

## REGISTRATION FORM

<b>Child's First Name:</b>	<b>Child's Surname:</b>																														
<b>Date of Birth:</b>	<b>Boy/ Girl:</b>																														
<b>Ethnicity:</b>	<b>How did you hear of us?</b>																														
<b>Home Address:</b> _____ Area _____ Post Code _____																															
<b>1<sup>st</sup> Parent/Carer:</b>	<b>2nd Parent/Carer:</b>																														
Salutation _____ First name _____	Salutation _____ First name _____																														
Surname _____	Surname _____																														
Do you have Parental & Legal Responsibility: Yes/No _____	Do you have Parental & Legal Responsibility: Yes/No _____																														
Mobile: _____	Mobile _____																														
Email _____	Email _____																														
Employer's name _____	Employer's name _____																														
Address: _____	Address: _____																														
Occupation: _____	Occupation _____																														
<b>Are you entitled to Funded Hours:</b> Yes _____ (please complete next two sections) No _____																															
<b>Eligibility Code (10 digits):</b> _____ _____	<b>Office Use:</b> <b>Registration fees: Cash _____ BACS _____</b> <b>Date Welcome letter sent: _____ / _____ / _____</b>																														
1 <sup>st</sup> Parent's Date of Birth _____	2 <sup>nd</sup> Parent's Date of Birth _____																														
1 <sup>st</sup> Parent's NI number _____	2 <sup>nd</sup> Parent's NI number _____																														
<b>Required start date:</b> _____ <b>Sessions required:</b> Please tick below (minimum six sessions if funded or four if unfunded. A session is am or pm)																															
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <th colspan="2">Mon</th> <th colspan="2">Tue</th> <th colspan="2">Wed</th> <th colspan="2">Thu</th> <th colspan="2">Fri</th> </tr> <tr> <th>a.m.</th> <th>p.m.</th> <th>a.m.</th> <th>p.m.</th> <th>a.m.</th> <th>p.m.</th> <th>a.m.</th> <th>p.m.</th> <th>a.m.</th> <th>p.m.</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		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.										
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.																						
<b>Note:</b> 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 and enclose a non-refundable registration fee of <b>£175</b> (cash preferred, or BACS to Orange Day Nursery 30-94-57; 02087274).																															
<b>Parent's Name</b> _____ <b>Signature</b> _____ <b>Date</b> _____																															

## Terms & Conditions

A signed and fully completed registration form together with a non-refundable registration fee of £175 in cash or BACS is required prior to confirmation of a place.

A minimum of 4 sessions must be booked if you are not eligible for working parents funding. If you are eligible for funding the minimum number of sessions are 6. 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. Six weeks' notice is required if there is a delay in the start date. Failure to give the required notice will result in a charge of six weeks fees being applied to your invoice.

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. If the Nursery is forced to close due to COVID-19 or any other pandemic or unforeseen circumstances, full fees will be payable for one week, after which the Nursery shall charge fees at 30% of the usual level during the closure period. The fees will enable us to hold your child's place and cover unavoidable overheads.

The Nursery is closed from Christmas Eve until New Year. Fees are reviewed annually in September.

Invoices are issued on the 1<sup>st</sup> working day of the month. Fees are payable monthly in advance by standing order, BACS, cash and vouchers. Orange Day Nursery is registered with HMRC for Tax free Childcare.

The Nursery offers funded hours for Eligible Working Parents for children aged 9 months to 4 years (30 hours). The Nursery operates the Universal Free Early Education for three to four year olds (15 hours). Further information will be made available on application. By registering your child, you accept the terms under which we operate this scheme.

All reserved extra sessions are to be paid for regardless of whether your child attends or not. Two weeks' notice must be given to cancel an extra session. 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. Extra sessions are not eligible for funding.

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>
Balance outstanding on the <b>20<sup>th</sup></b> of the month	<b>£25</b>
Fees outstanding at the month end	<b>£50</b>

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 **10<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.

These terms and conditions are subject to change as and when necessary.