**Perfect Start Day Nursery - Child Registration Form**

*“The Children are at the heart of every decision we make”*

We are delighted that you are going to be registering your child with Perfect Start Day Nurseries. To book at place at the nursery, please can you do the following:

* Complete and sign the final page of this form to state that you have read and agree to the Terms and Conditions. The form can then be emailed to registrations@perfectstartnurseries.co.uk

(this can either be printed, handwritten and scanned to us or completed electronically).

* Pay a holding fee of £150 and registration fee of £60 (total £210). If you are registering two children, only 1 holding fee is required but two registration fees are required (total £270); please note that a registration form must be completed for each child.
* Please note that the registration fee is non-refundable. The holding fee will then be deducted from your first months’ fees. Please note that if your child does not start nursery for any reason, then the holding fee is not refundable. The total payment of £210 (for one child) or £270 (for two children) needs to be paid by bank transfer to the following account:

Sort Code: **40-24-17**

Account number: **42661632**

Payment reference **Your child’s full name**

If you are completing this form electronically, we will ask you to physically sign a copy of these terms when you visit the nursery.

On receipt of the holding/registration fee payment and a completed copy of this registration form, you will then receive written confirmation of your child’s offer of a place. We will also make contact to discuss the plan to settle your child into nursery approximately 1 month before your child’s start date and provide you with additional child information forms that will need to be completed ahead of your child’s start date with us.

**Perfect Start Terms and Conditions**

1. **Securing a place.** To apply for a place for your child at the nursery, the registration form must be completed in full and a holding and registration fee must be paid. If the weekly sessions you require are available, we will then contact you and confirm your booking in writing.

**2.** **Payment of fees.**  Monthly fees must be paid in advance by the 2nd of each calendar month. Fees for the first month of childcare must be paid in full by bank transfer prior to your child’s start date at nursery. Thereafter, the fees can be paid by bank transfer, vouchers or tax-free childcare payments. Fees are reviewable on 1st January each year and you will receive 1 calendar months’ notice of any change. Nursery vouchers and tax-free childcare payments must clear into our account by the 2nd of each month. We reserve the right to suspend your nursery place if we do not receive your fees by the due date. Fees are payable if your child is absent from nursery due to illness, holiday and we do not swap your booked daily sessions for any other available date in any circumstance. Any discounts applied are as a gesture of goodwill and do not constitute any variation of this agreement. Fees are due for public/bank holidays and Christmas closure dates; if your child’s sessions fall on these days, we will not swap sessions for any other available date. Fees are calculated by multiplying the weekly rate for sessions by 52 (weeks) and dividing by 12 (months) if you receive funding this will change dependant on the number of weeks in the term

to create an equal monthly fee per term. If your place at the nursery begins mid-month or you terminate this agreement mid-month, then your sessions will be calculated on a sessional basis for that month. Any change related to the age-related fee charge band will take effect on the 1st day of the month after your child’s birthday.

**3.** **Opening hours.** The nursery is open on Monday to Friday and the opening hours will be 7.30am-6.15pm. You must collect your child at the end of the session booked and any late arrival is subject to an additional charge of £15 for every 15 minutes. Persistent lateness may result in termination of your nursery place.

**4.**  **Weekly Sessions.** Upon registration, parents book a set weekly pattern of attendance. Any reduction in this booking pattern is subject to one calendar months’ notice and you may not increase your sessions for a period of 8 weeks after a reduction of sessions has taken place. Parents may book additional ad hoc sessions as required but must give at least 24 hours’ notice of the cancelling of these sessions or a full charge for the session will apply.

**5. Nursery Closure.** In the event of any circumstances beyond the control of Perfect Start Day Nurseries, such as (but without limitation) ‘acts of God’, fire, war, acts of terrorism, industrial actions, infectious diseases, epidemics, snow, flooding, heating failure, any failure of public or utility services, including road/public transport then the nursery may close for all or part of a day and nursery fees will still apply.

**6.** **Nursery Closure for Staff Training.** In order to ensure that our staff teams are given the very best in training and support in their roles, the nursery will be closed on two Fridays per year for staff training days. We will give you as much notice as possible. There will be no refund of fees for these closures.

**7**. **Termination of nursery place.** You must give 1 calendar months’ notice of termination of your child’s nursery place and fees are liable up until the end of this period. We reserve the right to terminate your child’s place at the nursery with immediate effect and with no notice if nursery fees are owing or if you breech this agreement or if we feel that our sole discretion (in circumstances that we deem as exceptional) that the termination of a child’s place is in the best interests of the child or the nursery and or staff members.

**8.**  **Illness.** The nursey must be informed of any illness, allergy or health condition that your child has which is known to you on registering at the nursery. In the event that your child does have a medical condition, if the nursery feels that additional information, staff training or medical provision is needed in order to care for your child at the nursery, then your place with us will not start until the above requirements have been considered as met and satisfied by the nursery. If your child develops a medical/health condition after their start date with us, we reserve the right to suspend your nursery place if we feel that additional information about the condition, further staff training, or medical provision is needed and will remain suspended until these requirements have been considered as met and satisfied by the nursery.

If your child has any contagious illness (such as chicken pox, sickness and diarrhoea, etc) then we will follow any exclusion period stated by the Public Health Agency. A copy of these exclusion periods is on display in the nursery and can also be found on the Public Health Agency Website. If your child has a sudden illness and the nursery feels that they cannot care for your child at nursery, then we will contact you to collect your child. The decision on the suitability of an unwell child to be attend nursery is purely down to the discretion of the nursery management team. Children must be kept away from nursery for a period of 24 hours after the first administered dose of antibiotics. The nursery can only administer medication prescribed by a doctor and with a clear prescription label provided. Liquid paracetamol (Calpol) will only be administered to a child who has a high temperature on one occasion per day (with prior signed parental permission).

**9.** **Promotions.** Any promotions that are operated by Perfect Start Day Nurseries must be listed as a ‘live promotion’ to be applied. A list of current live promotions is available from the nursery.

**10.** **Photography/CCTV.** Images of children will only be used as per the instruction given by parents in the Settle Pack completed at registration unless otherwise amended by the parent in writing. Only ‘Live’ CCTV footage is viewable by parents/carers and is subject to the terms set out in the Perfect Start CCTV policy.

**11**. **Parental relationships.** If we feel that the behaviour of a parent has in any way breeched the required standards we expect, then we reserve the right to terminate the place of a child. This includes (but is not an exhaustive list) threats to staff, inappropriate language used in the nursery building or to a nursery staff member or if we feel that a dispute with a parent cannot be amicably resolved.

**12.** **Personal Possessions.** Parents must ensure that all items of their child’s clothing are clearly labelled with their name. We do not accept responsibility for any lost items of clothing, pushchairs or any other personal possessions.

**13.** **Car Parking.** All parents/carers are required to use the allocated nursery car park for drop off and collection of their child.

**14.** **Poaching of staff.** Parents/carers are not permitted to employ a member of Perfect Start staff for a period of 6 months starting from the date of the staff member’s last day in employment with us. This includes on a non-salary basis. Any breech of this will result in a liability for a sum equivalent to 6 months’ salary for that employee at their last rate of pay with us. Parents/carers accept that this is a genuine estimate of the costs that will be incurred by Perfect Start in arranging the replacement of staff under these terms.

**15.** **Baby Sitting.** Parents/Carers must not enter into any discussion regarding private baby-sitting arrangements with Perfect Start staff members during the nursery working day. Any such arrangements will not have any endorsement or involvement from Perfect Start Day Nurseries. We do not permit staff members, as part of a private baby-sitting arrangement, to bring children to nursery or take them home.

**16.** **Personal Details/Contact Information.** Parents/Carers must give Perfect Start Day Nurseries a list of at least two parent/carers on registration at the nursery. Full contact details must also be given. If there are any changes to contact details, even for a short term/daily basis, then these must be given to the nursery.

**17**. **Transitions.** The movement of children up to the next age group in the nursery is purely at the discretion of the nursery management team. If space is not available or if for any reason the nursery management team feel that the child should not move into the next age group, then they will remain in the age group that they have been based in until such a time that a transition is granted by the management team.

**18.** **2, 3 and 4-year-old funding.**  The procedure for how Government funding for 2/3/4-year-old children is allocated is set out in our funding policy, a copy of which is available to parents on request.

**19.** **All-inclusive offer.** Perfect Start will provide nappies, wipes, sun cream and formula milk/bottles as part of the nursery fees. A list of the branded products that we will supply is available from the nursery. If a parent wishes to supply any of these items from a brand that is not on the list provided by Perfect Start, then this must be supplied by the parent and no reduction of fees will be given.

**20. Food.** Only food supplied by Perfect Start Day Nurseries can be consumed by the children on the premises. Parents are not permitted to bring food in from home for their child to eat at nursery. Perfect Start will provide a menu of meals available for the children and the only variation to this menu will be for those children with medical conditions evidenced by written confirmation from a medical professional or for religious reasons.

**21.** **Review of these Terms and Conditions.** Perfect Start reserve the right to make amendments to these terms and conditions and should such a change take place, then parents/carers will be informed of this in writing. The continuation of a nursery place for a child will be an acceptance of the revised terms and conditions.

**Please Complete the Following Section**:

Child's full name: Click or tap here to enter text.

Gender: Click or tap here to enter text.

Child's date of birth: Click or tap to enter a date.

Nursery Location: Choose an item.

Please indicate on the table below which sessions you would require for your child and your preferred start date. The first settling in visit usually takes place around 7-10 days before your child’s start date.

|  |  |
| --- | --- |
| Monday | Choose an item. |
| Tuesday  | Choose an item. |
| Wednesday | Choose an item. |
| Thursday | Choose an item. |
| Friday | Choose an item. |

Start Date Required: Click or tap to enter a date.

I understand the content of these terms and conditions and agree to these terms. I understand that I am liable for the nursery fees for my child and that they must be paid in full by 2nd of each month.

I understand that the registration fee of £60 is non-refundable and that the holding fee of £150 will be deducted from my first months’ fees, however if my child does not start at the nursery, this holding fee is non-refundable.

Parent/Carer 1

Name Click or tap here to enter text.

Relationship to child Choose an item.

Home Address Click or tap here to enter text.

Main Contact Number Click or tap here to enter text.

Date Click or tap to enter a date.

Please click this box to indicate agreement to all of the above [ ]

Parent/Carer 2

Name Click or tap here to enter text.

Relationship to child Choose an item.

Home Address Click or tap here to enter text.

Main Contact Number Click or tap here to enter text.

Date Click or tap to enter a date.

Please click this box to indicate agreement to all of the above [ ]