

Tiny Acorns Nursery Registration Form

Acceptance

Please read the **terms and conditions overleaf** carefully. By signing this registration form the parent/guardian has read and understands the terms and conditions and undertakes to be bound by the same.

Please complete and return to the nursery with your deposit cheque to secure your nursery place.

Personal Details	
Child's Surname:	First Names:
Date of Birth:	Ethnicity:
Address where the child lives	Boy/Girl
Postcode	Home phone number
Surname/First name of Mother/Guardian:	Mother/Guardian E-mail:
Mother/Guardian address	Mother/Guardian Contact Numbers
Postcode	Home.....
	Mobile.....
	Work.....
Surname/First name of Father/Guardian:	Father/Guardian Email:
Father/Guardian address	Father/Guardian Contact Numbers
Postcode	Home.....
	Mobile.....
	Work.....

Details of persons authorised to collect your child	
Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:
Relationship to child:	Relationship to child:

I would like admission for my child starting on:					
Please tick the sessions required					
	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day					
Morning 8-1pm					
Afternoon 1pm-6pm					

Signature: (Parent/Guardian 1)

Signature: (Parent/Guardian 2)

Note: This Registration form incorporates the terms and conditions below. Upon signing this form, the parents/guardians are deemed to have read understood and agreed the same. Term and Conditions

Data Protection

In compliance with current UK Data Protection legislation, any information you provide here will be kept secure and will not be disclosed to any external sources without your prior consent. From time to time we may contact you regarding new services.

Tiny Acorns Permissions Form - please read and sign below

1) Tiny Acorns Nursery may wish to take photographs of children who attend. This may be to document personal learning and development or to celebrate achievements. Please tell us if you consent to this:

- I consent to my child's photo being taken for.....
Their individual EYFS diary and nursery displays & newsletter Yes / No
Publicity (i.e. special occasions/events in the local newspapers) Yes / No

2) In the event that your child becomes ill at the nursery and it is necessary to provide first aid and/or emergency medical treatment including applying plasters/small wound dressings, or seek professional medical advice, please give your consent to this:

- I consent to my child receiving first aid and/or emergency medical treatment and advice
Yes / No

My Child's GP is..... Contact Number.....
Address.....
.....Postcode.....

3) From time to time we would like to take the children on short outings around the school grounds and to the Local Park, library, and village outings. Please tell us if you consent to this:

- I consent to my child being taken on nursery outings. Yes/ No

4) Please give your consent to the application of sun cream or nappy cream to your child if deemed necessary. We ask that this is to be supplied when needed and clearly labelled:

- I consent for the application of sun & nappy cream to my child Yes/ No

5) Tiny Acorns Nursery recognises that some staff may provide babysitting services for families. We would like to state that any such services provided are a completely private arrangement, for which the nursery cannot be held responsible for in any way. The nursery cannot be held liable for staffs' actions outside of their contracted hours. Parents should be advised not to discuss their child, other children, or the nursery in any way, whilst staff are babysitting. If you wish to discuss any aspect of the service we provide, please book an appointment at nursery.

I agree to abide by these terms if using staff to babysit Yes/No

6) Please agree to the nursery's parking policy, it is a condition of our lease and vital to all children's safety that parents remember that the nursery and school car park are strictly for staff only.

- I agree to park on the road when dropping off and collecting my child Yes / No

6) In accordance with our security policy, and to ensure your child's safety, please provide a family specific password below. In the event that you cannot collect your child, please ensure you tell us in advance who will be collecting and arrange for them to bring identification on arrival and use this password as security.

Password.....

Signed:.....

Mother/Guardian

Please print name:.....

Date.....

Signed:.....

Father/Guardian

Please print name:.....

Date:.....

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TERMS AND CONDITIONS

These terms and conditions govern the basis on which we agree to provide childcare services to you. They are designed to help us deliver and maintain a high standard of childcare, assist with forward planning and the proper resourcing of the nursery. **Please read them carefully.**

Nothing within these terms and conditions affects the parent/guardians statutory rights. We require all parents to be aware of and abide by the following conditions.

- 1) To register your child at the nursery please return the registration form and you will be added to the waiting list. A deposit of £100 per family is required once you have been offered a space to secure your child's sessions. This is refundable when the last child in your family leaves the nursery provided a month's written notice is received. Should a place be cancelled with less than one month's notice once it has been offered and accepted, the whole amount shall be retained by us.
- 2) Once a place at the nursery is confirmed, one calendar month's written notice is required if you wish to withdraw your child from the nursery. Fees are payable during the whole of this time. Fees are also payable if there is any delay in taking up the place once accepted.
- 3) One calendar month's verbal notice is required if you wish to reduce the sessions attended by your child.
- 4) Fees quoted are in accordance with the Tiny Acorns Fee Schedule for the number of sessions that your child attends at the nursery. Any extra sessions requested over and above those booked, (or part thereof), will be additionally charged at the rates specified in the Fee Schedule and must be booked 24 hours in advance. Extra sessions are subject to availability at the time of request.
- 5) Fees are then calculated on the basis of the current weekly charge (as specified in the Fee Schedule), for the sessions attended, multiplied by the number of weeks that Tiny Acorns Nursery is open (51 weeks) and then divided by 12 (months) to create a fixed monthly charge. A Fee Schedule is provided in the application pack. Additional copies can be obtained from the Nursery Manager.
- 6) All fees are charged monthly in advance and are to be paid by standing order or direct debit on the first day of the month to which they relate. Fees will be invoiced to the person(s) named on the registration form. Fees are payable during periods of absence from the nursery, including sickness, holidays, public and bank holidays and if the nursery is closed due to exceptional conditions i.e. snow/weather conditions, loss of power/heating/water.
- 7) To secure a nursery place, the first month's fees must be paid at the time the place is confirmed by the parent or guardian, no later than one week prior to the first day of the child's attendance.
- 8) Tiny Acorns reserve the right to charge late fees at a minimum charge of £20 per occasion. Children may be excluded from the nursery if fees remain outstanding beyond 10 days from their due date and the registration terminated.
- 9) Tiny Acorns Nursery Ltd is open Monday to Friday 8.00am-6.00pm, except on statutory holidays and during the Christmas period (December 25th to January 1st), closing at 2pm on Christmas Eve and reopening on the first working day after New Year's Day.
- 10) Whilst we take all precautions necessary, and have various policies and procedures in place to protect the children in our care, Tiny Acorns Nursery Ltd cannot accept responsibility for accidental injury or loss of property. Copies of the current Employer's Liability and Public Liability insurance policies are displayed on the notice board at the nursery.

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- 11) Tiny Acorns Nursery operates an open access to information policy. This means that parents are welcome to view the policies and procedures under which the nursery runs.
- 12) If your child becomes ill during a nursery session, the Nursery Manager will contact the parent/guardian or the emergency contact indicated on the Registration Form.
- 13) If your child is suffering from a communicable illness, your child should NOT be brought to nursery until such time as the infection has cleared. A COPY OF OUR INFECTIOUS AND CONTAGIOUS GUIDELINES POSTER IS ON DISPLAY ON THE PARENT'S INFORMATION BOARD IN THE ENTRANCE. A full copy of Tiny Acorns Infectious and Contagious Illness Policy is available from the Nursery Manager.
- 14) Tiny Acorns reserves the right to refuse your child entry to the nursery at any time should the Nursery Manager believe that your child has an infectious illness or in the event that the Nursery Manager believes that your child's presence in the nursery will be detrimental to other children within our care.
- 15) Parents/guardians are required to notify the Nursery Manager if your child is absent from nursery through sickness.
- 16) Parents/guardians collecting children late from the nursery will be subject to a surcharge, details of which are stated in the Fee Schedule. Charges are made for every 15 minutes or part thereof. Parents/Guardians should be aware that the nursery has to be vacated by the designated closing time.
- 17) It is understood that Tiny Acorns Nursery is under an obligation to report to Social Services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent or guardian.
- 18) If any parent or carer should have cause for complaint, they should, in the first instance, take the matter up with the Manager. In the event that the matter is not dealt with satisfactorily, then you should contact the Nursery Owner, Colette Holt, on 01844 201913. In the event that Tiny Acorns Nursery cannot resolve the matter to your satisfaction, the parent/carer is entitled to raise the matter with Ofsted (0845 40 40 40).
- 19) Anyone other than the recognised parent or guardian will not be permitted to collect the child unless prior arrangements have been made. Please note that identification may be required.

I/ we agree that we have read, understood and agree to abide with the Terms and Conditions on this registration form:

Signed:.....

Mother/Guardian

Please print name:.....

Date.....

Signed:.....

Father/Guardian

Please print name:.....

Date:.....

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