



HOW TO REGISTER AT KIDDIECARE NURSERY.

To register your child: -

Complete the enclosed registration form. Please provide full details, child's name and date of birth and state the schedule you require. (e.g. 2 full days – Monday & Thursday)

Please send or bring in the registration form to Kiddiecare Nursery. We will check the availability of the days you require and confirm your registration has been accepted.

The manager will then discuss our settling in procedure with you as well as go through our parent's notice board where you can find all our policies and procedures as well as other helpful information.

When your child starts at KiddieCare please ensure you bring the following items in with you on a daily basis:

- Spare sets of clothes (in a labelled bag)
- Nappies, wipes and creams (if needed)
- Coats, rain coats, Wellington boots, hats, scarves and gloves (for Winter)
- Lighter jackets, sun hat and sun cream (for Summer)
- Blankets and pillows for those children who sleep. Please remember to mark all belongings with your child's name.

Registration Form

To be completed and signed by the parent(s) with parental responsibility and returned to KiddieCare Nursery,

Child's First Name: _____ Child's Surname: _____

D.O.B: _____ Gender: Male _____ Female _____

Child's Address: _____

_____ Post Code: _____

Telephone: _____

Mother's Name: _____

Address: _____

_____ Post code: _____

_____ Home Tel no: _____

Mobile: _____ Email _____

_____ National Insurance number _____ D.OB _____

Father's Name: _____

Address: _____

_____ Post code _____

Home Tel no: _____ Mobile: _____

Email _____

_____ National Insurance number _____ DOB _____

30 hours registration code (if applicable) _____

Hours required (we require each child to attend a minimum of 15 hours per week)

Please tick sessions as required.

	AM Session	PM Session	(Nursery use only)
Monday	_____	_____	Deposit Paid _____
Tuesday	_____	_____	Reg fee Paid _____
Wednesday	_____	_____	Date _____
Thursday	_____	_____	
Friday	_____	_____	3/4 year olds funding: yes/no
Full time _____		term time only _____	2 year old funding: yes/no

FIN funding: yes/no

Nursery Lunch _____ Packed Lunch _____

Required starting date: _____

Where did you hear about the nursery _____?

Print name _____

Signed _____

Date received _____

For office use only

Start date _____ Leaving Date _____

Kiddiecare Nursery Terms & Conditions

1. REGISTRATION

Registration forms must be completed & returned before a child can be admitted into Kiddiecare Nursery, along with all child detail forms. Part time sessions must fit into normal session times, e.g. 8am – 12.45pm or 1.00pm – 5.45pm.

2. CLOSURES

Kiddiecare Nursery will close the days between Christmas and New Year inclusive of the New Year's Day bank holiday and on ALL statutory holidays as well as the maximum of three staff training days per year. Normal charges will apply for these days.

3. FEES

Prior to the start date you shall arrange for the payment of deposit & registration fee. The first month's fees are due on the start date and are then payable monthly, in advance, by direct debit and must be clear by 28th of each month. Kiddiecare shall not be liable to admit the child upon failure by you to pay the deposit and/or fees by the start date or on any subsequent payment date and this may result in termination of the child's place. All absences (sickness and holidays) are charged at the normal rate.

Standard session will be charged at a fixed monthly rate based on the regular attendance of the child, i.e. weekly session x 52 weeks / 12 = monthly fee.

If your child receives Nursery Education Funding as well as additional hours, please note that monthly fees may vary.

For weekly payment that is late a 10% late payment charge will be added weekly until payment is made

Monthly payments are to be paid in at advance by the 28th of each month, if payment is not received by the 5th of the month a 10% will be added to your fees and will be added each month until payment is made

Failure to make payment by the end of the month will result in the nursery refusing to accept your child in the following month until full payment is received.

Any holidays that the children take you will be charged full fees for the first 2 weeks and 50% thereafter.

4. HOLIDAY RETENTION FEE

There is the option of your child attending during the term time only, therefore not attending during the nursery's holiday time. If you wish to do this, a retention fee will be charged at 25% of your child's normal fee for the holiday period. This will ensure your child's space is reserved for you during the following term. Failure to pay the retention fee will result in your child being taken off the register and added onto our waiting list. The retention fee is non re-fundable should you decide not to return after the holiday period.

5. EMERGENCY CLOSURE

We aim to ensure the safety and welfare of all the children and staff within the nursery and that our premises will remain open unless any of the following situations occur:

- The health and safety of the children and staff are compromised
- There is significant damage to the premises or failure of essential facilities following a break-in, robbery or a major incident (for example a heating breakdown or a power cut)
- Adverse weather conditions forcing an early closure.
- Epidemic/pandemic outbreak.

Any other need for emergency closure following an event beyond our control.

An unexpected emergency closure should only happen under exceptional circumstances, parents will be informed at all times in such situations: parents will be given information about where and when the closure will happen and arrangement for re-opening and alternative childcare facilities if necessary.

Please note that the nursery fees are however payable in full for all children whose attendance days fall during the closure period

6. LATE COLLECTION

Parents are required to inform the manager if they are going to be late collecting their child. If children are not collected by the finish time of the session it will be necessary to make an extra charge of £10.00 per 15 minutes or part thereof. This is payable at the time and is at the discretion of the nursery manager.

7. TERMINATION/CANCELLATION/CHANGE

Should you cancel the nursery place before the child starts a month's written notice is required. A month's written notice is also required to terminate the place or change sessions. This must be addressed to the nursery manager. On giving a month's notice the deposit shall be refunded in the last month's fees. Failure to give a month's notice will result in a forfeit of the deposit and one month's fee is payable.

If you are in receipt of three year funding and decide to withdraw your child from the nursery part way through a term please be aware that you may be liable for the cost for the sessions your child has attended since the beginning of that term as the nursery may be unable to claim the nursery education funding for the time your child has attended.

If we have had no contact from the carer or parent for 4 weeks we will take the child off our register and his / her space will be offered to another child.

8. LIABILITY

Kiddiecare Nursery accepts no responsibility for any loss suffered by you arising directly or indirectly as a result of the nursery being temporarily closed or the non-admittance of the child to the nursery for any reason. Kiddiecare accepts no responsibility for your child whilst in your care on the nursery premises, e.g. at arrival and pick up times.

9. PROPERTY & BELONGINGS

Kiddiecare cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made to ensure children's belongings are not lost or damaged. Please do ensure all your child's belongings are in a bag and have their name on it.

10. ACCIDENT / ILLNESS

Kiddiecare reserves the right to administer basic first aid treatment when necessary. Parents will be informed of all accidents and are required to sign their child's accident form. For serious accidents requiring hospital treatment every effort will be made to contact the parent but failing this Kiddiecare is hereby authorised to act on behalf of the parents and authorise necessary treatment. Kiddiecare will only administer medication if a medicine consent form has been completed and the medicine has been prescribed by a GP. KiddieCare may require you to take your child home from the nursery in the event that a child requires special medical attention or if it is considered the child is not well enough to attend. You may also be required to keep your child away from nursery if she/he is suffering from a contagious disease. Kiddiecare has a realistic attitude towards working parents but we reserve the right to contact parents if a child becomes ill during nursery hours. We also require that parents inform the nursery if the child contracts any ailments or illnesses.

11. BEHAVIOUR MANAGEMENT

Kiddiecare may require you to withdraw your child from the nursery in the event that the nursery manager considers the child to be displaying disruptive or inappropriate behaviour.

10. SECURITY

Under no circumstances will any child be allowed to leave the nursery with anyone unknown to the nursery staff unless previously arranged with the manager. If parents make arrangements by phone the nursery will require the name and a brief description of the person and will require proof of id on their arrival.

11. INFORMATION

Parents are requested to keep KiddieCare up to date of any changes to information kept at the nursery, e.g. address, contact numbers, marital status etc.

12. POLICIES AND PROCEDURES

You have read and understood KiddieCare's policies and procedures.

Please note Kiddiecare Nursery reserves the right to update or amend these terms & conditions at any time.
I have read, understood and accept the above terms & conditions.

S i g n e d N a m e
..... Date.....

Have you registered with any other provider or school? Please tick all that apply.

- _____ Yes, school, please state which school (s) _____
- _____ Yes, another private nursery. _____
- _____ Yes, another Kiddiecare Nursery, please state which branch _____
- _____ No, this is the only nursery I am registering with. _____