

REGISTRATION FORM

Child's first name:	Surname:																														
Date of Birth:	Boy/ Girl:																														
Ethnicity:	How did you hear of us?																														
Home Address:	Parental Responsibility: (Yes/ No)																														
Post Code:	1 st Parent/Carer _____																														
1st Parent/Carer:	2 nd Parent/Carer _____																														
Salutation: First name	Legal contact: (Yes/ No)																														
Surname	1 st Parent/Carer _____																														
Mobile:	2 nd Parent/Carer _____																														
Email																															
Employer name:	OFFICE USE ONLY																														
Address:	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 50%; padding: 5px;">Registration Fee received</td> <td style="width: 50%; padding: 5px;">Date fee received</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> <tr> <td style="padding: 5px;">Date Welcome letter sent</td> <td style="padding: 5px;"></td> </tr> </table>	Registration Fee received	Date fee received			Date Welcome letter sent																									
Registration Fee received	Date fee received																														
Date Welcome letter sent																															
Occupation:																															
2nd Parent/Carer:																															
Salutation First name																															
Surname																															
Mobile:																															
Email:																															
Employer name:																															
Address:																															
Occupation:																															
Required start date: _____ Sessions required: Please tick below																															
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th colspan="2">Mon</th> <th colspan="2">Tue</th> <th colspan="2">Wed</th> <th colspan="2">Thu</th> <th colspan="2">Fri</th> </tr> <tr> <th>a.m.</th> <th>p.m.</th> <th>a.m.</th> <th>p.m.</th> <th>a.m.</th> <th>p.m.</th> <th>a.m.</th> <th>p.m.</th> <th>a.m.</th> <th>p.m.</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Mon		Tue		Wed		Thu		Fri		a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.										
Mon		Tue		Wed		Thu		Fri																							
a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.																						
Do you require Parental Webcam? _____ (Additional monthly fees apply: £5 for up to 5 sessions a week, £10 for 6 or more sessions)																															
Note: This registration form incorporates the terms and conditions overleaf. Upon signing this form the parents are deemed to have read, understood and agreed the same.																															
I/ We wish to apply for admission of the above named child to Orange Day Nursery. I enclose a non refundable registration fee of £150 in cash.																															
Parent Name _____ Signature _____ Date _____																															

Terms & Conditions

Registration and Fees

A signed and fully completed registration form together with a non-refundable registration fee of £150 in cash is required prior to confirmation of a place.

A minimum of 3 sessions must be booked. Six weeks written notice is required if you no longer require a place or wish to withdraw your child from the Nursery. Fees are payable during the whole of this time. 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 (inset) days. Fees are also payable when the Nursery cannot be opened for reasons beyond its control. The Nursery is closed from Christmas Eve until New Year. Fees are reviewed annually in September.

Your first invoice will be issued on the 1st of the month of the start date. Fees are payable monthly in advance by standing order, BACS, cash and vouchers. Orange Day Nursery is registered with HMRC for Tax free Childcare.

A child's fee rate will change after their third birthday; the new fee rate will take effect from the first day of the following month after their third birthday.

The Nursery operates the universal Free Early Education for 3-5 year olds (15 hours) and extended Free Early Education (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.

All reserved extra sessions are to be paid for regardless of whether your child attends or not. Two weeks' notice must be given to cancel an extra session. 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 15 minutes lateness rising to **£50** for every 15 minutes thereafter may be imposed at the discretion of the Nursery Manager.

The following late fee payment charges will be applied automatically:

Fees not received in the Nursery's bank account by the 10th of the month	£20
Balance outstanding on the 20th of the month	£25
Fees outstanding at the month end	£50

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 **8th 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.