

## The Brambles Day Nursery

### Personal Details

Child's Full Name:.....Known As.....

Date of Birth..... Sex - Male / Female

Address.....

.....

Post Code..... Tel No.....

### Parents

1<sup>st</sup> Parent.....

Workplace.....

Tel No.....Mobile.....

2<sup>nd</sup> Parent.....

Workplace.....

Tel No.....Mobile.....

### Medical/Dietary Details

Please give details of any medical conditions, allergies or dietary needs.

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Sessions Required

Please tick required sessions:

**DatePlace  
required.....**

	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

# Terms and Conditions

We believe these standard terms and conditions reflect the custom and practise of private day nurseries. The requirements of notice periods and payment of fees are in place to promote stability, assist forward planning and the resourcing of the nursery. To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions:

- To register your child at the nursery, a registration fee of £25 is payable for each child registered. Fees are calculated for the sessions attended, multiplied by 51 weeks and then divided by 12 months to create a fixed monthly charge.
- Fees are payable monthly in advance by standing order. Payment must be made by the 1<sup>st</sup> of the month for which the fees are due.
- Fees are payable during periods of absence from the nursery, including sickness, holidays and during public and bank holidays.
- Once a place at the nursery is confirmed, six weeks written notice is required if you wish to withdraw your child from the nursery or reduce the number of sessions attended. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the places once accepted.
- Children may be excluded from the nursery if fees remain outstanding beyond 14 days from their due date and the registration terminated.
- Brambles Day Nursery Ltd does not accept responsibility for accidental damage or loss of property. Brambles Day Nursery does maintain those insurance's requires by law. Details of these are available from the nursery manager. Copies of the current Employer's Liability and Public Liability Insurance policies are displayed in the entrance hall.
- Where a member of staff, within three months of leaving the employment of Brambles Day Nursery Ltd, is employed by a parent/guardian to care for their child, who was previously registered at the nursery, then the parent/guardian will be liable to pay to Brambles Day Nursery Ltd a sum equivalent to three month's salary for the employee at the time their employment with Brambles Day Nursery Ltd terminated.
- If your child becomes ill during a nursery session the nursery manager will contact the parent/guardian. Parents/guardian are required to notify the nursery manager if your child is absent from nursery through sickness. A full copy of the nursery's infection control policy is available in the Parent Information Booklet. The parent/guardian has a responsibility to notify Brambles Day Nursery of any change of work place, home address or contact telephone number.
- Parents/guardians collecting children late from the nursery will be subject to a surcharge, details of which are published in the Parent Information Booklet. Charges are made for every 15 minutes or part thereof. Please also be aware that the nursery has to be vacated by the designated closing time.

I enclose £25 refundable registration fee. Please make cheques payable to "Brambles Day Nursery"  
I wish to apply for admission of the child named overleaf to the nursery. I have received and read the Terms and Conditions of registration, and agree to comply with them.

Parents Signature.....Date.....

**OFFICE USE:**

Registration Fee		Received
Parent Information Booklet	Sent	Received
Settling In Questionnaire	Sent	Received
Child / Family Profile	Sent	Received
Standing Order Mandate	Sent	Received
Parent Contract	Sent	Received

