understood and agreed to all the supplied terms and conditions and policies and procedures.**

**I/We agree to Clarecroft Day Nursery collecting, storing and sharing data where appropriate in accordance with The Data protection act 2018 and EU General Data Protection Regulation (GPDR) and Ofsted regulations. For further information please see the data protection and privacy policy in the parent policy folders located in the entrance area.**

**Parent/Carer signature: ………………………………………………… Date: ……………………….**

**Parent/Carer signature: ………………………………………………… Date: ………………………..**

**Important – Please ensure the registration form is returned with a copy of your child’s birth certificate**

**We ask that you keep us informed of any changes to your details and it is your responsibility to ensure that we are notified, in writing, of any changes in the details provided on this form. Failure to do so may result in unnecessary charges being applied and a gap in the care provided . Periodically we may ask you to confirm your details for our records.**

**IMPORTANT NOTES**

**Please ensure the registration form is returned with a copy of your child’s birth certificate**

**We ask that you keep us informed of any changes to any details and it is your responsibility to ensure that we are notified, in writing, of any changes in the details provided on this form in writing. Failure to do so may result in unnecessary charges being applied and a gap in the care provided. Periodically we may ask you to confirm your details for our records.**

**NURSERY FEES PAYMENT DETAILS**

**INVOICES**

Invoices will be issued on or before the 25th of the month for the following month. Please ensure full payment is received in our account by the 5th of the following month.

(e.g. June fees will be invoiced on or before 25th May and will be payable in full by the 5th June)

**TAX FREE CHILDCARE AND VOUCHERS**

Please be mindful that Tax Free Childcare and Voucher payments can take up to 5 working days to clear in the Nursery’s bank account, so please ensure you allow enough time to set up your payment.

**LATE PAYMENT**

Late payment will result in a late fee charged to your account per child and/or may result in your child losing their nursery place.

If the 5th falls on the weekend or bank holiday, then payment must reach us by the next working day.

**PAYMENTS AND REFERENCE**

Please use your child’s **FIRST AND LAST NAME** as a payment reference.

If you are paying for more than one child, please ensure two separate payments are made for each child.

Simply using “nursery Fees”, your child’s first name only, initials only, parent’s name etc will mean delayed allocation and possible errors and late payment charges.

**PAYMENT OF DEPOSIT AND REGISTRATION FEE**

Please use our bank details below to pay the £30.00 registration fee and £100.00 refundable deposit.

**OUR BANK DETAILS**

Lloyds Bank Plc

Account Name: Purley Ltd

Sort Code: 30-96-09

Account Number: 61643068

For full details and terms of payment, please refer to the Terms and Conditions provided with the registration pack

Thank you for your co-operation.