



Welcome to the Little Nest Family





Registration Form

Child's Details

PHOTO

Surname:		First Name(s):	
Known as:		First Language:	
Nationality:		Second Language:	
Ethnicity:		Religion:	
Sex:	Male / Female	Date of Birth:	
Who lives in my house?			

Start Date

Preferred Start Date:	
Age of Child at Start Date:	

Tick Sessions Required

Days	Full Day	Half Day <small>(A.M)</small>	Half Day <small>(P.M)</small>	Funded AM	Funded PM
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Medical Details

Doctors Name:	
Surgery / Practice:	
Address/Post Code	
Tel Number:	

Immunisations and Illnesses

Please tick the boxes below to indicate if your child has been immunised against and/or suffered from any of the illnesses listed.

	Immunised		Immunised
Diphtheria		Scarlet Fever	
Tetanus		Mumps	
Whooping Cough		Rubella	
Polio		Chicken Pox	
HiB		BCG	
Meningitis C		Pneumococcal	
MMR		Any other	
Measles			

Please give details of any medical conditions/treatments

Please give details of any allergies

Please give details of any special dietary requirements

Please give details of any other information that we should know about your child

Parent/Guardian Details

1



Name:		Main Carer: Yes / No
Relation to child:		
Home Address:		
Post Code:		
Mobile Number:		
Email Address:		

Occupation:	
Employer Name:	
Work Address:	
Work Tel No:	

Parent/Guardian Details

2

PHOTO

Name:		Main Carer: Yes / No
Relation to child:		
Home Address:	<input type="checkbox"/> Same as above	
Post Code:		
Home Tel No:		
Mobile Number:		
Email Address:		

Occupation:	
Employer Name:	
Work Address:	
Work Tel No:	

Emergency Contacts

Emergency contacts are persons authorised by you to collect your child by arrangement or if for any reason, parent/guardians 1 or 2 are not contactable in an emergency situation. Emergency contacts must be over 17 years of age. For security purposes please provide a password that should be known to any persons authorised to collect your child from the pre-school.

Contact 1

Name:	
Home Address:	
Post Code:	
Home Tel No:	
Mobile Number:	
Relation to Child:	
Password:	

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Contact 2

Name:	
Home Address:	
Post Code:	
Home Tel No:	
Mobile Number:	
Relation to Child:	
Password:	

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Fees structure from September 2024

Session/Age	0- 2yrs	2-3yrs	3-5yrs.
Full Day 8:00-6:00pm	£86.00	£86.00	£86.00
Half Day (am or pm) 8:00-1:00 1:00-6:00pm		£53.00	£53.00
Lunch or Tea: Are chargeable to children accessing the free 30hrs and 15hrs.			
Registration Fee (non-refundable)	£50	£50	£50

We require a minimum of two sessions a week. This is to ensure continuity of care and enables the children to benefit from all the activities and learning opportunities.

Note: Please ensure that the completed Registration Form, a signed copy of the Consent Form, a signed copy of the Nursery Terms and Conditions and a **non-refundable registration fee of £50** are submitted to the nursery.

Children in receipt of 15/30 hours are charged a consumables fee. This covers meals, art & crafts, and other additional activities which the government funding does not cover. 15/ 30 hours = £6 for half a day session and £11 for full day session.

Deposit: The Nursery charge **£100** deposit which will be refunded back to the parents/Carers, prior to giving 1 month notice before your leaving date.

Inset Day: TBC

Fees should be paid into the following account:

Bank Name: Tide Bank
Account Name: Little Nest Nursery
Sort Code: 04-06-05 Account Number: 20003230

Parents are reminded to use their child's name as reference.

Thank you.

**OFSTED REGISTRATION
2819176**

Registration form completed by:

Parent/Guardian 1

Parent/Guardian 2

Print Name:

Print Name:

Sign:

Sign:

Date:

Date:

Relationship to Child:

Relationship to Child:

Terms & Conditions

Little Nest Nursery/Preschool offer a provisional place to the child referred to overleaf who is to join the nursery on the following terms. These terms and conditions relate to the contract between the nursery and the parent/guardian.

Registration Fee: A non-refundable Registration fee of **£50.00** is payable at the time of submitting the registration form to secure a place for your child. If the nursery is unable to offer your child a space, then the registration fee will be refunded back.

Deposit: The Nursery charge **£100** deposit which will be refunded back to the parents/carers, prior to giving 1 month notice before your leaving date.

Payment of nursery Fees: Fees are payable by BACS at the beginning of each month. Full fees are payable in full throughout the period the child is registered, including when the child is unable to attend due to sickness or holidays and when the nursery is closed for public holidays and insets days. One-month written notice must be given if parents/carers want to withdraw the child from the nursery. Failure to pay the nursery fees in full on the **1st of the month** will cause a late payment fees of **£25.00**. An administration fee of **£45** will be charge in the event of payment cheques being returned by the bank.

Payment should be made by BACS to the following bank account; **Tide Bank Account Name: Little Nest Nursery. Sort Code: 04-06-05 Account Number: 20003230**

Late Collection: A late collection fee is chargeable at £10 if a child is not collected at the agreed finishing time, and £1 every minute thereafter.

Review of Fees: Within the terms and conditions of Little Nest Nursery, we reserve the right to change hours, fees or terms and conditions without notice of facilitate the safe and effective running of the nursery. Fees are reviewed annually.

Bank Holidays/Christmas: At Little Nest Nursery we are closed one week in Christmas which parents are not charge for. In addition, we charge for Bank Holidays and insert days as we are private Day Nursery.

Clothing & Personal Belongings: All items of clothing and personal belongings of your child must be clearly labelled with your child's name. Little Nest does not accept responsibility for damage or loss of personal items.

Sickness Policy: The nursery reserves the right to refuse admittance to children who have a contagious illness such as conjunctivitis or diarrhoea, chicken pox etc.. Children need to be kept away from nursery until they are fully recovered and no longer contagious. Full nursery sick policy is available on our website for parent's/carers to view.

Variation: There shall be no variations of this agreements being in writing from a director of the Company

Acceptance: The above terms and conditions to be fair and reasonable. The parents/Guardians should read the full terms and conditions, by accepting is a bound by the terms and conditions.

Media Consent: We take photographs during special events and normal day to day activities organised at Little Nest Nursery. We use some carefully selected images to promote our nursery. If you do not wish to have your child photographed, please let us know.

Data Protection: In compliance with the new UK Data protection legislation (G.D.P.R Policy), any information parents/guardian provide here will be kept and treated confidentially. The data collected will only be used by Three Butterflies Nursery/Preschool and will not be disclosed to any external sources without parent's/Guardian consent. All information will be kept in a secured and safe

Uniform: All parent's /guardian must purchase the nursery uniform prior to entry of your child. The nursery.

Uniform is compulsory for the toddlers/preschoolers as stated in the Nursery policies and procedures document.

**ACCEPTANCE OF ABOVE TERMS AND CONDITIONS OF REGISTRATION AND ENROLMEN
BY PARENT'S/GUARDIAN:**

The registration Form incorporates the terms and conditions overleaf. Upon signing this form parents/guardian are deemed to have read, understood, and agreed same.

I have read and understood the above terms and conditions and acknowledge this as legally binding document. I accept that I will be responsible for the payment of fees by standing order in advance. If fees are arrears at any time while my child is registered with the nursery, my child will not be accepted into the nursery

Signature of Parent/Guardian: **Date:**

