

## Pepper-Pot Nursery & Baby Unit

(Confidential to the Pepper-Pot)

Please complete this form and return it with the registration fee (£45) and your months fees in advance, along with a copy of your child's birth certificate.

Your child's full name: \_\_\_\_\_ Male or Female  
(as is on your children birth certificate)

Name your child is known as: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Pronouns for your child: \_\_\_\_\_  
(If you put a known as name this is what we will call your child and use on peg etc.)

### Parent/Carer1 (We will call first)

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Work Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

NI or NASS Number \_\_\_\_\_ DOB \_\_\_\_\_

### Parent/Carer2 (We will call second)

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Work Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

NI or NASS Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Which address the child lives at?: \_\_\_\_\_

### Which of these parents/ carers does your child normally live with? (please circle):

Both                      Parent/ carer 1                      Parent/ carer 2

### Which of these parent/ carers has parental responsibility? (please circle):

Both                      Parent/ carer 1                      Parent/ carer 2

### Has any other person parental responsibility for your child? If so please give details

\_\_\_\_\_

Is your child currently attending another nursery/playgroup/crèche?:

\_\_\_\_\_

Name and dates of birth of siblings: \_\_\_\_\_

\_\_\_\_\_

Please give details of other adults who are permitted to collect your child in an emergency (must be over 16 years of age)

#### Adult 1 who can collect in an emergency

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_ Contact Tel No: \_\_\_\_\_

#### Adult 2 who can collect in an emergency

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_ Contact Tel No: \_\_\_\_\_

Dates and details of immunisations and vaccinations received to date:

Medical information/ special needs (e.g. serious illnesses, hospitalisation, health requirements) Is your child receiving any medication or treatment? Please give details:

Is your child: Vegan Yes/ No Vegetarian Yes/ No Pescatarian Yes / No  
 Your child's special dietary requirements or food allergies (a medical letter will be required) or Religion food restrictions:

Ethnic origin: \_\_\_\_\_ Religion: \_\_\_\_\_

Main language/s spoken at home: \_\_\_\_\_

Any other information: \_\_\_\_\_

Festival celebrated at home: \_\_\_\_\_

Name and number of Doctor: \_\_\_\_\_

Name and number of Health visitor: \_\_\_\_\_

Is this Child Subject to a Child Protection Plan or a Looked after Child: Yes / No

If Yes name and Number of Social Worker: \_\_\_\_\_

I would like my child to attend on the following sessions:

Monday Yes / No Session: \_\_\_\_\_ Password: \_\_\_\_\_

Tuesday Yes / No Session: \_\_\_\_\_ (For anyone collecting your child)

Wednesday Yes / No Session: \_\_\_\_\_ 2- year funding

Thursday Yes / No Session: \_\_\_\_\_ Code: \_\_\_\_\_

Friday Yes / No Session: \_\_\_\_\_ 3- year funding

Start date: \_\_\_\_\_ Code \_\_\_\_\_

Consent Information

Please sign to give consent for the following	Signatures:
Outings to go out the building with up to a 1:3 staff ratio	
May have products that contain traces of nuts	
You have read and agree to our GDPR policy	
Photography, including cam cording	
CALPOL will only be given if I cannot be contacted and the nursery Management considers that it is safe and my child's temperature is above 39°	
EMERGENCY PROCEDURE I understand if I cannot be contacted then the nursery will act on my behalf in an emergency	
Use of the nursery provided Sun Cream This will be charged once a year	
I allow my child to have face paints applied	

## **Pepper-Pot Nursery and Baby Unit Terms and Conditions**

### **Admission**

A completed Childcare Agreement Form and Registration fee and deposit are required to secure your child's place.

### **Registration Fee and Deposit**

The registration fee of £45 covers administration and settling sessions. A deposit of a month fees is required at time of booking, this will become your first month's fees.

### **Fees and Invoices**

Childcare accounts are payable monthly, in advance for a calendar month of childcare. Accounts are payable by standing order, cash or cheque made payable to "Pepper-Pot Nursery Ltd". We also accept childcare vouchers.

Invoices will be issued in the week preceding the start of the month and will be due for payment on the 1<sup>st</sup> of the month. Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding after 7<sup>th</sup> of the month. Any parent or carer whose fees remain unpaid after 7<sup>th</sup> of the month, without prior agreement of the Nursery Manager, risks their child's place at the nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a £20 administration charge.

You will pay for all sessions booked regardless of child's attendance 52 weeks per year. No refunds are given for sessions missed due to illness, holidays or unavoidable nursery closure. Including Christmas, Bank holidays i.e. Christmas day, Boxing Day, New Year's Day. Also, any other closure due to unforeseeable circumstances relating to extreme weather conditions, or installations failures (e.g. boiler breakdown)

Please be aware that the number of day's childcare provided each month will vary.

In case of default on payment the nursery reserves the right to apply a £100 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance.

The nursery will give parents and carers one month notice of increase of fees.

### **Late Collection**

Late collecting of your child will be charged at £1 for every minute to cover emergency staffing and other arrangements.

### **Opening times**

The nursery sessions run from 8:00 am to 6:00 pm, we do not offer any childcare outside of these hours. The nursery is open all year except bank holidays, up to one week over the Christmas & New Year period.

### **Termination, cancellation and change of sessions**

One month notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form.

The nursery reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause.

Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

### **Insurance**

The nursery has extensive insurance cover for nursery based activities and outings. Details of the insurance may be requested from the nursery manager. The Certificate is displayed in the nursery.

### **Personal property and belongings**

The nursery cannot be held responsible for any loss or damage to any parents, carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child are not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

### **Liability**

The nursery accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parent's care on nursery premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

### **Accidents and illness**

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required the nursery will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent form.

If you need any help completing this form please make contact

This form must be completed by someone with parental permission

We may require parents to withdraw their child from nursery in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection.

Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery.

The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

**Funding**

We are a stretched setting please see below the hours we offer for funded children per week.

15-hour funding

11 funded hours per week

30-hour funding

22 funded hours per week

Funding is subject to Eligibility please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Please note an eligibility code is required for these hours which must be applied for termly in advance prior to the start of each term.

We have a set daily charge for all of our set sessions with the amount left to pay once the funding is removed, along with an hour rate per hour if you chose any times outside of our set sessions.

These are on our website

[www.pepperpot-nursery.co.uk](http://www.pepperpot-nursery.co.uk)

Our Funded hours are only between the hours of 9 am to 2.30 pm and these cannot be changed. There is an additional service charge that will be applied to this session and the daily cost is £8.25 per day this covers all items outside of the funded hours.

Please sign below to agree that you understand about this charge and this will apply if you are choosing the 9 am to 2.30 pm session

Signed: .....

**Agreement**

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. This agreement can be signed by one parent/ carer but will still be in place if there are any changes in circumstances. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. One-month notice will be given of any changes made.

**I have read and understand these Terms and Conditions and agree to be bound by them.**

Signed (parent). .....

Print name: .....

Date: .....