

Date received:



REGISTRATION FORM (please use capitals)

Child's surname:

Date of birth:

Child's forename:

Male/Female (please circle)

Preferred name:

Home address:

Post code:

Home Tel no:

Religion:

Ethnicity:

First language:

Other languages:

Mother's/key carer's name:

Mother's/key carer's home address:

Post code:

Home Tel no:

Mobile no:

Email address:

Mother's/key carer's work address:

Postcode:

Work Tel no:

Father's/key carer's name:

Father's/key carer's home address:

Postcode:

Email address:

Home Tel no:

Mobile No:

Work Tel no.

Father's/key carer's work address:

Postcode:

Doctor's name:

Doctor's address:

Postcode:

Tel No:

IN CASE OF EMERGENCY WHO SHOULD BE CONTACTED FIRST? (Parents will be contacted first, please provide another)

Name:

Tel No:

Relationship with child (eg: aunt, uncle etc):

Alternative Name and Tel No:

Relationship with child (eg: aunt, uncle etc):

Are there any health conditions which may affect your child?
Yes/No (**please circle**)

If yes please specify the nature of the condition:

Does your child have any dietary requirements or food allergies, if yes please specify:

Has your child **had** any of the following: Measles [] Mumps [] Chicken poxs [] German measles [] Scarlet fever []

Has your child been **immunised** against the following: Diphtheria [] Polio [] Tetanus [] Whooping cough [] MMR []

Sessions Required: (please tick)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 7.30am – 12.30pm					
Afternoon 1.00pm – 6.00pm					
Full day					

Could you be flexible on days and sessions (if it is not a full time place)?

Start date required:

Phasing in date* (official use):

Please specify who will be dropping off/picking up your child from the nursery on a regular basis

Dropping off name:

Relationship to child

Picking up name:

Relationship to child:

(If not yourselves) I/We _____ hereby give permission for the above named person/s to collect my child from Pre School Academy nursery

(Please sign)

(Please sign)

How do you hear about us?

We agree to abide by the terms and conditions and agree to follow Policies and Procedures specified by Pre School Academy Nursery

Parent/key Carer 1 (please sign)	Date:
Parent/key Carer 2 (please sign)	Date:

£75 Non-Refundable Registration Fee and a 2 week deposit of your childs monthly fees will have to paid once you have been offered a place.

Registration fee enclosed: £ _____ (Cash/Cheque /Bank transfer)
Date received (official use): _____

Deposit enclosed: £ _____ (Cash/Cheque/ Bank transfer)
Date received (official use): _____

Official use only

PLEASE KEEP THIS; DO NOT RETURN WITH FORM

Pre School Academy Terms and conditions

Registration

Once you have been offered a place at PSA, a non-refundable fee of £75 is required and a 2 week deposit of your child's monthly fees will secure your place with us.

Minimum booking

The minimum number of sessions/days your child should attend nursery for is: 4 sessions (am or pm) or 2 full days.

Nursery fee's and charges

The nursery closes for 3 days between Christmas and new year and is closed all bank holidays. We are closed for two staff training days (one at the beginning of the year and one towards the latter part of the year). Reasonable notice will be given of training dates.

Nursery fees are calculated over 51 week's of the year. **Please note we do not charge for the 3 days closure between Christmas and New Year's and the two staff training days.**

Nursery fees are payable on the 5th of each month. Please set up a standing order of the monthly fees and **put your child's full name as reference.**

Additional sessions/hour is charged on top of your child's normal monthly sessions.

Pre School Academy reserves the right to increase fees at any time upon given prior one month's written notice.

No refund will be given in the event of the child/ren's absence due to illness, holiday or closed due to unforeseen circumstances.

A late fee will be charged if parents/carers are late to collect their child of £15 every / or part of **15minutes**. An invoice will be given.

Deposits

Once a place has been offered, to secure this place we require a two week deposit of your child's monthly fee's. The deposit is held as a retainer until your child leaves the nursery. (Please note: once your child starts the nursery the deposit is only refundable after three month's attendance, and we still require one months written notice if you require to terminate your place). If you terminate your child's place before their start date your deposit will be non-refundable.

Arrears

If there are any outstanding fees at any time the nursery reserves the right to immediately suspend or terminate childcare services for the child until the position is rectified. Any cost incurred as a result of suspension or termination will be paid for by the parent/guardian of the child.

Cancellation of place

If a place is offered to parents/carers they have one week from the date of offer to accept/decline their place at the nursery. After the one week period if we do not hear from the parent/carer the place will be terminated.

Leaving the nursery

We require a month's written notice should you wish to terminate your nursery place for any reason. If you wish to decrease your child's day/sessions (but still abiding to our minimum requirements) we require one month's written notice.

Infections & Illnesses / Medication

Pre School Academy cannot normally undertake the care of sick children. The nursery must be informed of any absence via email or telephone call.

In the interest of other children and staff it will be necessary to exclude any child who have been diagnosed with certain contagious illnesses and diseases (please see our sickness/illness policy and medication policy for further details).

As noted above no refund will be given in the event of the child's exclusion due to illness/sickness.

Opening Times

Pre School Academy is open Monday – Friday 7.30am – 6.00pm (excluding bank holidays and 3 days between Christmas and new years and 2 staff training days).

AM session - 7.30am – 12.30pm

PM session - 1.00pm – 6.00pm

Personal Property

Pre School Academy cannot be held responsible for the loss or damage of any item on the premises. This also applies to children's clothing and toys as well as motor vehicles, prams and buggies. Every reasonable effort will be made by the nursery staff to ensure the children's belongings are not lost or damaged.

- Please ensure your child's items/clothing/shoes etc are labelled clearly.

Sibling discount

Sibling will receive 5% discount. Please note these are ONLY for the same days both children attend.