

Registration Form

We hope that you had a chance to visit the nursery and have seen our child-centred approach in action. If you have not yet had the opportunity to visit, please contact the nursery where you can book a visit on 0121 350 8020. We consider it to be important that you see for yourself how we care for, educate and develop children. This form is intended to be as easy as possible to complete, but if you have any difficulty, please do not hesitate to contact the nursery between the hours of 7.30am - 6.00pm.

Please complete a separate form for each child. This information is essential to us in processing your application quickly and efficiently. Please complete both the yellow and green forms before returning the forms to the nursery, together with your 1 weeks deposit.

Wylde Green Nursery and Pre-School

23-27 Green Lanes Wylde Green Sutton Coldfield West Midlands B73 5JL
Tel: 0121 350 8020 Email: enquiries@wyldegreennursery.co.uk www.wyldegreennursery.co.uk

PARENT'S DETAILS

NAME OF PARENT/GUARDIAN 1 Title. (e.g. Mrs)

Forename: Surname:.....

Address:.....

..... Postcode:

Tel (daytime) Tel (evening) Tel (emergency)

Email:

NAME OF PARENT/GUARDIAN 2 Title. (e.g. Mrs)

Forename: Surname:.....

Address:.....

..... Postcode:

Tel (daytime)..... Tel (evening) Tel (emergency)

Email:

Who has legal parental responsibility for the child?:.....

Please state child's main address:.....

.....

EMPLOYER'S DETAILS

EMPLOYER'S DETAILS - PARENT/GUARDIAN 1

Company Name:

Address:.....

..... Postcode:

Tel:..... Email:

EMPLOYER'S DETAILS - PARENT/GUARDIAN 2

Company Name:

Address:.....

..... Postcode:

Tel:..... Email:

Please complete overleaf



CHILD'S DETAILS

NAME OF CHILD

Date of birth

D	D	M	M	Y	Y

Female

Male

Expected date of birth

D	D	M	M	Y	Y

Place requirements (these will be confirmed to you)

	a.m.	p.m.	Full Day	times		a.m.	p.m.	Full Day	School Day	times
Mon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	:	Tues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	:
Wed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	:	Thur	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	:
Fri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	:						

Pref. starting date

D	D	M	M	Y	Y

GENERAL INFORMATION

How did you hear about Wylde Green Nursery?

Colleague	<input type="checkbox"/>	Newspaper/Magazine	<input type="checkbox"/>	Advertisement	<input type="checkbox"/>
Facebook/Twitter	<input type="checkbox"/>	Wylde Green Parent	<input type="checkbox"/>	Attended Nursery before	<input type="checkbox"/>
NCT	<input type="checkbox"/>	Friend/Relative	<input type="checkbox"/>	PR/Article	<input type="checkbox"/>
Sign at or near unit	<input type="checkbox"/>	Banner	<input type="checkbox"/>	Childrens Centre	<input type="checkbox"/>
WGN presentation	<input type="checkbox"/>	Open Day	<input type="checkbox"/>		
Other	<input type="checkbox"/>	<i>please specify</i>			
Internet	<input type="checkbox"/>	<i>if you used a search engine, please state e.g. Google</i>			
Health Visitor	<input type="checkbox"/>				

SUPPORTING INFORMATION

What were the key factors for you in choosing Wylde Green Nursery for your child?

.....

Which other local childcare providers did you consider?

.....

Other information you feel might assist us?

.....

Thank you for your assistance

DECLARATION

I have received a copy of the registration and pricing documents and agree with the conditions contained in them.

Parent/Guardian 1 Signature

(1)

Date

D D M M Y Y

Parent/Guardian 2 Signature

(2)

Date

D D M M Y Y

Please send this completed form together with the fully completed signed Agreement form to the nursery.

Day Nursery Agreement

Date of issue

Between:

(1) **Wylde Green Nursery Ltd.** of ("WGN")

and

(2) **The Parent/Guardian or Parents/Guardians of the Child or Children whose names are stated below:**

("The Day Nursery") for the child/children stated below subject to and upon the terms and conditions attached, which shall be deemed incorporated in and form part of this agreement:

Name of Child(ren):

..... **Start Date**

D	D	M	M

Y	Y		

Name of Parent/guardian 1

Title (e.g. Mrs):
Forename: Surname:
Address:
..... Postcode:.....

Name of Parent/guardian 2

Title (e.g. Mrs):
Forename: Surname:
Address:
..... Postcode:.....

The set up of your standing order details can take up to two weeks to arrange by you through your bank. Please provide your debit/credit card details such that, in the event that this delay result in the non collection of your first month's fees, payment can be made. If at any time you do not provide the one month notice required to terminate this agreement or do not pay outstanding fees we reserve the right to collect any funds due.

This section MUST be completed.

Name of Card Holder Expiry Date

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Card Type

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 Card Number

--	--	--	--	--	--	--	--	--	--	--	--

 Security Code

--	--	--

Acknowledgement of Terms and Conditions

Parent/Guardian 1 Signature

(1)

Date

D	D

M	M

Y	Y

Parent/Guardian 2 Signature

(2)

Date

D	D

M	M

Y	Y

Signature on behalf of Wylde Green Nursery Ltd.

..... Date

D	D

M	M

Y	Y

Please return this form to the nursery together with the Registration form, Registration fee & deposit to reserve a place



Terms & Conditions

1. DEFINITIONS

Words & expressions used in the Day Nursery Place Agreement have the following meanings, except where the context otherwise requires;

"Agreement" - the Day Nursery Place Agreement, of which these terms and conditions are a part

"Child" - a child occupying a place at the Nursery, and "Children" shall be construed accordingly

"Day Nursery" - Wylde Green Nursery and Pre-school

"Parent" - the parent(s), the parent's partner, or guardians of the child

"Payment Date" - the first working day of each month following the start date, on which the place fee is payable in advance

"Place Fee" - the monthly sum payable in advance by the parent

"Start Date" - the date on which the Child commences attendance at the Day Nursery

2. OBLIGATIONS OF WYLDE GREEN NURSERY

WYLDE GREEN NURSERY will make available appropriate premises and early years staff for the Day Nursery and shall;

- 2.1 ensure that such premises comply with all relevant legal requirements in respect of the provision of child day care facilities
- 2.2 implement the educational program for children attending the nursery within the statutory guidelines for Early Years
- 2.3 ensure that the Day Nursery shall be open Monday to Friday, 52 weeks of the year, except on Public and Bank Holidays and staff training days. The Day Nursery is open between the hours of 7.30am and 6.00pm.
- 2.4 provide other educational settings and external professionals with information regarding the Child when required to do so by current legislation.

3. OBLIGATIONS OF THE PARENT

Both Parents or the Sole Parent must sign the agreement and shall;

- 3.1 answer fully and frankly all questions set out in WYLDE GREEN NURSERY registration documents and WYLDE GREEN NURSERY will be entitled to rely on all of the answers contained therein.
- 3.2 pay the Place Fee promptly in accordance with the terms of Paragraph 5
- 3.3 inform WYLDE GREEN NURSERY in writing of any food, medicine, activity or other circumstances that may cause the child to have an allergic reaction. Provide details of the severity of the allergy, and continue to update WYLDE GREEN NURSERY in writing with any information as to the severity or range of the allergy as the Parent becomes aware.
- 3.4 notify WYLDE GREEN NURSERY when the child is suffering from any illness, sickness or allergy before bringing the child onto the Day Nursery premises.
- 3.5 provide the Day Nursery with all necessary prescribed medication and treatment aids for the Child and explain

the procedure for their use where WYLDE GREEN NURSERY personnel have agreed to administer them.

- 3.6 provide suitable, clearly labelled indoor and outdoor clothing for the Child.
- 3.7 provide a phone number and email address where the Parent may be reached at all times whilst the Child is at Day Nursery and update WYLDE GREEN NURSERY should there be any change to these numbers.
- 3.8 provide details on whom the child resides with and who has legal parental responsibility for the child
- 3.9 provide a written list and photos of responsible adults who are authorised to collect the Child from the Day Nursery, and ensure that a responsible adult attends the Day Nursery at the agreed time to collect the Child.
- 3.10 permit, and hereby authorise, WYLDE GREEN NURSERY personnel to arrange for the Child to receive medical treatment in their absence in the case of an emergency.
- 3.11 permit, and hereby authorise, WYLDE GREEN NURSERY personnel in its sole discretion to seek medical assistance for the Child where the Parent cannot be contacted for prior approval.
- 3.12 consent to the holding and processing of personal data relating to the Child and Parent in accordance with the Data Protection Act 1998. Agree that, from the date of this agreement and during its term and for six months after its termination, the Parent will not directly or indirectly (via an agency) employ staff with whom they have had contact or dealings, without the written consent of WYLDE GREEN NURSERY. In the event that a Parent does directly or indirectly employ WYLDE GREEN NURSERY staff member, a figure representing 25% of their salary may be payable.

4. CHILDREN

- 4.1 WYLDE GREEN NURSERY may require the Parent to withdraw or remove the Child from the Day Nursery, as soon as reasonably practicable, under the following circumstances;
 - 4.1.1 the child requires special medical care or attention which is not available at the Day Nursery or which is refused by the Parent.
 - 4.1.2 WYLDE GREEN NURSERY has reasonable cause to believe that the Child may be suffering from a contagious disease, and there remains a danger that other children at the Day Nursery may contract this disease.
 - 4.1.3 the Parent has not been completely open about the Child's condition, or withholds, or is subsequently found to have withheld, important information.
 - 4.1.4 the Day Nursery Manager reasonably deems the child to be disruptive and a risk to others
- 4.2 The Parent shall not be entitled to any refund of Place Fee when a Child is absent from the Day Nursery for any of the reasons stated in paragraph 4.1.

5. FEES

- 5.1** Prior to the Start Date, the Parent shall complete and return to WYLDE GREEN NURSERY a standing order mandate in respect of the Place Fee and shall ensure that the mandate is honoured on every payment date. Except where a parent reasonably disputes the amount payable, WYLDE GREEN NURSERY shall not be obliged to admit the Child to the Day Nursery, should the Parent fail to pay the Place Fee on any Payment date.
- 5.2** Fees are payable during periods of absence from the Day Nursery, including sickness, holidays and during public and bank holidays and 3 staff training days.
- 5.3** 3% charge on late fees and credit cards
- 5.4** WYLDE GREEN NURSERY reserves the right to review the Place Fee, on giving the parent a minimum of 1 months written notice and will seek to restrict such a review to once per year.
- 5.5** Should any debts be referred to courts, all charges and interest will be payable

6. LIABILITY

- 6.1** Nothing in the Agreement shall exclude or limit WYLDE GREEN NURSERY liability for death or personal injury caused by WYLDE GREEN NURSERY negligence or for fraudulent misrepresentation.
- 6.2** WYLDE GREEN NURSERY shall not be liable to the Parent and/or Child in contract, tort (including negligence or breach of statutory duty) or otherwise howsoever and whatever the cause;
- 6.2.1** for any economic loss of any kind
- 6.2.2** for damage to the Child or Parent's property
- 6.2.3** for any loss resulting from any claim made by any third party or
- 6.2.4** for any special, indirect or consequential loss or damage of any nature whatsoever.
- 6.3** WYLDE GREEN NURSERY will use its reasonable endeavours to keep the Parent's or Child's property in good order but it remains at their own risk. Liability for damage or to destruction of such property is excluded except where caused by WYLDE GREEN NURSERY negligence.
- 6.4** Without prejudice to conditions 6.1 and 6.2, WYLDE GREEN NURSERY liability in contract, tort (including negligence or breach of statutory duty) or otherwise arising by reason of or in connection with the Agreement shall be limited to the greater of the Place Fee or the amount received by WYLDE GREEN NURSERY for the claim under its insurance policy covering such risks. The Parent acknowledges that delay in notifying any claim may prevent the Parent recovering any money under such a policy.

7. Termination, Cancellation and Change

- 7.1** Any postponement of the Start Date for the Child requires four weeks' notice, failing which the Place Fee will be charged from the original Start Date.

7.2 Except where the Parent reasonably disputes the sum payable, WYLDE GREEN NURSERY shall have the right at any time, by serving notice in writing to the Parent, to terminate the Agreement with immediate effect if the Parent fails to pay the Place Fee within seven days of the Payment Date.

7.3 Either party shall be entitled to terminate or change the Agreement at any time, upon giving the other four weeks' written notice.

7.4 If either party is deemed to be in material breach of the Agreement and, following service by the other party of written notice specifying the details of such breach, shall fail to rectify such breach within seven days thereafter, the other party shall be entitled to terminate the Agreement with immediate effect.

7.5 On termination of the Agreement, WYLDE GREEN NURSERY shall refund any remaining Place Fee at WYLDE GREEN NURSERY discretion.

8. WAIVER

The failure or delay by WYLDE GREEN NURSERY to exercise a right or remedy provided by the Agreement or by law does not constitute a waiver of the right or remedy or other rights or remedies.

9. NOTICES

9.1 Any notice to be served under the Agreement shall be sent by 1st Class Post and shall be deemed to have been received by the addressee within 2 days of posting or emailed.

9.2 The Parent shall give notice to WYLDE GREEN NURSERY of any change of address at the earliest opportunity but in any event within 24 hours of such change.

10. WHOLE AGREEMENT

The Agreement represents the entire understanding between the parties. All other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied, are excluded to the fullest extent permitted by law.

11. LAW

The Agreement and these terms and conditions shall be governed by and construed in all aspects of accordance with the laws of England and Wales and these parties submit themselves to the jurisdiction of the English Courts.