

# MANOR HOUSE DAY CARE LTD

## CHILDCARE REGISTRATION AND AGREEMENT FORM

Please complete this form and return it with the registration fee (£30) and a refundable deposit of two weeks' fees. This form must be completed by someone who has parental responsibility.

About Your Child (please complete sections to the right)

Full name of child:	
Address:	
Postcode:	
Name of person(s) that collects child:	
Name of persons who have legal contact with the child:	
Date of birth:	
Telephone:	
Collection password:	
Special dietary requirements/restrictions:	

About You (Carer 1)

Name:	
Relationship to the child:	
Parental responsibility (YES/NO):	
Address (if different to above):	
Home/Work telephone:	
Mobile telephone:	

Carer 2 (if applicable)

Name:	
Relationship to the child:	
Parental responsibility (YES/NO):	
Address (if different to above):	
Home/Work telephone:	
Mobile telephone:	

Emergency Contacts

Emergency Contact "A" ~ Name:	
Relationship to child:	
Telephone:	
Emergency Contact "B" ~ Name:	
Relationship to child:	
Telephone:	

EMERGENCY PROCEDURES

*“I confirm permission for nursery staff to seek emergency medical assistance, treatment or advice.”*

SIGNED (PARENT/GUARDIAN): .....

PRINT NAME: .....

DATE: .....

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MEDICAL RECORDS

Name of Doctor:	
Address:	
Postcode:	
Telephone:	
Immunisations/vaccinations-indicate vaccinations received (*tick over each as applicable*):	
<i>Diphtheria / Whooping Cough / Tetanus / Polio / Measles / Mumps / Rubella / Hib / Meningitis</i>	

*Please note: Parents/guardians should notify the nursery of any changes to these details.*

SIGNED (PARENT/GUARDIAN): .....

PRINT NAME: .....

DATE: .....

## TERMS AND CONDITIONS (1)

### ADMISSION

A completed Childcare Agreement Form and Registration fee and deposit are required to secure your child's place. Registration Fee and Deposit The registration fee of £30 covers administration and settling sessions. A deposit of two weeks fees is required at time of booking. The deposit will be refunded by the 20th day of the following month of your child's leaving date, providing a minimum period of three months attendance and appropriate notice has been given.

### FEEES AND INVOICES

Childcare accounts are payable monthly, in advance for a calendar month of childcare. Accounts are payable by standing order or cheque made payable to "Manor House Day Care Ltd". We also accept childcare vouchers. We can apply on your behalf for the Free Entitlement from your local LEA (more information will be given to you when your child becomes eligible). Invoices will be issued in the week preceding the start of the month and will be due for payment on the 1st of the month.

Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding after 5th of the month. Cheque payment will not be accepted after 1st of the month. Any parent or carer whose fees remain unpaid after 5th of the month, without prior agreement of the Nursery Manager, risks their child's place at the nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a £25 administration charge, and the parent/carer will be asked to pay by standing order in the future.

Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays or unavoidable nursery closure. Be aware that the number of days childcare provided each month may vary.

If you expect to be late collecting your child please notify the nursery as soon as possible. If notified, the additional time will be charged at the standard hourly rate. Un-notified late collection will be charged at a rate of £5 per 5 minutes or part of to cover emergency staffing and other arrangements.

In case of default on payment the nursery reserves the right to apply a £50 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance.

The nursery will give parents and carers two months' notice of increase of fees which will normally be reviewed in April.

### OPENING TIMES

The nursery sessions run from 08:00 to 18:00. Care between 07:45 is by arrangement only. The nursery is open all year except bank holidays, a week around Easter and Christmas & New Year closure.

## TERMS AND CONDITIONS (2)

### TERMINATION, CANCELLATION AND CHANGE OF SESSIONS

One month notice is required by either party for any change of sessions. 7 weeks notice is required to terminate the agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable.

The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form. The nursery reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of seven weeks will apply.

### INSURANCE

The nursery has extensive insurance cover for nursery based activities and outings. Details of the insurance may be requested from the nursery manager. The Certificate is displayed in the nursery.

### PERSONAL PROPERTY AND BELONGINGS

The nursery cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

### LIABILITY

The nursery accepts no liability for any losses suffered by parents arising directly or indirectly, because of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parent's care on nursery premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

### ACCIDENTS AND ILLNESS

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required the nursery will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent form. We may require parents to withdraw their child from nursery in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend nursery.

**TERMS AND CONDITIONS (3)**

**ACCIDENTS AND ILLNESS (continued)**

We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound.

Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound. Agreement These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law.

Manor House Day Care Ltd reserves the right to update / amend these Terms and Conditions at anytime. One month notice will be given of any changes made. The nursery is operated by Manor House Day Care Ltd.

***“I have read and understand these Terms and Conditions and agree to be bound by them.”***

**SIGNED (PARENT/GUARDIAN):** .....

**PRINT NAME:** .....

**DATE:** .....