



Appledore House, Friern Barnet Road, London N11 3DN

REGISTRATION FORM, PLEASE FILL USING BLOCK LETTERS

**Child Details**

Forename: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

Surname: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Known As: \_\_\_\_\_ Religion: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

**Bill Payer Details**

Title: \_\_\_\_\_ How did you hear of us? \_\_\_\_\_

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Home Tel. No. \_\_\_\_\_ Mobile Tel No. \_\_\_\_\_

Work Tel. No. \_\_\_\_\_

Email: \_\_\_\_\_

Occupation / Employer's Name & Address

**Primary Contact**

Title: \_\_\_\_\_ Home Tel. No. \_\_\_\_\_

Forename: \_\_\_\_\_ Work Tel. No. \_\_\_\_\_

Surname: \_\_\_\_\_ Mobile Tel. No. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Email: \_\_\_\_\_

Parental Responsibility: Yes/No \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Emergency Contact: Yes/No \_\_\_\_\_ Authorised Pickup: Yes/No \_\_\_\_\_

Occupation / Employer's Name & Address

**Contact 2**

Title: \_\_\_\_\_ Home Tel. No. \_\_\_\_\_

Forename: \_\_\_\_\_ Work Tel. No. \_\_\_\_\_

Surname: \_\_\_\_\_ Mobile Tel. No. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Email: \_\_\_\_\_

Parental Responsibility: Yes/No \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Emergency Contact: Yes/No \_\_\_\_\_ Authorised Pickup: Yes/No \_\_\_\_\_

Occupation / Employer's Name &amp; Address

**Contact 3**

Title: \_\_\_\_\_ Home Tel. No. \_\_\_\_\_

Forename: \_\_\_\_\_ Work Tel. No. \_\_\_\_\_

Surname: \_\_\_\_\_ Mobile Tel. No. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Email: \_\_\_\_\_

Parental Responsibility: Yes/No \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Emergency Contact: Yes/No \_\_\_\_\_ Authorised Pickup: Yes/No \_\_\_\_\_

Occupation / Employer's Name &amp; Address

**Doctor's Details**

Name: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel. No. \_\_\_\_\_

Emergency Tel. No. \_\_\_\_\_

**Questions****Dietary**

Are there any special dietary requirements? (Yes/No): \_\_\_\_\_

Additional Info. (if applicable) \_\_\_\_\_

\_\_\_\_\_

**Health**

Are there any medical conditions or special needs we should be aware of? (Yes/No): \_\_\_\_\_

Additional Info. (if applicable) \_\_\_\_\_

\_\_\_\_\_

Does your child have any know allergies? (Yes/No): \_\_\_\_\_

Additional Info. (if applicable) \_\_\_\_\_

\_\_\_\_\_

**Sessions required (please tick):**

Monday		Tuesday		Wednesday		Thursday		Friday	
A.M	P.M	A.M	P.M	A.M	P.M	A.M	P.M	A.M	P.M

**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 as stated on the last page of this registration form. I/We enclose a non-refundable registration fee of £150.00.

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.

Signed:  
(Parent 1)Signed:  
(Parent 2)

Date:

Date:

**FOR OFFICE USE**

Registration Fee Paid:		Deposit Paid:	
Cash/Chq/BACS		Entered on System:	

## Terms & Conditions

### Registration and Fees

A signed and fully completed registration form together with a non-refundable registration fee of £150 is required prior to confirmation of a place. Registration does not guarantee a place for the start date required.

A refundable deposit (with 4 weeks notice) of £300.00 for a place is required a minimum of 6 weeks before the start date. 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.**

A minimum of 3 sessions must be booked. Four weeks written notice is required if you wish to withdraw your child from the Nursery. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted. Failure to give the required notice will result in a charge of six weeks fees being applied to your final invoice.

Fees are calculated by the weekly fee rate times 52 divide by 12, giving the monthly payment. Fees are payable during periods of absence from the Nursery, including sickness, holiday, public holidays and staff training days. Fees are also payable when the Nursery cannot be opened for reasons beyond its control. The Nursery is closed for a week at Christmas. Fees are reviewed annually in October.

Fees are payable monthly in advance by standing order, BACS, cheque or cash. All fees are payable by the 10<sup>th</sup> of the month. The Nursery accepts all types of childcare vouchers as payment against fees.

The Nursery operates the universal Free Early Education for 3-5 year olds (15 hours) and Free Early Education and Childcare (30 hours which is subject to availability and eligibility). 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.

A 10% sibling discount is available, applicable to whichever is the lower of two or more fees.

A child's fee rate will change on entitlement of EYFE. The new fee rate will take effect from the first day of the term following their third birthday (1<sup>st</sup> of January, 1<sup>st</sup> April or 1<sup>st</sup> September).

All reserved sessions are to be paid for regardless of whether your child attends or not. No refund can be given for sessions missed due to sickness, holidays or enforced temporary closures. Swapping of sessions is not allowed. Extra sessions are billed in the month following the session.

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

If a child is collected after the agreed time, a charge of **£25** for the first 30 minutes lateness rising to **£50** for every 30 minutes thereafter may be imposed at the discretion of the Nursery Manager.

The following late payment charges will be applied automatically:

Fees not received in the Nursery's bank account by the 10 <sup>th</sup> of the month	<b>£20</b>
Any fees not received by the 20 <sup>th</sup> of the month	<b>£25</b>
Fees outstanding at month end	<b>£50</b>
Charges for 'Unpaid cheque':	<b>£15</b>

It is your responsibility to ensure voucher providers send timely payments to the Nursery.

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

**Arrears** - failure to pay fees by the **8<sup>th</sup> of the following month** may result in the Nursery serving 14 days notice in writing to terminate this contract. Upon termination of this contract the child shall cease forthwith to be admitted to the Nursery, and the Nursery's notice to so terminate shall be regarded as a formal demand for all outstanding monies. The right is reserved to charge interest calculated on a daily basis at 1.5% per month and all administration and legal costs will be charged in relation to fees, fees in lieu of notice and extras that are unpaid by the due date. Such charges will be recoverable by legal action if necessary.

An invoice will be issued immediately after each of the above charges has been applied. It is your responsibility to collect mail left for you.

Instalment arrangements (exceptional circumstances only): An agreement by the Nursery to accept instalment payment of fees will cease automatically in the event of default of 30 days or more. On ceasing, the full amount of fees then due shall be payable forthwith as a formal debt and interest will start to accrue