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| --- | --- |
| Amazing Grace Nursery SchoolSt John congregational church hallBensham Manor Road, Thornton Heath CR7 7AGTel:07985924786/02039525493: Email: graceo@amazinggracechildcare.info/ website:www.amazinggrace.com |  |
|  |  |

**EY556716**

**REGISTRATION FORM AND PARENT CONTRACT**

**CHILDS DETAILS**

 **Boy / Girl**

 **Gender Unknown ο**

 **Child’s full name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Known as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EDD / Date of Birth:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Certificate Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ethnic

origin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (We need to see a copy please) (broad ethnic

group not place of birth) First Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other

 languages:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MEDICAL DETAILS Doctor’s name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Practice address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Health Visitor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are

all Immunisations up to date: Yes ο No ο If no: state exceptions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Any Special Needs or other information

we may need to care effectively for your child( please detail): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Are there any other services involved with the child or family?**

 **Paediatrician Yes /No.**

 Date Involvement commenced

Name Contact Information and Telephone Number.

 **Social Services Yes/ No**

 Date Involvement commenced

 Name Contact Information and Telephone Number

 **Speech and Language Yes /No**

Date Involvement commenced

 Name Contact Information and Telephone Number

 **CAF Team Yes No**

Date Involvement commenced

 Name Contact Information and Telephone Number

**Family Support worker Yes No**

 Date Involvement Commenced

Name Contact Information and Telephone Number

Any Other Service Date Involvement Commenced

Main Service Provided

Main Contact Name

Contact Information and Telephone Number

**PARENT / GUARDIAN DETAILS:**

 We need to have the details of all persons who have Parental Responsibility & Legal Contact along with those who have permission to collect the child and those who may be contacted in an emergency PARENT / GUARDIAN PARENT / GUARDIAN Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salutation: Mr Mrs MS Dr Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salutation: Mr Mrs MS Dr Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parental Responsibility: Yes ο No ο Parental Responsibility: Yes ο No ο Who does the child live with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Numbers Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If working please give details below: Employers Name & Address: Employers Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please provide details of any other person with Parental Responsibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTHORISED TO COLLECT** (Photographic ID will be required) Names and telephone numbers of any other persons who have permission to collect your child regularly Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMERGENCY CONTACT Names and telephone numbers of appropriate adults who may be contacted in time of emergency if you are not available Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PASSWORD Please provide a password that may be used to authorise an emergency collection

**PAYMENT POLICY :**

Parents agree that all monthly fees (full time and part time attendance) will be paid on the first of each month in advance. Additional sessions will be invoiced at the end of the each month and will be due for payment immediately. Unpaid fees are subject to a £20 late payment fee if fees not received by the 7th day of the month. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours are billed at the session rate or hourly rate. Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days and holidays booked.) From 1st January 2021 payment of fees are by bank transfer / standing orders only. No cheques. Bank details are as follows:-

Payment of fees are by: Bank transfer / Direct Debit / Cheque.

Barclays Bank, Amazing Grace Okpaloafe,

Account Number 03555941, Sort Code 20-90-74

**Note:** £30 charge will be incurred if Cheque payment fails

**NURSERY OFFER LETTER**

 I am delighted to be able to offer your child, a full-time nursery / Part time place at Amazing Grace Nursery Bensham Marnor Road.

This is an exciting time for you and your child, and we emphasize the importance of a positive start to their time in the nursery. To support this, our settling-in process enables new children to start on different days to ensure that children have individual attention on their first day.

**Viewing: Due to Covid -19 our viewing policy has changed. All our viewing is from 5pm to 6pm and this must booked before coming.**

**Settling Procedure:**

**Due to the increase of the virus there won’t be any form of settling by parent for now, alternative measure has being put in place, from first January parent can watch their child settling in virtually.**

**Please note that a deposit of two weeks and registration of £50 will be required to confirm a full time place on a first come first served basis.**

 **Parents**

 **If you move house, or your contact details change, please ensure that you advise the nursery office. If you decide to accept an offer from an alternative nursery and wish to decline your offer from Amazing Grace, please let us know immediately. Please do not hold more than one nursery place at a time as this delays the offer of places to those on nursery waiting lists. You can telephone us, or email us at graceo@amazinggracechildcare.info**

**Parent Nursery Contract of Terms and Conditions**

**Nursery Fees and Notice Period**

PARENT CONTRACT

We believe that there needs to be a formal agreement between the Nursery and Parents.

The contract will outline the obligations and commitment, of both the Nursery and the Parent(s).

1.To secure a Nursery place a deposit of 1 month’s fees and a non-refundable administration fee of £50.00 is required. The deposit will be deducted from the last month’s fees, with the required 2 months’ notice of leaving. In the case of new bookings if a 2 months’ notice is not provided the deposit will be retained.

2.For a parent who receive a funded place, are not required to pay deposit but them MUST give 2months notice period of leaving a non-refundable administration fee of £50.00 is required any extra chargers can be find in our price list which is optional.

 3. Fees will be charged in accordance with the agreed attendance of your child.

4. One month’s written notice is required to end your child’s attendance at nursery. In the event of insufficient notice, the deposit will be retained in lieu of notice and if the outstanding amount is more, this must be paid in full. If your child receives the 3-year-old nursery grant a school terms notice is required.

5. Once a start date is agreed between the nursery and yourself, if for any reason your child does not attend the nursery on the agreed date, fees will still be charged from that date if we don’t have 2 months’ notice given. For children starting in Sept we would need notice by 1st July.

6. Fees are to be paid monthly on the 1st of each month, in advance, preferable by standing order. Childcare vouchers are accepted. Exceptions to this must be agreed by the manager. Siblings discount of 5% a parent with more than two children that attends the setting they are not government funded.

 7. If your child cannot attend nursery for any reason, fees are charged this also implies to the after-school club as well. For the after-school club pupil a 40% discount is charged during the school holidays.

Please note you are not charged when the nursery is closed in normal circumstances, such as Bank Holidays and Xmas. We are open for 51weeks. our opening days is from 7.30 to 6pm .

 8. Where the nursery has to close due to circumstances beyond our control, for example severe weather conditions, or force to close by the government fees will be charged as usual.

**Changes to bookings and additional sessions**

9. Requests for changes to bookings or for extra sessions should always be made in writing or by email.

10. A change of booking or additional days is at the discretion of the manager.

11. Any fees for additional sessions will be added to the monthly invoice. Please pay for extra sessions in addition to your monthly standing order. We accept payment by cheque for extra sessions.

12. A decrease in attendance requires one month’s written notice, as we will need this time to fill the place.

13. A change from full time attendance (47 weeks) to term-time only (38 weeks) requires 1 month’s written notice. If the child receives the nursery grant please see below as different terms apply.

14. Extra nursery days in holiday periods must be booked at least two weeks in advance, so we can plan staffing. Late bookings may be refused due to insufficient staffing.

15. Please adjust your standing order amount if your child’s regular booking changes. We are flexible.

 **3 year olds receiving the Nursery Grant**

16. Children who receive the nursery grant will have the grant deducted from their monthly fees.

17. Any extra sessions will be charged at the full fee rate as the Nursery grant has already been deducted from fees.

18. Children who are booked to attend full-time (47 weeks in the year) have the nursery grant spread over their monthly fees over a 12 month period.

19. Children who are booked to attend term-time (38 weeks in the year) have the nursery grant spread over their monthly fees over an 11 month period.

 **Changing full-time/term-time for children receiving Nursery Grant**

20. To change from full-term to term-time attendance, you must notify us before the beginning of the school term, and fees must be paid till the end of the school term. This is due to the way the nursery grant is paid.

21. To change from term-time to full-time attendance, you must notify us before the beginning of the school term, and fees must be paid till the end of the school term. This is due to the way the nursery grant is paid.

School terms begin at the start of **September, January and April, and school ends in the third week of July each year**.

 **Late Picking up fee we operate a zero tolerance policy**

22. If a child is picked up from nursery more than 10 minutes late, without prior arrangement, a late **fee of £10 will be charged for every 5mins lateness and added to the monthly invoice.**

23. The childcare at the Amazing Grace Nursery Bensham Manor Road Thornton Health CR7 7AG is governed by the framework and guidelines of the Government’s Early Year Foundation Stage programme.

If any issues arise between your child and another child please bring it directly to the attention of Amazing Grace Nursery staff and allow the staff to deal with the issue as a priority.

25. If fees are not paid in accordance to the terms and conditions the Amazing Nursery reserves the right to withdraw your child’s place at the Nursery.

26. Information held on your child is confidential and covered by the Data Protection Act. Agreement I declare that the information given on this contract is correct and complete to the best of my knowledge and belief. I have read and understood the terms and conditions of Amazing Grace Day Nursery, completed the registration form and Booking Form. I agree to be bound by these terms. I accept that I will be personally responsible for the payment of fees and I agree that this document is legally binding.

Payment of fees are by: Bank transfer / Direct Debit / Cheque.

Bank details are as follows:-

Barclays Bank, Grace Okpaloafe, Account Number 03555941, Sort Code 20-90-74

**Note:** £10 charge will be incurred if Cheque payment fails.

ILLNESS POLICY:

Please advise the nursery preferable a day before or prior to 7:30 am if a child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of other children and the staff in our care. The parents further agree if their child become ill while in our care that immediate arrangement will be made to remove the child from the nursery. Children will not be allowed to return to nursery until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary. By signing this contract, you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at Amazing Grace Nursery. Please refer to our sickness policy for more information about this topic.

LATE ARRIVAL/PICKUP POLICY:

Please advise the nursery immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents’ responsibility to ensure that children are picked up no later than 18:00. If you are not able to pick up your child by 18:00 alternate arrangements must be made. Please notify the nursery if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must bring photographic I.D. plus a photograph to be kept on file and a password will be used. Government funded parent spaces are between 7.30am to 5.30pm.

TERMINATION:

Amazing Grace Nursery reserves the right to suspend or terminate care of any child without notice, if deemed necessary for the overall safety and well-being of the children and staff in our care. Also, immediate action will be taken against any parent who behaves aggressively in the presence of the children or verbally abuse a member of staff. The action could result in terminate of contract without notice and payment for fees owed by that will be demanded. This is to safeguard the children and staff in our care and to ensure their safety against any

WITHDRAWAL:

Notice Period: Due to the long-term commitment we make when reserving a child’s place, we must ask you to make a similar commitment to us. We therefore, require a minimum of one Calendar month’s written notice, commencing from the first day of the month, to reduce or cancel your child’s normal booking.

HEALTH & SAFETY:

The name of the designated Health & Safety Officer is on the main notice board. Any health & safety queries please arrange to meet with the Nursery Manager. We would ask all parents to make sure doors are closed when entering or leaving the building and that they are mindful of little fingers. If the nursery has to close due to any health and health & safety and illness reasons including bad weather, fees will still be due to be paid during the period closed.

REGISTRATION:

A non-refundable registration fee of £40 (per child) is required upon completion of registration to secure your child's placement in care. The registration fee is non-refundable. Spaces will not be held unless the registration fee is paid in full.

POTTY TRAINING:

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we will discuss this with you and probably choose to discontinue and try again at a later date.

BEHAVIOUR MANAGEMENT:

If a child’s behaviour is seen to endanger others and all routes according to our Behaviour policy have been adhered to, Amazing Grace Nursery will take advice from the local authority and arrange a meeting with the parents to discuss the options available. If a parent does not support the nursery in gaining help and advice from outside agencies then Amazing Grace Nursery reserves the right to terminate the parent’s contract and will no longer provide care for that child.

WHAT TO WEAR:

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is advisable to send children dressed in clothes that are easily washable and preferably not new. It is good for children to practice the skills, which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet unaided and to put on and take off their outdoor clothes without being too dependent on other people for help. ~~The Nursery also requests that each child is provided with a pair of Wellington boots, waterproof coat and trousers, which is clearly labelled, to be kept at the Nursery.~~

MOVING ROOMS:

We move children in consultation with parents and guardians when they reach the age or development stage of the next room. We offer the children settling-in visits with their new key person before they start their new room.

SIBLING DISCOUNT:

5% discount is given to the eldest sibling attending the same nursery. Discount ceases when government funding is received (term after eldest sibling turns 3 years).

DATA PROTECTION:

I understand that my child’s records will be held on a computerised database and that this is protected by the GDPR (Data Protection Act 1984 & 1998) and that they will be used for no other purpose than company business. I understand that if I require a copy of this personal information, I must make a request in writing. I agree to be contacted via email for the purposes of nursery or out of school club business.

SAFEGUARDING:

I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for me to view at any time.

NON -SOLICITATION OF STAFF:

a. The parent/guardian of the child who is subject to this Registration Form, hereby agrees that during the term of this agreement and for the period of six months after its termination (howsoever terminated) that (s)he will not seek to employ, entice away or attempt to entice away from the employment of Amazing Grace Nursery ('the Company') any person or persons employed by the Company at the date of termination of this agreement or any person or persons who were employed by the Company in the six months preceding the date of termination of the agreement.

b. If the parent/guardian shall breach clause 10(a) then (s)he shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company as a result of the aforementioned breach to include the cost of replacing the relevant member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the Company in replacing the member of staff together with all legal fees and disbursements.

EXCLUSION:

If in the reasonable opinion of the setting manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or wellbeing of the child or other children in the setting or the setting practitioners or other staff so employed then the setting may serve notice to the parent/guardians or a request for the child to be immediately removed from the setting and the provision of one month's notice shall not apply.

**CONSENTS:**

**Emergency first aid**

Do you give permission for emergency First Aid and for staff to seek further medical advice or medical intervention in an emergency or if your child falls seriously ill whilst in the care of Amazing Grace Nursery? Yes ο No ο

**Emergency medical treatment**

I give my permission for a member of staff to accompany my child to hospital by an ambulance should the need arise. I understand that all medical decisions in my absence are the responsibility of medical professionals and that I will be contacted as soon as possible. Yes ο No ο

**Outings**

Occasionally we may take children out for walks outside the Nursery registered premises.

I give my permission for my child to be taken for walks outside the Nursery registered premises. Yes ο No ο

**Sun cream**

I give permission for sun cream to be applied to my child. Yes ο No ο

**Photographs**

I agree to photographs being taken of my child within the Nursery environment. Yes ο No ο

**Nappy Cream**

I give permission for nappy cream to be applied to my child whilst in the care of the nursery. Yes ο No ο

**Administer Medication**

I give permission for the nursery to administer medication as per instructions given by me the parent. Yes ο No ο

**Website I** give permission for photo’s of my child/children to be used on the nurseries website.

Yes ο No ο

**Nursery Facebook Page**

I give permission for photo’s of my child/children to be used on the nurseries Facebook page.

Yes ο No ο .

**Learning Journey’s**

I agree that my Child/children’s learning journey may be taken home by their key person to be worked on outside of nursery hours. Yes ο No ο

**Face Paints** I give permission for my child to have his/her face painted whilst at the nursery.

 Yes ο No ο

**ACCEPTANCES**

a. The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect.

b. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees. Your childcare may only commence once payment of the first invoice, or a minimum of one month’s fees has been made.

I have read and understood the Parental Agreement and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time.

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_ (Parent/Legal Guardian)

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_ (Parent/Legal Guardian)

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_

(On behalf of Amazing Grace Nursery) Term and Conditions are subject to change without prior notice

emailed invoice would be provided once monies are received.

**NURSERY  HOURS**
Amazing Grace Day Nursery is open from 7.30am to 6.00pm Monday to Friday, excluding Bank Holidays.
The nursery is closed two weeks in a year i.e. one week in Easter, and a week over the Christmas period.

 We hold three set of training days in a year on these day children do not attend school. As you are aware learning and development is relevant to all members of staff within a nursery everyone has a responsibility for the safety and wellbeing of the children in their care.

**1st week of January, 2nd of April, and 30th of August 2021.**

 **WEEKLY SESSIONS:**Full Time from 7.30am – 6.00pm
Morning session  from  7.30am – 12.30pm
Afternoon session from 12.30pm – 6.00pm

Funded Children from 7.30am to 5.30pm

All children attending the nursery full time and afternoon sessions must be collected by 6.00pm. There will be a charge of £2 for every minute lateness after 6.00pm and AFTER YOUR CONTRACTED HOURS AS AGREED BY PARENTS.

Flexible in between session hours are available to parents receiving working family tax credit

**(On behalf of Amazing Grace Nursery) Term and Conditions are subject to change without prior notice.}**