

Grassroots

Day Nursery

Your child's gateway to great things ahead

Registration Form

Child's full name	
DOB	
Address	
Mother's name	
Does mother have parental /legal responsibility?	
Mother's address and phone number if different to child	
Mother's mobile number	
Email address	
Mother's occupation and work contact number	
Father's name	
Does Father have parental / legal responsibility?	
Father's address and phone number if different to child's	
Father's mobile number	
Email address	
Father's occupation and work contact number	
Name of person responsible for payments	

Important information you may wish to tell us



Sessions

Please tick the boxes to show which sessions you require

	Monday	Tuesday	Wednesday	Thursday	Friday
Am; 8-1					
Pm: 1-6					
Full day: 8-6					
Short day: 9-4					
Early start 7.30 - 8.00					
Late finish: 6-6.30					

Please note:

All requested information is required when registering your child for a place at Grassroots Nursery.

A minimum of 2 sessions per week must be booked.

Extra sessions may be available if required.

1 month's written notice must be given to cancel your booking.

A £60 registration fee is required at the time of registering and this can be paid directly into the bank using the details below.

Mill View Farm Limited
 Trading as Grassroots Nursery
 Barclays Bank
 Sort code: 20-45-77
 Account number: 60619906

When making the payment, please use your child's full name as a reference.

Thank you.



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Name of 1 st emergency contact	
Address	
Phone number	
Relationship to child	
Name of 2 nd emergency contact	
Address	
Phone number	
Relationship to child	
Security password	
Name of person/people responsible for invoices	
Email address for invoices to be sent	

Does your child have any allergies	(Please list)
Does your child have any medical conditions	(Please list)
Is long-term medication required?	(Please list medication)
Does your child have any dietary requirements?	(Please list)
Child's doctor	
Doctors address and phone number	
Has your child received all of the under 5 immunisations?	



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Parent Consent Form

In the event of an accident during the Nursery day, every attempt will be made by staff to contact a parent or guardian. Should this prove impossible, any immediate treatment which may be required will be given by a member of staff, doctor or local hospital, whichever is the most appropriate.

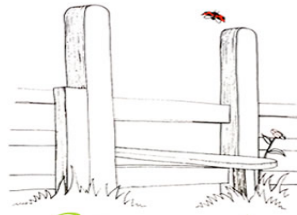
I give my permission for any immediate medical treatment to be given to my child if the Nursery is unable to contact me in the event of an accident.

Parent/carer signature.....

I give permission for my child to:	Yes	No
Receive emergency first aid		
Have photographs taken for display in the nursery and my child's Learning Journey		
Have photographs taken to appear on Grassroots website		
Appear in photographs taken by the local newspaper		
Have photographs taken to appear on Grassroots Facebook page and other promotional literature		
Go on short walks and outings in the surrounding area		
Apply Sudocrem if required at nappy changes		
Agree to provide sun lotion for my child and allow it to be applied		

Name of parent/guardian.....

Signature..... Date.....



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Terms and Conditions

- At Grassroots Day Nursery, we agree to provide excellent childcare facilities for your child at the agreed times.
- Try and accommodate any requests you make for any additional sessions and/or extended hours of childcare at the nursery.
- Provide you with regular verbal and written updates as to your child's progress on request.
- Notify you as soon as possible of any days on which nursery will be closed.
- Provide you with a monthly invoice detailing any extras.

A registration fee as referred to on the fee sheet shall be paid by the parent/guardian to the nursery on submission of the completed registration form and that fee shall not be returnable if such acceptance is later withdrawn by the parent/guardian. The registration fee will be returned if the nursery cannot offer the place on the schedule and date required.

Payment of nursery fees

- Payment of nursery fees to the nursery for the child's attendance at the nursery shall be made by the parent/guardian monthly, in advance, on the first day of each month (the due date) by bank transfer.

If the payment of fees shall be outstanding for more than 14 days then the nursery may serve 14 days notice in writing to terminate this contract. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery, and the nursery's notice to so terminate shall be regarded as a formal demand for all outstanding monies.

- The nursery reserves the right to The fees payable by the parent/guardian, these fees are calculated per calendar month.
- The nursery does not permit the payment of fees on a daily or weekly basis.
- The nursery does not permit the pro-rata reduction of payment fees if the child is absent from the nursery due to illness or holidays whilst the nursery is open. The parent/guardian is therefore obliged to make full payment. In the event of payment not being made then the nursery reserves its right to terminate this agreement.

- Grassroots Day Nursery may increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/guardian.
- After registering your child, either party may terminate this agreement by the service of one calendar month's notice in writing. During that said one month period the nursery undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. In the event of the parent/guardian failing to pay the month's fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies. In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one calendar month's fees in lieu of notice. Failure by the parent/guardian to provide one calendar month's notice or any notice at all shall render the parent/guardian liable to the nursery for one month's fees.

Notice must be in writing and given to the nursery manager.

No deductions are made in respect of sickness, holidays, or nursery closures due to 'acts of god', infectious diseases or environmental factors (such as snow) beyond our control.

The sessions booked on registration are a permanent booking, and one month's notice should be given for any reduction or increase in this agreement, subject to availability.

Extra sessions required on an ad-hoc basis will be subject to availability and cannot be swapped to another day. Any extra sessions will be added to the following month's invoice. Any cancellations will not be reimbursed. No charge will be made for an occasional late collection for up to 10 minutes after your child's session finishes. After 10 minutes a charge of £10 per 15 minutes or part thereof is charged.

Repeated late collection charged are £15 per 15 minutes or part thereof.

Any late charges will be added onto the following months invoice.

For the care and safety of all our children, entry may be refused on any day on which a child is infectious in any way and an exclusion policy exists for infectious conditions.

Free government funding entitlement.

- The Free Entitlement Funding is provided by local government. Children qualify for the grant in the term after their 3rd birthday. The terms begin in January, May and September.
- Grassroots Day Nursery offers 3 hours per session either am or pm or 6 hours if your child attends the full day.
- Your child is entitled to 15 free hours per week, to access the full 15 hours your child needs to attend a minimum of 5 sessions per week. You can choose to book less than 5 sessions and only claim the relevant amount of free funded hours.
- The total cost for the free funded hours per week will be deducted from your monthly invoice. This amount will clearly appear on your invoice.

Non-solicitation of staff

The parent/guardian of the child, the subject of this registration form, hereby agrees that during the term of this agreement and for the period of six months following its termination (howsoever terminated) that he/she will not seek to employ, entice away or attempt to entice away from the employment of Grassroots Day Nursery (the Company) any person or persons employed by the Company at the date of termination of the agreement between the Company and the parent/guardian or any person or persons who was employed by the Company in the six months preceding the date of termination of the agreement between the parent/guardian and the Company. If the parent/guardian shall breach the aforementioned clause then he/she shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company as a result of the aforementioned breach to include the cost of replacing the said member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the Company in replacing the member of staff together with all legal fees and disbursements.

We may immediately end this agreement if you, your child or any other family members behave unacceptably towards any member of staff, or other parent of any child.

Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

I/We understand and accept the terms of registration and terms of payment and other conditions.

We accept that Grassroots Day Nursery cannot be held liable for the loss or damage of any item belonging to the public on the premises. This particularly applies to children's clothing and toys as well as motor vehicles, prams and buggies.

Parent/Guardians name.....

Parent/Guardians signature.....

Dated.....

Signed by Nursery Manager: Gaynor Dicks

.....Dated.....