



# ASHRIDGE DAY NURSERY

your child's home from home

## Registration Form

All information given is private and confidential

Ivinghoe & Pitstone Nursery  Latimer Nursery  Aston Clinton Nursery

### Your child

Surname of your child:

First names:	Name usually known by:	For office use only:  Reg fee:
DOB:	Gender:	
Religion:	Nationality:	
Proposed start date:		

### Parent 1/Legal Guardian

Full name:

Address:

Town:	County:	Postcode:
Daytime Phone:	Evening Phone:	Email:
Occupation:	Invoices to be sent to Parent 1 <input type="checkbox"/>	

### Parent 2/Legal Guardian

Full name:

Address:

Town:	County:	Postcode:
Daytime Phone:	Evening Phone:	Email:
Occupation:	Invoices to be sent to Parent 2 <input type="checkbox"/>	

### Other people with parental responsibility

Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility) for the child named above. Their consent to the child attending the Nursery will be required if an offer of a place is made.

Name:	Telephone:
Address:	Postcode:

### Please tick the sessions you would like your child to attend

	Morning	Afternoon	Full Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

## Alternative collector's name & contact details

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>County:</b>	<b>County:</b>
<b>Postcode:</b>	<b>Postcode:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Relationship to child:</b>	<b>Relationship to child:</b>

## Wellbeing

Please provide details of any medical condition, health problem or allergy affecting your child; any learning difficulty, disability or special educational need as well as any behavioural, emotional and/or social difficulty of your child, if applicable (using a separate sheet if necessary).

Are immunisations up to date? Yes  No

## Doctor

## Dentist

<b>Doctor's name:</b>	<b>Dentist's name:</b>
<b>Practice name:</b>	<b>Practice name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Town:</b>	<b>Town:</b>
<b>Postcode:</b>	<b>Postcode:</b>
<b>Telephone:</b>	<b>Telephone:</b>

## 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).

This is a contract between Ashridge Care Ltd trading as Ashridge Day Nursery (referred to as 'the Nursery') and the Parent(s) or legal Guardian (referred to as 'the Parent') of a child (or children) that is enrolled at the Nursery.

The Nursery: -

1. Is operated by Ashridge Care Ltd
2. Will be known as 'Ashridge Day Nursery' and will operate from a property at Green Park Centre, Aston Clinton, Buckinghamshire HP22 5NE
3. Is registered with Ofsted as a day care nursery and operates within their regulations, guidelines and rules. Their Inspectors will visit the Nursery to ensure the appropriate standards of care & education are being provided.

The Contract: -

- a) The minimum contract period is for 3 months. Termination of contract before 3 months has elapsed will result in loss of deposit. The deposit will be refunded when the child leaves the Nursery, provided all terms of the contract have been met. Normally only one deposit per family is required, with the deposit going to the subsequent child with the rules of forfeiture still applying.
- b) 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 4 weeks written notice to reduce or cancel your child's normal booking.
- c) Increasing your booking is subject to availability.
- d) The minimum number of sessions booked is 2 per week, this can be taken as 2 half days or 1 full day.

**HOURS OF OPERATION**

Monday to Friday 07.30 to 18:30. Late collection is charged at £10 for the first 15 minutes after the end of your child's session, and then at £1 per minute after that. We will be closed on all statutory holidays and these will be charged at normal rates. We will also close between Boxing Day and New Year's Day and these days are not charged.

**MONTHLY FEES**

Monthly fees are at the prevailing fee schedule. The setting reserves the right to increase said fees at any time giving one calendar month's notice of the proposed increase to parents/guardians. Monthly fees include all sick days and holidays taken as these are paid days. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability; we will try to accommodate swapping of days in cases of emergency or under special circumstances.

**GOVERNMENT FUNDING**

Parents who qualify for funding will have this amount deducted from the invoice. All tax efficient funding from your company will not be deducted from the invoice; it is up to the parent/carer to deduct this. Any fees not covered by a subsidy are the parents' responsibility and are payable on the first of each month in advance. All subsidised payments must also be paid by the first of each month in advance. Funding is subject to confirmation from the local authority and is not the responsibility of the nursery.

**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 month and will be due for payment immediately. Unpaid fees are subject to a £50 late payment fee if fees are 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.

Full time and part time fees are based on booked days, not attendance. Therefore, parents are responsible for fees whether their child attends or not (this includes sick days and holidays booked).

Payment of fees are by bank transfer/standing orders only. Bank details are as follows:-

Trading name: Ashridge Day Nursery

Account number: 33151492

Sort Code: 20-03-18

Please use your child's name and invoice number as a reference.

**ILLNESS POLICY**

Please advise the nursery prior to 8:30 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 the staff and other children in our care. The parents further agree that should a child become ill while in our care, 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 Ashridge Day 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 18:30. If you are not able to pick up your child by 18:30 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.

**TERMINATION**

Ashridge Day Nursery reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

**WITHDRAWAL**

Parents agree that a minimum notice of 4 weeks (notice to be in writing) will be given for permanent withdrawal of, or reducing hours of any child from care or agree to pay 4 weeks fee in lieu. The responsibility is of the parents to ensure that the notice has been received by the office.

**HEALTH & SAFETY**

For 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 & 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 £200 (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, Ashridge Day 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 Ashridge Day 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 are clearly labelled.

## **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**

2.5% discount is given to the eldest sibling attending the same nursery full time. 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 General Data Protection Regulation and Data Protection Act 2018 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 business.

## **CCTV**

We use CCTV in various locations around the Nursery site to ensure it remains safe. We will adhere to the ICO's code of practice for the use of CCTV. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

## **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.

## **ONLINE LEARNING JOURNAL**

I understand that my child's online Learning Journey is for my personal information only and any observations or photos must not be published on any social networking sites or for any other type of public use.

## **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 Ashridge Day 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 well-being 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 4 weeks' notice shall not apply.

## **CONSENTS**

### ***Emergency first aid***

I give permission for emergency First Aid and for staff to seek further medical advice or medical intervention in an emergency or if my child falls seriously ill whilst in the care of Ashridge Day Nursery. Yes  No

### ***Emergency medical treatment***

I give my permission for a member of staff to accompany my child to hospital in 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  No

### ***Administer Medication***

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

**Sun cream**

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

**Nappy Cream**

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

**Outings – occasionally we may take children 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  No

**Photographs**

I give permission for photographs to be taken of my child within the Nursery environment. Yes  No

**Newsletter**

I give permission for photographs of my child to be used on the Nursery newsletter. Yes  No

**Nursery Facebook Page**

I give permission for photographs of my child to be used on the Nursery’s Facebook page. Yes  No

**Website**

I give permission for photographs of my child to be used on the Nursery’s website. Yes  No

**EyLog Learning Journal – an online record of your child’s experiences and achievements during their time with us**

I give permission for photographs of my child to be used on eyLog. Yes  No

I give permission for my child to appear in photographs in other children’s online learning journeys and in group photographs Yes  No

I give permission for my child’s learning journey to be taken home by their key person to be worked on outside of Nursery hours. Yes  No

**Ofsted**

I give permission for Ofsted to inspect any documentation the Nursery holds in relation to me and my child. Yes  No

**Early Years Pupil Premium (EYPP)**

I give permission for the Nursery to seek clarification of eligibility for EYPP Yes  No

**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.

I understand that the Nursery may obtain/process and hold personal information about my child which may include sensitive information such as medical details and I consent to this for the purposes of assessment and if a place is later offered, in order to safeguard and promote the welfare of the child.

I enclose a non-refundable registration fee of £200 - this can be paid online by bank transfer to  
Sort Code 20-03-18 Account 33151492

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

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

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(On behalf of Ashridge Day Nursery) Terms and Conditions are subject to change without prior notice.



**ASHRIDGE DAY NURSERY**  
your child's home from home

Ashridge Day Nursery Green Park Centre Aston Clinton Buckinghamshire HP22 5NE  
Tel: 01442 380003  
Ashridge Care Ltd Company Number 08820784

