



Registration Form

Personal Details

Name of child	
Date of birth or due date	
Home address Postcode	
Religion	
Ethnic origin	
Nationality	
Language(s) spoken at home	
Has siblings in the nursery? (If yes, please state the name of the sibling)	
Name and email address of the parent the invoice will be issued to (required as invoices are not printed).	



About your family

Parent/Carer 1	
Name and Surname	
Home address Postcode	
Home telephone number	
Mobile	
Email address	
Occupation Work address/Post code	
Work telephone number	



Parent/Carer 2	
Name and Surname	
Home address Postcode	
Home telephone number	
Mobile	
Email address	
Occupation Work address/Post code	
Work telephone number	



Alternative person who may collect in case of an emergency

Contact one			
Name and surname			
Relationship to the child			
Address			
Postcode			
Tel number		Mobile	
Contact two			
Name and Surname			
Relationship to the child			
Address			
Postcode			
Tel number		Mobile	



Medical details

Name/Address of Family Doctor Tel. No.	Name/Address of Dentist Tel. No.		
Immunisation record (please tick if up to date) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> Diphtheria <input type="checkbox"/> Meningitis C <input type="checkbox"/> Poliomyelitis <input type="checkbox"/> Tetanus <input type="checkbox"/> Whooping Cough </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> BCG <input type="checkbox"/> Hib <input type="checkbox"/> Measles <input type="checkbox"/> Mumps <input type="checkbox"/> Rubella </td> </tr> </table>		<input type="checkbox"/> Diphtheria <input type="checkbox"/> Meningitis C <input type="checkbox"/> Poliomyelitis <input type="checkbox"/> Tetanus <input type="checkbox"/> Whooping Cough	<input type="checkbox"/> BCG <input type="checkbox"/> Hib <input type="checkbox"/> Measles <input type="checkbox"/> Mumps <input type="checkbox"/> Rubella
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Does your child have any health problems the nursery needs to be aware of?	Is your child taking any regular form of medication?		
Does your child have any special dietary requirements?	Has your child any allergies that you are aware of, including allergies to pets?		
Does your child have any special educational needs or disabilities?	Are there any emergency medical procedures that are prohibited for family, cultural or religious reasons?		



Sessions required (please tick):

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Preferred Start Date (this will be confirmed)

PLEASE READ AND SIGN:

I/We apply for a place for the above child on the terms and conditions which I/we have read and understood, and on the terms outlined in the Bowes Park Nursery Information Pack. A £80.00 non-refundable payment by cash or bank transfer is payable on registration.

N.B. This registration form incorporates the terms and conditions. Upon signing this form parents are deemed to have read, understood and agreed the same. Registration fee not required for children attending on an EYFE funded only basis.

Signed:
(Parent 1)

Signed:
(Parent 2)

Date:

Date:

FOR OFFICE USE

Registration Fee Paid:		Deposit Paid:	
		Entered on Family:	



A signed and fully completed registration form together with a non-refundable registration fee of £80 (not applicable for children attending on an EYFE funded only basis) is required prior to confirmation of a place. Registration does not guarantee a place for the start date or sessions required.

Following payment of the deposit, start date and sessions will be confirmed.

If a place is no longer required following payment of the deposit but prior to starting, the deposit is not refundable.

(Not applicable for children attending on an EYFE funded only basis).

On having paid a deposit and been given a confirmed start date, if the nursery is subsequently unable to provide a place the deposit will be refunded.

Four weeks written notice is required if you wish to withdraw your child from the Nursery.

The Fees payable are provided on our separate funded / unfunded fees policy documents. Fees are payable during periods of absence from the Nursery, this includes sickness, holidays, public holidays and the period between Christmas and the New Year when the nursery is closed.

A 50% discount is available for a continuous absence of 4 or more weeks provided written notification has been received in advance.

A child's fees are dependent on their age and whether they are unfunded, part funded or fully funded. For part funded children fee changes will take effect from the first day of the term that they become entitled to the funding (1st January, 1st April or 1st September).

A 15% sibling discount is available, applicable to whichever is the lower of two or more fees.

Fees are payable in advance by standing order, bank transfers, or cash. The minimum number of sessions bookable is three.

Fees are reviewed annually.

The Nursery accepts all types of Childcare vouchers as payment against fees, it is your responsibility to ensure voucher providers send timely payments to the Nursery.

The Nursery operates the government Universal Early Years Fee Entitlement Funding for 3-5 year olds (15 hours), and the extended Early Years Free Entitlement funding for working parents of children aged from 9 months. By registering your child you accept the terms under which we operate these schemes. Details will be given to you shortly before your child is entitled to the funding. Should you require this information earlier please ask the office. This funding will be claimed by the Nursery on your behalf.

Parents are held responsible for all outstanding fees. The Nursery is not liable for collection of fees from third parties e.g. universities/colleges, voucher providers, grant funding agencies etc.

If a child is collected after the agreed time, a charge of £15 for the first 30 minutes lateness followed by £20 for each subsequent 30 minutes thereafter may be levied at the discretion of the Nursery Manager.

Any brought forward balances greater than £100 on the following month's invoice may at the discretion of the Nursery Manager incur a 5% surcharge.

The nursery reserves the right to correct invoices already issued should it find out that there has been a mistake.

Arrears

If payment of fees is outstanding for more than 28 days the Nursery reserves the right to (a) refuse admittance of your child to the nursery and (b) to serve a seven day notice in writing to terminate this contract, and this notice to terminate shall be regarded as a formal demand for all outstanding