

## REGISTRATION FORM

<b>Child's first name:</b> _____	<b>Surname:</b> _____
<b>Date of Birth:</b> _____	<b>Sex:</b> Male/ Female
<b>Ethnicity:</b> _____	<b>How did you hear of us?</b> _____
<b>Home Address:</b> _____ _____ Post Code _____ Home Tel: _____	<b>OFFICE USE ONLY</b>  <b>Registration fee received and date</b> _____ (cash/ chq/ BACS)  <b>Date started</b> _____ _____  <b>Feedback form completed:</b> _____  <b>Entered on INM</b> _____ _____  <b>Welcome letter sent</b> _____ _____ _____ _____ _____ _____
<b>Mother's Name:</b> _____	
Occupation: _____	
Employer name & address _____ _____	
Mobile: _____	
Email: _____	
<b>Father's Name:</b> _____	
Occupation: _____	
Employer name & address _____ _____	
Mobile: _____	
Email: _____	
Main contact _____	

**Required start date:** \_\_\_\_\_ **Sessions required:** Please tick below

Mon		Tue		Wed		Thu		Fri	
a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.

**Do you require Parental Webcam?** \_\_\_\_\_

(Additional monthly fees apply: £5 for 5 sessions or less a week, £10 for 6 or more sessions)

**Note:** This registration form incorporates the terms and conditions overleaf. Upon signing this form the parents are deemed to have read, understood and agreed the same.

I/ We wish to apply for admission of the above named child to Orange Day Nursery. I enclose a non refundable registration fee of **£100**.

**Parent Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Terms & Conditions

### Registration and Fees

A signed and fully completed registration form together with a non-refundable registration fee of £100 is required prior to confirmation of a place. Registration does not guarantee a place for the start date required.

A minimum of 3 sessions must be booked. Six weeks written notice is required if you no longer require a place or 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. Failure to give the required notice will result in a charge of six weeks fees being applied to your final invoice.

Fees are calculated by the weekly fee rate times 52 divide by 12, giving the monthly payment. Fees are payable during periods of absence from the Nursery, including sickness, holiday, public holidays and staff training days. Fees are also payable when the Nursery cannot be opened for reasons beyond its control. The Nursery is closed in between Christmas Eve and New Year. Fees are reviewed annually in October.

Your first invoice will be issued on the 1<sup>st</sup> of the month of the start date. Absence of payment will result in forfeiture of your child's place.

Fees are payable monthly in advance by standing order, BACS, cheque, cash and vouchers. The Nursery accepts all types of childcare vouchers as payment against fees. The Nursery operates Early Years Free Entitlement for 3-5 year olds. This funding will be claimed by the Nursery on your behalf. Details will be given to you when your child is entitled to the funding.

A 10% sibling discount is available, applicable to whichever is the lower of two or more fees.

A child's fee rate will change after their third birthday; the new fee rate will take effect from the first day of the following month after their third birthday.

All reserved extra sessions are to be paid for regardless of whether your child attends or not. No refund can be given for sessions missed due to sickness, holidays or enforced temporary closures. Swapping of sessions is not allowed. Extra sessions are billed in the month following the session.

Parents are held responsible for all outstanding fees. The Nursery is not liable for collections of fees from third parties e.g. universities/ colleges, voucher providers, grant funding agencies.

If a child is collected after the agreed time, a charge of **£25** for the first 15 minutes lateness rising to **£50** for every 15 minutes thereafter may be imposed at the discretion of the Nursery Manager.

The following late fee payment charges will be applied automatically:

Fees not received in the Nursery's bank account by the <b>10<sup>th</sup></b> of the month	<b>£20</b>
Vouchers not received by the <b>15<sup>th</sup></b> of the month	<b>£20</b>
Any fees not received by the <b>20<sup>th</sup></b> of the month	<b>£25</b>
Fees outstanding at month end	<b>£50</b>
Charges for 'Unpaid cheque':	<b>£15</b>

It is your responsibility to ensure voucher providers send timely payments to the Nursery.

The Nursery reserves the right to correct invoices already issued should it find out that there has been a mistake.

**Arrears** - failure to pay fees by the **8<sup>th</sup> of the following month** may result in the Nursery serving 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 right is reserved to charge interest calculated on a daily basis at 1.5% per month and all administration and legal costs will be charged in relation to fees, fees in lieu of notice and extras that are unpaid by the due date. Such charges will be recoverable by legal action if necessary.