3-7 Bombay Street, Bermondsey, London, SE16 3UX

website:safehavennurseries.co.uk email:info@safehavennurseries.co.uk
Telephone: 0208 050 0014

REGISTRATION FORM

The Nursery is open Monday to Friday from 7am to 7pm for 51 weeks. We are closed the week incorporating Christmas and the New Year.

Please complete the form below in its entirety, inserting N/A where not relevant to you or your child.

NURSERY PLACE REQUIREMENT(S)					
Childcare Start Date					
Childcare Requirement(s)	Nursery			Pre-School	
Days	Monday	Tuesday	Wednesday	Thursday	Friday
Sessions	7am - 7pm	8am – 6pm	7am – 1pm	8am – 1pm	
	1pm – 6pm	1pm – 7pm			
Payment	Private	Vouchers	Government Funded 15 hours	Government Funded 30 hours	

Please complete this form and return it with a registration fee of £75 (Non – refundable).

Once you receive the offer letter confirming a place for your child at the Nursery, complete, sign and return Acceptance Form with the appropriate deposit and/or fee in order to secure your child(s) place at the Nursery.

Should you fail to confirm your acceptance and pay the deposit within five calendar days, we shall assume that you no longer require a place at the Nursery and remove your child(s) name from the waiting list and this place may be allocated to another child.

Fees are payable throughout the year by Direct Debit or Standing Order with the exception of the first month's fee which will be made by direct payment into the Nursey's bank account two weeks prior to your child's start date at the Nursery, but no later than the 15th of the month. Direct Debit will then be collected monthly in advance on the 15th of each month. All payments via Standing Orders are to be received by the Nursery by the 15th of each month.

The deposit will be returned in full providing the required notice stated in your contract has been given, and all fee payments are up-to-date otherwise the debt will be deducted from the deposit.

THE PERSON COMPLETING THE FORM MUST BE SOMEONE WITH PARENTAL RESPONSIBILITY

CHILD'S DETAILS			
Full Name			
Known As			
Date of Birth			
Age		Gender	
Home Address			
Religion		Ethnicity	
Other Languages(s) Spoken at Home			
Password for Collection			
PARENT(S) / CARERS DETAILS			
First Parent Name			
Home Telephone		Work Telephone	
Mobile Number			
Email			
Home Address			
Occupation			
Best Time to Contact You			
Parental Responsibility			
Second Parent Name			
Home Telephone		Work Telephone	
Mobile Number			
Email			

Home Address				
Occupation				
Best Time to Contact You				
Parental Responsibility				
EMERGENCY CONTACTS				
Full Name (*Provide ID when collecting child)*				
Address				
Home Telephone		Work Telephone		
Mobile Number				
Email				
Full Name (*Provide ID when collecting child*)				
Address				
Home Telephone		Work Telephone		
Mobile Number				
Email				
DOCTOR'S DETAILS				
Name				
Address				
Telephone				
Health Visitor Name		Telephone		
Social Worker Name		Telephone		
Dentist Name		Telephone		
Please circle any of	Measles	Tetanus	Polio	Whopping cough
The immunizations already taken	Diphtheria	MMR	BCG	HIB
Is your child up to date with Immunizations				

(Child's Red Book is required at time of Registration)	
Medication (Please see our medication policy)	
Does your child require any medication?	
Allergies	
Does your child have any allergies?	
Does your child have any special dietary requirements?	
Does your child have any medical needs or ongoing illnesses?	
CHILD'S INTERESTS	
Please list any interest that your child has or special toys?	
Does your child use a comforter?	
ADDITIONAL NEEDS	
Please state if you feel your child requires any additional needs or support	
Is there any special need statement agreement between social services and yourself? YES/NO (If yes, please confirm that you agree for us to have a copy of the statement on the child's title to enable us continue monitoring the needs in the statement if needed).	
Is there any other information you would like to share with us about your child?	

CONSENT	
Please answer YES/NO to the following consents	
Child's participation in local Nursery outings	YES/NO
The nursery holding personal information (paper and computer based**)**	YES/NO
Sharing information with other professionals in the interests of your child's well being e.g. Health visitor or Speech Therapist	YES/NO
Photography to be used in-house only e.g. photo observations for child's folder or Nursery App	YES/NO
Photography to be used in Nursery publicity material, including on the internet (children's names will **NOT** be used on any website or in any publicity)	YES/NO
First aid and emergency medical treatment including the administration of paracetamol should your child's temperature rise suddenly.	YES/NO
Use of child's own provided sun cream, nappy cream, and other creams/lotions	YES/NO
Use of plasters	YES/NO

Signature……. Name…….. Date……

FOR INTERNAL USE ONLY	
Amount to be paid (£)	
Details checked by	
Birth Certificate seen	
Red Book seen	
Parent ID seen	
Proof of Address	
Funded Reference Number provided (2yrs 15hrs/ 3 & 4yrs 30 hrs.)	YES/NO/N/A
Evidence seen	YES/NO

TERMS & CONDITIONS

FEES & INVOICES

1. Nursery Fees are payable in advance by Standing Order to be received by the Nursery on the 15th of each month for the following month, or to be taken by Direct Debit where this method of payment is required by the nursery. The nursery's Bank Account details for payment by Standing Order are:

   Account Name: SAFE HAVEN NURSERY AND LEARNING CENTRES LIMITED

   Account Number: 43878473

   Bank: BARCLAYS BANK

   Sort Code: 20-00-77

   We also accept childcare vouchers. We offer government funded places for eligible children.

2. A late payment fee will be charged at £30 a day until the outstanding Nursery fees are paid in full. Any parent or carer whose Nursery fees remains after the 5th day without prior agreement of the Nursery Manager, risks their child's place at the nursery being withdrawn. Any payment that is cancelled or returned from the bank unpaid will incur an administration charge.

3. Where two or more siblings are in attendance at the nursery for a session of 3 full days or more, a 10% sibling discount is applied to the Nursery fee for the eldest child. All discounts are applied to core childcare provision only and do not apply to extra sessions and other services.

4. Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for missed sessions due to sickness or holidays or unavoidable nursery closure. If you expect to be late collecting your child, please notify the nursery as soon as possible. There is a late collection fee charge at £20 per every 15 minutes after the first 10 minutes if you are more than 10 minutes late 3 times or more in one month, you will be charged from the first 15 minutes and so on, to cover emergency staffing and other arrangements, a separate invoice will be sent for late collection.

5. In case of default on payment, the nursery reserves the right to apply a £50 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate.

6. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The nursery will give parents and carer one month's notice of increase of Nursery Fees which will normally be reviewed in September.

OPENING TIMES

1. The nursery sessions run from 7am to 7pm, Monday to Friday

2 The nursery is open all year except for bank holidays, Christmas to New Year closure.

TERMINATION, CANCELLATION AND CHANGE OF SESSIONS

1. Parents / Carers are required to provide the nursery with a term's (3 months) written notice for the termination of their contract with the nursery or for a change in the services provided to their child. The nursery will confirm receipt of the termination or amendment notice in writing to parents within 5 calendar days of receipt. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is 1(one) month. If the parent changes the notified start date, we reserve the right to change from the original start date notified on the Child Registration Form.

2. The nursery reserves the right to terminate its agreement with you with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause.

3. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard term's written notice will appl

INSURANCE

The nursery has extensive insurance cover for nursery-based activities and outings. The Certificate is displayed on the nursery parent's board.

PERSONAL PROPERTY AND BELONGINGS

1. The nursery cannot be held responsible for any loss or damage to any parent's, carers' or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

2. Children are not allowed to take their own toys to nursery as this will avoid disagreements between children. Safe Haven Nurseries are not responsible for loss or damage to any toys taken to nursery. Toys taken to nursery will be sent home with parents or returned at the end of the day to parents.

LIABILITY

1. The Nursery accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or non-admittance of your child to the nursery for any reason.

2. We accept no responsibility for children whilst in their parent's care on nursery premises.

ACCIDENTS AND ILLNESS

1. The nursery reserves the right to administer First Aid, and any other emergency treatment as required.

2. Parents will be informed of all accidents and will be asked to sign an Accident Record Form. If emergency treatment at hospital is required, the nursery will make all reasonable attempts to contact the parents but if this is not possible, we are authorized to act on behalf of the parents and authorize any necessary emergency treatment.

3. We will administer prescribed medicines only if parents have competed a Medicine Consent Form.

4. We may require parents to withdraw their child from the nursery in the event that they require special medical care or attention which is not available or refused by parents, or it is considered that the child is not well enough to attend nursery. We may also ask parents to withdraw their child from nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our government guidance on infectious illnesses and diseases regarding exclusion and incubation periods by which we are bound.

5. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery.

6. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

AGREEMENT

1. These Terms & Conditions and the nursery's policies (as amended from time to time) represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied, are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at any time.

2. One month's notice will be given of any changes made to these Terms and Conditions.

The nursery is operated by Safe Haven Nurseries & Learning Centres Ltd.

I have read and understood these Terms & Conditions and agree to be bound by them.

Signature (Parent / Carer) ……..

Print Name: …….

Date: …….

Signature (Parent / Carer) ……..

Print Name: …….

Date: …….