

Registration Form

Full time Contract/Term Time Only*

*Please delete

Child's Details

Forename: _____ Surname: _____

Date of Birth: ____/____/____

Has a sibling attended this Nursery before? YES/NO (if yes please give name) _____

Attendance

When would you like your child to start attending the nursery? From _____

		Monday	Tuesday	Wednesday	Thursday	Friday
Full Day	8am-6 pm					
Extended	7am-7pm					
Morning	8am-12.30 pm					
Afternoon	1.30pm-6 pm					
Mid-day	9am-3.00pm					

Parent Details

Home Address: _____

Post Code _____ Home Tel. No: _____

Mother's Full Name:

Day Time Tel. No:

Place of Work or Employer

Father's Full Name:

Day Time Tel. No:

Place of Work or Employer

Registration

I/We have read and accept the terms of attendance and wish to enroll my/our child on the waiting list for the attendance indicated. I/we have enclosed a non-refundable registration fee of £40 on the understanding that this does not secure a place. Please make cheques payable to Tiny Toes. *If you do not accept a place when it is offered, we can put your application form on hold. If we do not hear from you again within 6 months we will presume that the place is no longer required and your application form will be destroyed.*

Signed _____ Mother/Guardian ____/____/____

Signed _____ Father/Guardian ____/____/____

Tiny Toes, Homefield Business Park, Haverhill, Suffolk, CB9 8QP

TINY TOES TERMS OF ATTENDANCE

GENERAL TERMS

1. These terms of attendance are an agreement between the Parents/Guardians of the child and Tiny Toes Childcare Ltd. The Parents/Guardians signing these terms are responsible for payment of the account.
2. Tiny Toes adhere to a number of external standards and have a documented quality system which sets out the organisations policies, procedures and details of the quality records kept. A copy of each document is available in the nursery for parents to view at any time.
3. Children should be dressed suitably with coats and bags clearly named. The nursery may not be held responsible for damage to clothing, which can occur when children enjoy play activities such as painting, gluing or outdoor games. Children are encouraged not to bring sweets or toys to the nursery.
4. There are occasions when we take photographs of activities to use in wall displays and publications such as our newsletter. Please indicate in writing if you do not give consent.
5. Children frequently become upset if their routine is changed. It is therefore important to collect your child on time. An additional charge of £10 for each 15 minutes will be made.
6. Relationships with a Tiny Toes team member beyond the workplace can undermine our team's ability to maintain a purely professional relationship and for this reason baby sitting for a parent of the nursery is not permitted.
7. Parents agree that during the time their child attends Tiny Toes and for a period of six months afterwards, they will not solicit or employ Tiny Toes Team Members.
8. Any breach of these terms will be treated seriously. Tiny Toes reserve the right to terminate the place with immediate effect and the Manager's decision on all matters is final.
9. These terms are reviewed regularly and may be updated. An up to date version is available upon request or via the Tiny Toes website.

FEES

1. A non-refundable registration fee of £40 is payable to enroll your child on the waiting list, this does not secure a place. (Not required for some places which are accessed through an agreement with an Employer.)
2. Fees remain payable during any period of closure due to reasons of force majeure such as extreme weather, loss of heating, lighting, fire, flood or industrial action and non-admittance of a child for any reason.
3. An administration fee of £25 may be charged if any account is overdue for any reason and interest may be charged at a rate of 5% above the Bank of England base rate.

NURSERY – Regular Monthly Attendance

4. Fees are charged monthly in advance and due on or before the first of each month.
5. To accept the offer of a monthly place, return a completed registration form with a deposit equal to one month's fees.
6. One month's written notice, to expire at the end of a calendar month is required to alter the pattern of attendance or on leaving the nursery. At least a full term's notice is expected when leaving to start school.

NURSERY – Term Time Only Attendance

7. Fees are charged for each half of the three school terms and are due on or before the first day or each half of the term.
8. To accept the offer of a termly place, return a completed registration form with payment for the first half of the term's fees to secure a place.
9. One half term's written notice, to expire at the end of the half term is required to alter the pattern of attendance or on leaving the nursery.

ACTIVITY DAY CAMPS – Before And After School

10. Places are offered for a regular pattern of attendance each week for the duration of the school term.
11. Fees are charged for each half of the three school terms and due on or before the first day of each half of the term.
12. One half term's written notice, to expire at the end of the half term is required to alter the pattern of attendance or on leaving the before or after school day camp.
13. Parents must notify the day camp before 2 pm if their child will not be attending on any that they are expected.

ACTIVITY DAY CAMPS – School Holidays

14. Children must be of primary school age, which means they may attend the holiday before they start school and up until their 13th birthday.
15. Places are allocated each holiday on a first come, first served basis.
16. Place can be booked at reception by submitting a booking form along with full payment.
17. All bookings take two working days to process after which confirmation will be sent by post. In the event that the days you have requested are fully booked by the time we receive your payment you will be altered as soon as possible and refunded in full.
18. Once a booking has been accepted the place is secure for your child, there will be no refund and places are non-transferable.

HEALTH & SAFETY

1. Parents arriving by car must park safely and vehicles are parked at the owner's risk. Always be vigilant and never leave doors or gates leading to the nursery of day camps open.
2. Parents are reminded that only they or persons they have previously authorised may collect their child. Please do not allow other parents or visitors to enter the premises as you leave as access must be controlled by a member of staff.
3. Children should be fully vaccinated for their own protection and the protection of others who are either too young or unable to be vaccinated. However, this is not a condition, so parents should be aware that there may be children attending that have not been vaccinated.
4. Parents are responsible for ensuring that the nursery or day camp has up to date information about their child's medical, dietary and development needs. The Manager must be notified if a child contracts and infectious or notifiable disease. Children may not attend while they are infectious.
5. Children's illness and all accidents are recorded in the Children's Accident book. The team are trained to provide basic care and first aid but should a child's condition require more immediate, qualified attention and a parent is not contactable or would take too long to collect their child, the team will seek immediate medical attention and remain with the child until the parents arrive.
6. Tiny Toes only use transport that is licensed by the Local Authority and operated in accordance with the Code of Practice for School Transport.
7. Within the nursery, Tiny Toes will administer prescribed medicines if the Manager considers that the Team have been given sufficient information and training to do so. A temperature reducing medicine such as Calpol may be given as a single dose in an emergency where Parents have given prior written consent. Tiny Toes do not administer any medicines to children attending the activity day camp. The team will assist children with their treatment if they have a long term medical condition such as asthma or diabetes providing Parents' provided written instructions in advance.