



THE CORNERHOUSE NURSERY

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Registration for childcare

Child details:

First name	Middle Name (s)	"Nickname" (if any)	Surname

Date of Birth / Date Expected*	Age Now	Sex
*(Please delete as appropriate)		

Ethnic Origin	Nationality	Religion	Child's First Language

Parent / guardian details:

	Title	Surname	First Name	Occupation
Mother				
Father				

	Street / Flat No:	Street	District	Town / City & Postal Code
Mother				
Father				

Please provide two contact email addresses:

Who assumes parental responsibility for the child?	Mother*	Father*
Where does the child live the majority of his / her time?	Mother*	Father*

*(Please delete as appropriate)

Is your child adopted?	Yes	No
Is your child on the child protection register?	Yes	No

Contact details:

	Home	Works / Company / Location / Name & Contact No:	Mobile
Mother			
Father			

Emergency Contacts:

Please list the names of up to 3 people to contact if parent (s) are unavailable

Name	Relationship to child	Telephone Number (s):

Please list a maximum 4 people (apart from yourself) who are authorised to collect your child:

Name	Relationship to child	Telephone Number (s):	Please provide a password

Seen Birth Certificate (original or copy)?	Yes	No
Red Book?	Yes	No

Child health / welfare details:

	Name (s)	Surgery / Clinic Address	Telephone Number
Doctor			
Health Visitor			

Social Worker:

SENCO Statemented?

What injections / immunisations has your child received?

Does your child suffer from any allergies or illness?

Does your child receive any regular medication? Does your child have any medical conditions?

Do you consent to senior staff administering liquid paracetamol on site when needed?

Does your child require a special diet?

Is your child involved with any other professionals or agencies (such as speech therapist, behaviour specialist or health services)? Please provide details.

Attendance details

On what date would you like your child to start at Nursery? _____

Please place ticks in the sections below to indicate your attendance:

	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day					
AM					
PM					

Please give any further relevant notes which would assist us in giving complete care for your child: E.g. likes / dislikes, favourite foods, if he / she uses a comforter, preferred ways of sleeping...

Terms and conditions of registration.

1. General

Place Availability

The completion of your childcare registration form is not a guarantee of your childcare place at Nursery. We will inform you within a reasonable amount of time if a place is available, further details are available in our admissions policy.

Changes

We reserve the right to make amendments to the terms and conditions of your childcare contract with reasonable notice.

Nursery Closure

The Nursery is closed on public Bank Holidays. During the Christmas period the Nursery will close on Christmas Eve at normal time and reopen the day after New Year's Day, please note that fees are still payable. If the Nursery has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities to you. If the closure exceeds 3 days in duration (excluding any days when the Nursery would otherwise be closed), we will credit you with an amount that represents the number of days the Nursery is closed in excess of 3 days.

Early Education Entitlement (EEE) Payments

Free Early Education Entitlement (EEE) is available for all 3 and 4 year old children, regardless of parental income, from the term AFTER a child's 3rd birthday. Your child will be entitled to 15 hours of free childcare, per week, for 38 weeks (term times only). 2 year old funding may be available subject to criteria being met. Inconsistent attendance may result in the place being withdrawn by Birmingham City Council, and reimbursement of terms entitlement will be sought by the nursery.

2. Child Security and Protection

Child Protection

Any child who attends the Nursery, irrespective of their racial origin, gender, physical or mental impairment, class, religion or cultural background has a right to protection from neglect, physical, sexual or any other abuse and it is our priority to keep children safe from harm whilst in our care. The Nursery has a full written policy on Safeguarding / Child Protection which is available from the Nursery manager. It is our obligation to require or seek professional advice or actions from the local safeguarding team if we suspect a child is suffering from harm. We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.

3. Property and Premises

Personal Property

The Nursery does not accept responsibility for loss or damage of personal property brought on to the premises by children or parents.

4. Medical

Emergency Treatment

Any child who attends Nursery and has an accident whilst in our care will be given basic first aid treatment by staff. This will include the treatment of minor cuts, bumps or bruises by adding a dressing. Any emergency treatment or medical advice will be permitted unless a parent states in writing otherwise. The Nursery does not accept any responsibility for treatment given against parent's wishes if we have not been informed otherwise.

Sickness

The Nursery will make every effort to notify parents should their child become ill at the Nursery. If a child has a high fever, we will contact you to arrange the collection of your child and seek permission to administer the appropriate medication. This verbal permission will be verified upon arrival by completing a medication agreement. Senior staff reserve the right to remove the child to hospital by ambulance in an emergency. Please note minimum exclusion periods apply and must be adhered to; our policy and guidelines are available from the Nursery manager.

Contagious Disease

For the benefit of the other children in the Nursery, you must not allow your child to attend the Nursery if they are suffering from a contagious disease which could easily be passed on to another child during normal daily activities of the Nursery. The Nursery reserves the right to refuse to accept children until the Nursery is satisfied they are not infectious. This is to protect other children from cross infection. The Nursery's exclusion policy is guided by the relevant local Authority.

If in doubt

If your child is suffering from a contagious disease (such as chicken pox or measles) doubtful rash, sore throat, discharge from the eyes, nose, diarrhoea or any similar symptoms; please keep the child at home until the doctor has certified that the symptoms have disappeared. You must inform us immediately if your child is diagnosed with any allergy or intolerance. In the case of sickness and / or diarrhoea children must not attend Nursery for 48 hours or since their last episode.

Antibiotics

If your child is prescribed antibiotics, please keep them at home until 48 hours' dosage has been administered in case of adverse reaction to the medication. Antibiotics and medicines will only be administered by Nursery staff with written authorisation from their parent. All antibiotics and any other medication must be prescribed by a doctor.

5. Your Education Fees

Calculation of Fees

Full days are calculated from 07:30am to 6:00pm. Fees are calculated on monthly basis according to your booking pattern.

Registration Fee

An initial registration fee of £50 is payable at registration the fee is non-refundable in the case of cancellation or termination of your childcare place.

Absence

Fees remain payable for periods of absence (Holidays and Sickness) as the child's place is kept open and staff and associated costs continue to accumulate and be met by the Nursery. Please note that late collections are charged at £ 5.00 for every 15 minutes (or part of) up to a maximum of 60 minutes. Further details are available in our late collection policy. Places cannot be "made up" by swapping days previously missed for any reason.

6. Change of Booking Pattern

To increase your booking pattern, we require 24 hours' notice subject to availability. To decrease your booking pattern, you must provide us with thirty (30) days' notice in writing or by email to the Nursery manager. Should insufficient notice be given then you will be invoiced for the full childcare fees for thirty (30) days' notice from the date of any change as if the hours had not decreased.

Bank Holidays and Christmas Shut-Down Week

Fees are still payable for public Bank Holidays and for the week that we close for Christmas.

7. Payment of Your Education Fees

Your First Invoice

We will create your first invoice from your child's first day of attendance until the end of the month. This invoice must be paid in advance before or on your child's first day of attendance.

Payment of Fees (Monthly in advance)

Fees are collected preferably by online payment method on the 1st day of each month and are paid monthly in advance in accordance to your booking pattern. All payments made under the childcare registration terms and conditions should be made by online payment method. We also accept payment by cash / cheque however; it is your responsibility to obtain a receipt from the Nursery manager as your proof of payment.

Additional Service Fees (Monthly in arrears)

Additional sessions are invoiced at the end of each month and are payable 3 days later by the 1st working day of the following month.

Your Final Invoice

We will create your final invoice from the date of your termination email / letter. You will be required to pay the full fees for the thirty (30) days' notice. It is your responsibility to obtain a receipt from the Nursery manager as your proof of termination. Your child may attend during this time unless you have breached the childcare contract terms and conditions.

8. Cancellation of Your Childcare Place

Termination of Contract

If you no longer wish to maintain your child's place at the Nursery you will be required to give thirty (30) days' notice in writing or by email to the Nursery manager. The Nursery reserves the right to exclude a child from Nursery for any breach of the childcare registration. We may terminate your childcare contract if your child's behaviour at the Nursery is deemed by us to be unacceptable or endanger the safety and well-being of other children at the Nursery.

Non-Payment of Fees

If the payment of Nursery fees is outstanding for more than 7 days after the 1st of the month this will result in a £ 25.00 late fee being applied to your account. If payment in full is not received within a further 7 days this will result in the termination of your childcare registration and the loss of your childcare place. Upon termination of this contract the child shall not be permitted entry to the Nursery. This shall be regarded as a formal demand for all outstanding monies and we will issue a final invoice and pass this to a debt collection agency for full recovery. In addition, you will be liable for all associated debt collection fees and court costs.

Please complete this section below to register your child / children and accept our terms and conditions:

I enclose a registration fee of £ 50.00

Name:

Signature:

Date:

Form checked by (team member):

Name:

Signature:

Date:

Notes: