



020 8340 3104

REGISTRATION FORM

enquiries@orangedaynursery.co.uk

Child's First Name: _____	Child's Surname: _____																														
Date of Birth: _____	Boy/ Girl: _____																														
Ethnicity: _____	How did you hear of us? _____																														
Home Address: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Area _____ Post Code _____ </div>																															
1st Parent/Carer:	2nd Parent/Carer:																														
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 _____																														
Are you entitled to Funded Hours: Yes _____ (if so, please complete next two sections) No _____																															
Eligibility Code (10 digits) if known: _____	Office Use: Registration fees and Deposit: Date ____/____/____ Cash _____ FPS _____ Date Welcome letter sent: ____/____/____																														
1st Parent's Date of Birth _____ 1st Parent's NI number _____	2nd Parent's Date of Birth _____ 2nd Parent's NI number _____																														
Required start date: _____ Sessions required: Please tick below (minimum 2 days or 4 sessions)																															
<table border="1" style="margin: 0 auto; border-collapse: collapse;"> <thead> <tr style="background-color: #fff3cd;"> <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 style="background-color: #fff3cd;"> <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> </thead> <tbody> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </tbody> </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.																						
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 child named above to Orange Day Nursery and enclose a non- refundable registration fee of £175 and a refundable deposit of £300 . Cash preferred or FPS to Orange Day Nursery 30-94-57; 02087274.																															
Parent's Name _____ Signature _____ Date _____																															

Terms & Conditions

A signed and fully completed registration form together with a non-refundable registration fee of £175 and a refundable deposit of £300 is required prior to confirmation of a place. The deposit is refundable provided the child has started at the Nursery and given the required six weeks' notice and no arrears are due.

Minimum attendance of 2 days or 4 sessions is required. 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 attendance pattern 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 and one inset day annually. Fees are subject to be reviewed annually in September.

Invoices are issued on the 1st working day of the month. Fees are payable monthly in advance by standing order, FPS, cash, vouchers and workplace nursery agents. 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 3 years old (15 hours). Further information and forms will be issued six weeks before being eligible. 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. One week's 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. To cancel Extra sessions you require us to give 2 weeks' notice, otherwise the sessions will be payable. Extra sessions are not eligible for funding.

Reducing attendance pattern requires six weeks' notice and will be effective on the 1st of the following month. Increasing attendance can be done immediately provided there is availability.

Parents are 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 10th of the month	£20
Balance outstanding on the 20th of the month	£25
Fees outstanding at the month end	£50

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 **10th 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.