

Sticky Fingers



Registration Form

Please answer ALL questions.
Please print or write clearly.

		Date of Birth		
		Day	Month	Year
Child's First Name(s):				
Child's Surname:				
Boy or Girl:	Child's First Language:	Other Languages Spoken:		
Ethnic Background:		Religion:		
Child's Home Address:				
Email Address:				
Full Name of Parent 1:		Full Name of Parent 2:		
Relationship:		Relationship:		
Occupation:		Occupation:		
Contact Telephone Numbers:				
Home:				
Work:				
Mobile:				
Who Has Parental Responsibility?	Parent 1:	Parent 2:	Other	
Name of person who will collect your child on a regular basis:			Password:	
His/Her Tel No:		Mobile Tel No:		
Emergency Contact Tel No (<i>this should be either a friend, neighbour or relative, not a mobile number</i>):				
Brothers and Sisters (<i>please give names and ages</i>)				
Permission For:	Outings:	Photographs in perpetuity:	Photographs on website in perpetuity:	Student & Staff observations:
	Yes/No	Yes/No	Yes/No	Yes/No

YOUR CHILD'S MEDICAL DETAILS

Has your child been immunised for the following (please tick 'Yes' or 'No')

Diphtheria	Yes	No
Whooping Cough	Yes	No
Polio	Yes	No
MMR (measles, mumps, rubella)	Yes	No
Is your child an asthma sufferer?	Yes	No
Does your child take any medication for asthma?	Yes	No
Does your child take medication for any other conditions? Please state what condition and what medication.		
Has your child had their 2 year old check up?		
Child's doctor or Health Practice:	Doctor's Telephone No:	
Does your child have any food allergies?		
Are you in contact with any professionals such as a health visitor, speech therapist, physiotherapist etc?		
Do you give your permission for us to share information with health care professionals? YES / NO		

Attendance Options

Please tick preferred attendance options

	Monday	Tuesday	Wednesday	Thursday	Friday
Full Time (8-6)					
Core Time (9-4)					
Mornings (9-12)					
Afternoons (1-4)					
What starting date do you require?					

DECLARATION

I agree to be bound by the terms and conditions overleaf.

I also give consent for this child to be given emergency treatment if required.

(Please sign and print your name clearly)

Sign:	Print:	Date:
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Please circle your relationship to the child:

Mother

Father

Guardian

Other

(Please state)

For BACS payment of £60 registration fee:

A/C name: Sticky Fingers Day Nursery **Bank Account No:** 30608645 **Sort Code:** 20-90-69 **Reference:** Child's full name

TERMS AND CONDITIONS

1. There is a non-returnable registration fee of £60.00.
2. A deposit of 4 weeks fees is payable 2 months before your start date (where possible). Once your deposit has been paid it will not be refunded if you decide, for any reason, not to take up the reserved place. The deposit goes into a holding account and will be credited to your last invoice providing all payments are up to date and the full 30-day notice has been given in writing. Days when we are closed for holiday are not included in the notice period.
3. Once a start date has been agreed deferment of your place will be at the discretion of the owner.
4. All fees are payable in advance by the 5th of each month. Details for payment are on the invoices which will be emailed to you unless otherwise requested. £25.00 is charged for late payments.
5. Extra hours or days will be charged at the full going rate. i.e. one full time day, one core time day or any extra hours added to your child's usual attendance. Longer term additional days required, due to exceptional circumstances will be charged at a rate arranged by discretion of the owner.
6. We accept Childcare Vouchers. Employers will arrange these and ask you for our "Provider Numbers". Please make arrangements as soon as you know the date that your child will start at our nursery school.
7. No charge will be made for Sticky Fingers' annual holiday closures but Bank holidays outside of these closures will be charged for.
8. There is a reduction in fees due to the FNEP grant shortly after your child reaches the age of three. Fees will be amended the term following their third birthday. We offer both the Universal 15 hours as well as the extra 15 for those eligible through HMRC. Details will be given before your child is 3. These hours are not completely free of charge as we levy an "additional services & hours" package.
9. There will be no refunds for absences, however caused.
10. We charge £30.00 for dishonoured cheques.
11. Fees are subject to periodic review. You will be given one month's notice of any changes to our charges.
12. Siblings: We make no additional registration charge if you would like more than one of your children to attend Sticky Fingers, and there is 10% reduction on your bill if two or more siblings attend the nursery school at the same time.
13. We are only allowed to administer doctor prescribed medicine, which will be written in the medicine book at all times and parents must sign. Antibiotics must have been taken for 48 hours before returning to nursery.
14. Please let us know in advance if your child is to be collected by someone else. The person picking up your child will need to have some form of identification on them saying who they are, or must use a pre-arranged password.
15. For regular collection, by someone other than you, a 'Parental Permission Form' will need to be signed in advance.
16. All food and drinks are included.
17. Nappies are provided free of charge. Pull-ups and other potty training pants must be provided by the parents.
18. Sticky Fingers closes for two days per year (with prior notice) for essential staff training as required by Ofsted. If the training day falls on a day when your child usually attends nursery, all fees are due as normal. If the nursery is forced to close due to adverse weather conditions or an emergency, all fees are due as normal.



FEES CONTRACT

I hereby agree to the following:

To pay the non-refundable registration fee of £60 when sending in a completed registration form.
(Free registration for siblings).

To pay the deposit of 4 weeks' fees two months in advance of my child's start date. I understand that the deposit will be kept in a holding account and applied to my last fee invoice providing all payments are up to date and the correct notice period has been given. A pro rata rate of refund will apply if insufficient notice has been given. If I decide not to start my child at the nursery after paying the deposit it will not be refundable.

To give 4 weeks' notice in writing, either by letter or by email, when my child is leaving. Notice must be given on a weekday and days that the nursery is not open, due to bank and set annual holidays, are not included in the notice period.

To pay the fee invoices in advance which will be issued on the 27th/28th of each month payable by the 5th day of the following month. This includes childcare vouchers and direct debits which will be activated at least a week before so that the funds reach the nursery bank account by the deadline of the 5th.
All references for payments will be my child's full name.

To provide a copy of "proof of birth date" when my child becomes eligible for the Universal funded hours. This will be for the term following my child's third birthday. Details of the funding will be made available to me in the term before my child becomes eligible. The funding will only be applied for if my child attends a minimum of 2 days (either core or full time) or 4 mornings. For the 30-hour funding a minimum attendance of 3 full time or 4 core time days is required.

As a full -time day nursery the government's advertised free hours of childcare have been stretched over the nearly 48 weeks we are open. So, for the Universal funding you have 12 hours and 24 for the extended funding. There is a charge for an additional service package which covers the cost of fully qualified staff to teach the Montessori curriculum, Dance, Music, Drama, French and Yoga. The charge for hours attended over the 12 or 24 hours per week will also be included. No place will be completely free.

To cancel any direct debits or childcare vouchers once my final invoice has been paid. I understand that any payments received by the nursery after this will not be refunded.

Print Name:

Signature:

Date:

Data Protection - I confirm that I have received a copy of your privacy notice and give my consent to be contacted by Sticky Fingers for purposes pertaining to the care, education & protection of my child:

Name of Child: Date of Birth: