

REGISTRATION FORM

*** Parental Responsibility**

Name.....

Signed.....

***Please indicate above who has Parental Responsibility.**

EMERGENCY CONTACTS

Please give details of persons who live within the local area, who can be contacted in an emergency, if parents are unavailable. Please place them in the order in which you wish them to be contacted:

1. Surname Forename

Relationship to child

Address

..... Postcode Home Telephone

Mobile

2. Surname Forename

Relationship to child

Address

..... Postcode Home Telephone

Mobile.....

Name of adults permitted to collect your child from the Kindergarten.

Name.....

Name

Name.....

Name.....

HEALTH/WELFARE

Doctor.....

Address

Health visitor

.....Postcode.....

Tel. No.

Medical Information

Does your child have any medical conditions we should know about. If so please describe

.....

.....

Are there any medicines your child takes regularly eg for asthma or life threatening conditions eg. allergic reaction requiring epi-pen ?.....

If yes, please contact the Kindergarten for a copy of the Administering Medicines Policy and to discuss this with the Manager. Please note that no medicines can be administered without prior consent.

CONSENT TO EMERGENCY MEDICAL TREATMENT

I consent to any emergency medical treatment necessary during the course of my child's attendance at the kindergarten. I therefore authorise the teacher to sign on my behalf any written form of consent required by the medical authorities concerned should the delay required to obtain my signature be considered by the medical authorities likely to be prejudicial to my child's health and safety.

Is there any food that your child must not eat?.....

SCHOOL TRIPS

To support our curriculum provision, we occasionally take small groups out into the local environment. Recent trips include a visit to Marble Hill Park and colour and number walk. We take children on a ratio of one adult to two children. Do we have permissions to take your child out on such a visit?

YES/NO (Please circle your response)

Language spoken at home

Has your child been to any other playgroup/pre-school group?.....

Ethnic origin (Please circle response)

White

British

Irish

Traveller of Irish heritage

Gypsy/Roma

Any other White background

.....

Asian

Indian

Pakistani

Bangladeshi

Any other Asian background

.....

Black or Black British

Caribbean

African

Any other black background

.....

Chinese

Mixed

White and Black African

White and Asian

Any other mixed background

.....

Any other ethnic background

Name of infant school you hope your child will attend

Any other information which may be relevant to ensure that the Kindergarten meets your child's needs

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.....

I have read the Kindergarten's prospectus and confirm acceptance of the Terms and Conditions.

To register, please sign and date this form, the terms and conditions (set out below) and send it with your cheque for £135.00 (payable to S & S Education Limited), being a deposit of £100.00 held against the final term's fees and a non refundable registration fee of £35.00. Please send to 38 Cambridge Park, East Twickenham, Middlesex TW1 2JU or transfer via BACS to Santander - S & S Education Ltd - Account Number : 39891138 - Sort Code: 09-01-27. Parents are kindly requested to give a term's notice, in writing, before removing your child from the Kindergarten, otherwise the terms fees are payable.

Signature of Parent/Guardian ;

Date;

.....

TERMS AND CONDITIONS

Confirmation of Place

Your child's place will be confirmed in writing. This confirmation will include details of your child's allocated sessions, dates of home visit and commencement date.

Policy Documents

The Kindergarten has formulated a comprehensive set of policies and procedures to which we adhere. Parents /carers are requested to read these prior to your child's attendance. The Safeguarding Policy is the most important and will be sent to you once the home visit has been carried out.

Nursery Fees

Fees are payable prior to attendance either half termly or termly in advance (unless they are paid by monthly Nursery Vouchers). The initial deposit of £135, (including a £35 registration fee) is paid to secure your child's place, £100 being held on account and refunded following transfer to school and on payment of all other fees due. Deposits are not refundable if a place has been offered and the place is not taken up.

If you wish to accept the sessions offered a further deposit of £250 is payable which is held against the first term's fees.

The Nursery Education Grant for 3 and 4 year olds is available to parents/carers from the term after your child turns three and this is reflected in our billing arrangements. If your child is offered a Funded 2 year old place this does not automatically continue through to the 3 and 4 year old NEG. You will be asked to complete a declaration form the term before your child turns 3. The Grant for the financial year 2016/2017 is calculated at £3.62 per hour for a maximum of 3 hours per session. As sessions at Windsor Kindergarten are for longer than three hours, parents will be charged an additional fee in order for the Kindergarten to remain sustainable and to cover the higher ratio and more qualified staff than required by Ofsted.

All Nursery Education Grant Funding will be deducted from your Invoice.

Fees are reviewed at the start of each academic year.

If the Kindergarten fees remain outstanding for a period of two weeks after the start of term, the Kindergarten reserves the right to charge a late payment fee of an additional 5%. If persistent non payment continues we will follow the procedures outlined in our Non-Payment Policy.

Attendance and Absence

All children should attend regularly at the sessions booked. Notice should be given in advance of absence for holidays, appointments etc. and as soon as possible in case of illness. Fees will be charged at the full rate for any periods of holiday or sickness.

Cancellation of Place/Changing days of attendance

If at any time you should decide that you no longer wish to retain you child's place at the Kindergarten or you wish to de-crease your child's sessions a minimum of one term's notice in writing will be required or a terms payment in lieu.

Unforeseen Closure

In the event of closure of the Kindergarten due to extreme weather conditions, transport difficulties, flooding, loss of utility supplies, heating failure or other causes beyond the reasonable control of the Director, the Kindergarten will close and the parent/carers accept that no refund of fees will be made. This is due to continued operational costs of the Kindergarten.

Outings

The Kindergarten occasionally organises outings further afield , for example, Kew Gardens and Garson Farm. Parents/carers are encouraged to participate and each child must be accompanied by a parent/carer who is responsible for their own child. The parent/carer accepts that no refund of fees will be made on these occasions.

Sickness/emergency treatment

Children must not attend the Kindergarten while they are unwell or suffering from a contagious illness or infection. In the event of a child becoming ill whilst at the Kindergarten, the parent / carer will be contacted to arrange to take their child home.

In the case of an infectious illness the recommended exclusion time must elapse before the child can be readmitted to the Kindergarten. The Kindergarten will adhere to the guidelines provided by the Health Protection Agency. In the case of an emergency the Kindergarten will contact the appropriate health professionals. If attendance at a hospital is required a senior member of staff will accompany the child and remain with the child until the child's parent/carer arrives. The Kindergarten will continue attempts to make contact with the parent/carer, if they have not been able to reach them immediately.

Complaints procedure

The Kindergarten has a complaints procedure. A copy of this is held in the Kindergarten, in compliance with Ofsted requirements.

Ofsted Registration

The Kindergarten is registered with Ofsted and complies with all Ofsted policies and procedures.

The Kindergarten reserves the right to change the above Terms and Conditions as and when the need arises. One month's notice will be given in writing to notify parents/carers of any changes.

Agreement

As parent/carer, I acknowledge that I have read and agree to the Terms and Conditions set out above.

Name

Parent/Carer 1

Signature.....Date.....

Name

Parent/Carer 2.....

Signature.....Date.....