



Show around date

Registration Form

Your child's details

Full name: _____

Date of Birth: ____/____/____ (DD/MM/YY) Male/Female (delete as appropriate)

Nationality: _____ Ethnic Origin: _____

Language(s) spoken at home: _____

Home Address: _____

_____ Post code: _____

Home Telephone Number: _____

Second Home Address: (if applicable) _____

_____ Post code: _____

Home Telephone Number: _____

Parent / Carer 1's Details - Contact first in emergency?

Full name: _____ Relationship to child: _____

Mobile number: _____ Work number: _____

Email: _____ (This will be used for newsletters & invoicing)

National Insurance Number: _____ (This will be used for 30 hours funding)

Parent / Carer 2's Details- Contact first in emergency?

Full name: _____ Relationship to child: _____

Mobile number: _____ Work number: _____

Email: _____ (This will be used for newsletters & invoicing)

Additional emergency contact (must be different from carers already listed)

Full name: _____ Password (for collection) _____

Relationship to child: _____

Contact number: _____

Do you give consent for this contact to be used in an emergency? Yes No

Attendance

Requested start date: ____/____/____ (DD/MM/YY)

As we have the ability to be flexible, please fill out the table below and state what days you wish your child to attend and the hours. For example, Mon, 8 hours, 9.00am – 5.00pm

The nursery is open Monday - Friday from 7.30 – 6.00pm.

		Mon	Tues	Weds	Thurs	Fri
Hourly Rate	£10.11					

Please note that rates are reviewed annually and are subject to change.

We offer discounts to serving NHS staff, Armed Forces & Police Force, please bring ID along to nursery

Do you wish to pay by Tax Free Childcare?

YES / NO

Code: _____

Medical Information

Does your child have any additional needs or Special Educational Needs or Disabilities (SEND) that you feel is appropriate for us to be aware of? YES / NO

If Yes, please give brief details so that we may discuss further with you:

Does your child have any allergies or special dietary needs? YES / NO

If yes, please give details:

Does your child require any regular medication? YES / NO

If yes, please give details;

A separate form is required to be completed that gives details of prescribed medication at all times. This will be issued to you for completion in due course.

If you are choosing to opt out of any childhood immunisations, it is your responsibility to inform the Nursery manager.

Consents

Medical (delete as appropriate)

- Do you give consent for your child to receive Emergency Medical Treatment? YES / NO
- Do you give consent for your child to be administered liquid paracetamol if required? YES / NO
- Do you give consent for your child to be administered liquid ibuprofen if required? YES / NO
- Do you give consent for your child to be given liquid antihistamine (e.g Piriton) if required? YES / NO
- Do you give consent for relevant information regarding your child to be shared with other professionals? (e.g. health visitors, speech and language therapists etc.) YES / NO

Sunscreen (delete as appropriate)

- Do you give consent for our practitioners to apply Nursery issue sunscreen to your child? YES / NO

Activities (delete as appropriate)

- Do you give consent for your child to go on nursery trips and outings - duly supervised (this may include travel on the Nursery Transporter fitted with forward facing car seats)? YES / NO
- Do you give consent for your child to go on nursery outdoor play equipment, including trampoline etc, duly supervised? YES / NO

**These consents will be valid for the duration of your child's time at our nurseries from this date.
Consents can be withdrawn or amended at any time in writing.**

I/We confirm that the information provided above is correct and true and point of completion of this form as signed and dated below:

Both parents' / guardians' signatures are required where applicable.

Signature: _____ Name: _____ Date: ____/____/____

Signature: _____ Name: _____ Date: ____/____/____

Other information

Please complete and return this form together with:

- A non-refundable registration fee of **£75.00** and **£100.00** per day deposit (refundable on termination of your child's place)
- Proof of NHS / Military employment where applicable.
- Please bring child's birth certificate or passport (not copies) when returning this form or on the first paperwork visit.

I/We have read and understood the attached full terms and conditions relating to Jubilee Gems and agree to adhere to them.

I/We realise it is our responsibility to inform the nursery, in writing, of all relevant information concerning the care and welfare of our child/ren now and in the future.

Both parents' / guardians' signatures are required where applicable.

Signature: _____ Name: _____ Date: ____/____/____

Signature: _____ Name: _____ Date: ____/____/____

How did you hear about Jubilee Gems?

For office use only

Documentation	Received
Parents Signatures	<input type="checkbox"/>
Signed Terms and Conditions	<input type="checkbox"/>
Proof of NHS/military ID	<input type="checkbox"/>
Tax-Free Childcare / Funding Code:	<input type="checkbox"/>

Original birth certificate/ passport Seen <input type="checkbox"/>
Seen by _____
Assigned room: _____
Signature of Nursery Manager: _____
Date : _____



Terms and Conditions

1) REGISTRATION

To register your child at Jubilee Gems, a non-refundable registration fee of £75 and a refundable deposit of £100 per day booked is payable at the time of registration. The deposit will be refunded when your child leaves the nursery if all contractual obligations have been met.

We require you to complete the entire registration form and forward this along with your registration fee & deposit.

When your registration forms are received you will be notified by email. Your child's details will then be entered onto our Nursery Management System, 'Family', and a Parent Information Pack will be emailed approximately 6 weeks prior to your child's start date. This information is also available on our website

2) YOUR OBLIGATIONS

- i) You shall co-operate with Jubilee Gems in providing such information as we may reasonably require about your child:
- Any known medical condition, health problem, allergy or diagnosed dietary requirement
 - Any prescribed medication
 - Any lack of vaccination which your child would ordinarily have had by their age
 - Any family circumstances or court orders affecting your child
 - Any concerns about your child's safety
 - Your contact details and those of any authorised persons who may collect your child

You must ensure that these details are accurate and keep these details up to date by promptly updating 'Family' whenever they change.

- ii) Jubilee Daycare operates a zero-tolerance policy towards aggressive or abusive behaviour. This includes any personal, abusive or threatening comments, bad language, physical contact, aggressive gestures and sexual harassment. This means that absolutely no abuse of our staff will be tolerated, whether verbal, physical or written. We reserve the right to revoke, with immediate effect, any child's place of any parent or carer behaving in this manner. In some cases, the police will be called.

3) FEES

- i) Fees become payable as soon as parent(s) and the Nursery enter into an agreement with regard to a starting date. Once committed, the place cannot be cancelled without one month's written notice.
- ii) Fees are due on or before the first working day of the month, in advance. Where childcare vouchers or Tax-Free Childcare is used for part or full payment, these are also due in advance on or before the first working day of the month.
- iii) Full fees are payable during periods of absence – either through illness or holiday. Full fees are also payable during public/bank holidays that fall within the term time.
- iv) A 10% discount on your eldest child/ren's fees when there are two or more children attending the nursery. Not available on 'Fully Funded' and Fully Funded 'reduced rate' childcare placements or standard 'ad hoc' sessions.
- v) A 5% discount is applied to children of parents of serving military, NHS or police personnel upon proof of identity/employment. Blue Light cards are not acceptable proof. Not available on 'Fully Funded' and Fully Funded 'reduced rate' childcare placements or standard 'ad hoc' sessions.
- vi) Free Entitlement to Early Education funding (FE) is available at Jubilee Gems for children aged 9 months to 5 years, from the term after they turn 9 months until they leave nursery to go to school. FE is payable 38 weeks per year. If you wish to take up your FE entitlement, you are required to complete and sign a Parental Declaration form on a termly basis, detailing how and when you will take up the FE.
- vii) FE takes no account of additional services & facilities which are provided by Jubilee Gems as standard and inclusive which fall outside the scope of the FE entitlement and, as such, we are entitled to make a charge for additional services and facilities provided during free sessions.
- viii) Jubilee Daycare offers 'Fully Funded' childcare places, which hold no additional charges and exclude access to our additional services and facilities. These places can be accessed free of charge, with eligibility, on a Term Time Only basis in accordance with the delivery of the Free Funding. These sessions are not available to use alongside our standard sessions but do have dedicated 'reduced rate' sessions specifically linked to our 'Fully Funded' offer.
- ix) There is no FE available on Bank Holidays or during the Christmas closure, or on any ad hoc/additional sessions booked. Full fees are chargeable during these times.
- ix) Fees are subject to review annually and are subject to change.

4) SICKNESS

- i) Please do not send your child to Nursery if they are unwell. If your child is unwell you should keep them at home until your Doctor confirms that any risks of infection have disappeared, which would normally be 24 hours for a fever with a temperature of 99.5°F/38°C or above or 48 hours for diarrhoea and/or vomiting. Chickenpox, measles, mumps, meningitis, hepatitis, a virus, or any unexplained rash will require advice from your Doctor regarding return to the Nursery.
- ii) Jubilee Gems should be informed before 8:00am if your child will not be attending due to sickness.
- iii) The nursery reserves the right to request that children be collected if it is felt in any way that they are not well enough to attend.
- iv) Medicines cannot be administered by the Nursery unless requested by Parents on the appropriate form and only if the medicine has been prescribed by a Doctor and is in the original packaging with the pharmacy instructions label attached.
- v) Please advise us of any infectious ailment. If exposure to a contagious disease is suspected, all parents will be informed.
- vi) In the event of missed days or sessions due to sickness, fees will not be refunded as costs of staffing and overheads etc. still have to be met. Sessions and days are not interchangeable.

5) HOLIDAYS

- i) In the event of missed days or sessions due to chosen holiday periods, fees will not be refunded as costs of staffing and overheads etc. still have to be met. Sessions and days are not interchangeable.
- ii) Should it be necessary to hold your child's place at Jubilee Gems in a period of absence of over 4 consecutive weeks, a discount of 75% will be applied to your invoice.

6) TIMES OF OPENING, ATTENDANCE & NOTICE

- i) The nursery is open from 7.30am – 6.00pm. The exception to this is Christmas Eve, when we close at 4.00pm.
- ii) Please abide by the times stipulated in your pre-booked sessions unless changes are approved with either the Nursery Manager or Deputy Managers at your first knowledge of change of requirements.
- iii) A minimum of two 6 hour sessions per week must be booked (this ensures your child settles at nursery).
- iv) We require one month's written notice of your child leaving the nursery or any change of sessions. This helps in adjusting our staff requirements.
- v) Our care and responsibility does not begin until your child is received by a member of the nursery team.

7) CHILD COLLECTION

- i) We will not allow any child to leave the nursery with an adult unless we are completely satisfied with their identity. If any person other than those who normally collect are coming to the nursery we must be informed and we will require evidence of their identity along with a pre-agreed password upon arrival.

8) LATE COLLECTION & LATE PAYMENT

- i) Children collected between 6:00pm and 6:15pm will incur an additional fee of £15.00 and £10.00 for each 15 minutes thereafter.
- ii) If you are more than 15 minutes late for your allocated session pick up time, a charge of the standard hourly rate will be applied within the first hour. Additionally, every hour entered into following this will also be charged at the standard hourly rate.
- iii) Fees are due on or before the first working day of the month, in advance. Jubilee Gems will make an interest charge of 3% per month on late payments, interest shall accrue on a daily basis, from the due date until the date of actual payment. If payment of both the outstanding balance and the accrued interest is not received prior to the end of the month, the following month's sessions will be suspended until payment is received in full. We reserve the right to terminate the contract permanently.
- iv) In the event of a cheque being re-presented or returned by your bank, an additional fee to cover any costs/charges will be imposed.

9) COMPLAINTS PROCEDURE

- i) Should a parent wish to discuss any problems or concerns regarding their child at the Nursery, in the first instance contact the Nursery Manager or the Deputy Managers.
- ii) If the problem cannot be resolved through discussion, the parent must put their complaint in writing to the Nursery Manager, who will then pass this on to Brian Jenkins, the Managing Director.
- iii) Jubilee Gems does not accept any responsibility whatsoever for the loss or damage of personal property brought to the nursery.

10) PRIVACY POLICY

- i) We will respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements. Means of storing and sharing that information take place within the framework of the General Data Protection Regulation and the Human Rights Act.

11) CHANGES TO TERMS AND CONDITIONS

- i) Jubilee Gems may change these terms and conditions where such a change arises from changes in regulations or legislation affecting us or where we deem appropriate.