

PARENT CONTRACT WITH ALPHABET HOUSE WORKSOP

This registration document forms the contract between parents and the nursery and confirms acceptance of all terms and conditions laid out which are considered to be fair and reasonable

All information given will be treated in the strictest of confidence in compliance with UK Data Protection Legislation. Please complete using block capitals and return to the Nursery Manager. A separate agreement must be completed for each child in the case of siblings-

CHILD INFORMATION

First name Middle names..... Surname.....

Date of Birth Childs age

Home address

.....

Post code Home Tel number.....

Mums first name..... Dads First name

Mums surname..... Dads surname

Mums DOB..... Dads DOB.....

Mums N.I number..... Dads N.I Number.....

Parental responsibility Y/N Parental responsibility Y/N

If No who has parental responsibility?

Full birth certificate Checked by Staff name.....staff signature.....

Birth certificate checked for

- Childs full name ()
- Childs date of birth ()
- Parents names()
- Parental responsibility()
- Country of birth()

Parents addresses if different from above

.....

Mum Mobile Tel No.....Dad Mobile Tel No.....

Mum Work Tel No.....Dad Work Tel No.....

Mums Place of work Dads place of work

Emergency contact numbers (in addition to Mum and Dads numbers):

1st Contact Name **2nd Contact Name**

Relationship to child Relationship to child

Home Tel No. Home Tel No.

Work Tel No Work Tel No

Mobile Tel No Mobile Tel No

Name/s of **ALL** persons who may collect from nursery:

.....

Password for collection

Names of any person who is **NOT** allowed to collect or who has a court order not to make contact.

.....

Email address.....

Please provide an email so we can email letters and notifications out to you.

Email password for invoicing.....

HEALTH AND WELLBEING.

Name and address of child's Doctor

.....

Name and address of child's Health Visitor

Are there any other agencies working with your child? Please provide names and contact details

Childrens social care	Speech and language	Family support worker / childrens centre	Schools and families specialist support services	Does your child have an EHAF in place ?

Previous nurseries attended

Are there any medical conditions that we need to be aware of?

Names and contact details of any specialists associated with the medical conditions

Please sign when immunisations/injections have been received by your child:

2 months 5in1 vaccine Pneumococcal Roto virus.....

3 months 5in1 vaccine..... Meningitis C Roto virus.....

4 months 5in1 vaccine Pneumococcal

12 – 13 months Hib/MenC booster..... MMR..... Pneumococcal

2 and 3 years Flu vaccine

3 and 4 years MMR 4in1 preschool booster

Does your child have any allergies we should be aware of? E.g. nuts, strawberries.....

.....

Is your child currently taking medication or require medication for their allergy? Please give details.....

Does your child have any special dietary requirements?.....

.....

Does your child have any other special requirements e.g. religious?.....

.....

Is there anything else you think we should know about your child which may help us to settle them into nursery? E.g. food preferences, comforters, sleeping patterns etc.....

.....

CONTRACTED SESSIONS

Do you require a full time place? Yes/No

Please tick the sessions you wish to be contracted for. These are the sessions you are contracting for and agree to pay for each month by the 5th day of the month in advance. Any reduction to these sessions will require 4 weeks written notice. Extra sessions may be booked at any time subject to availability. Fees may be paid weekly by special arrangement, however this must be in advance each week and all other clauses relating to late payment apply.

Session	Monday	Tuesday	Wednesday	Thursday	Friday	Weeks 51/38
Full day(no funding)						
AM (no funding)						
PM (no funding)						
Ad Hoc hours						
Full day with 3 hrs						
Full day with 4.5 hrs						
Full day with 5 hrs						
Full day with 6 hrs						
Full day with 7.5 hrs						
Full day with 9 hrs						
AM with 3 hrs						
PM with 3 hrs						
AM with 4.5 hrs						
PM with 4.5 hrs						
Grant Am						
Grant Pm						
Grant day						
Breakfast						
Lunch						
Tea						

SCHOOL CLUB	Monday	Tuesday	Wednesday	Thursday	Friday
Drop and pick up					
Drop only					
Pick only					

Name of School..... (Please note we are unable to offer this service for all schools – please discuss your requirements prior to completing this section)

The full charge will be made if alternative arrangements are made for the pick up or drop off of your child on contracted days. No guarantee can be made to drop off or pick up your child on any days not contracted that are additionally requested on an ad hoc basis.

Required start date (Charges will be incurred from this date)

- **A deposit of £50** will be required prior to your child starting nursery – payment should be made prior to the 3rd Pre-visit. This deposit will be refunded in full when a child leaves if the required notice period, of 4 weeks, is provided and assuming all fees are paid prior to leave date.
- I understand that 4 weeks written notice is required to terminate my contract with Alphabet House. I also understand that should I require a change to my contracted sessions that I must also give 4 weeks written notice
- I have been informed of and understand the use of the 'Password System'. This is used when none of the named persons can collect my child from nursery. I give permission for this to be used only in these circumstances.
- I agree to not share any information about the nursery security with anyone not detailed on this contract
- I give permission for a member of staff to obtain urgent treatment, which may include surgery recommended by a Doctor or Dentist or staff to administer paracetamol, to proceed without delay for an acute condition or alleviation of pain.
- I accept my child will not attend nursery if they have an infectious illness and that I will withdraw my child during normal contracted care hours if required by nursery management due to a developing illness. I accept the judgement of the nursery management in all cases and understand their decision is final if a child is asked to be removed for reasons of developing or persistent illness.
- My child will attend nursery on..... And and as pre visits to ensure they are settled in before being left without parent/carer. (A minimum of 2 sessions is required).
- Parents must inform nursery if a child is not attending on a contracted day. A call will be made to parents/carers if a child does not turn up and each day thereafter unless informed otherwise.
- I agree that **fees** are payable in advance by **the 5th of the month**, a failure to pay fees by the 5th of each month will incur an additional automatic **charge of 10% of the outstanding** amount at the time. This will be added to your account and a revised invoice will be immediately issued.
- **I agree that following persistent late payment or failure to pay immediately once a late payment charge has been incurred I may be liable to receive notice to terminate this contract and my child/ren will not be allowed to return until payment has been received.**
- In the event of bank charges being incurred by the nursery due to the cancellation of a cheque, standing order or any other method of payment we reserve the right to claim full reimbursement of all these charges and apply an administration charge.
- I agree to charges being invoiced from the agreed start date as detailed above.
- I accept my fees are payable all year round except for one week at Christmas during annual closure and an additional one week pro rata, based on the number of days your child is contracted to be taken at the time of your choice and charged at half fees. I agree to provide a minimum of 4 weeks' notice of this holiday and understand failure to do so will result in full fees being charged. I agree to use the holiday notification form provided. I accept my fees are payable during any periods of sickness, unexplained absence or additional holidays.
- I understand fees are reviewed annually in March and any increases implemented in April. I understand that fees may be increased at other times if at least one months' notice in writing is provided.
- I agree to provide nappies, milk, sun cream and paracetamol as required.
- I agree to ensure my child attends nursery with appropriate clothing at all times in various weathers and that all my child's clothing and personal property will be clearly marked with their name. I understand the nursery accepts no liability for loss or damage of personal property or clothing, however caused.
- I agree to supply nursery with a minimum of one change of clothing that is clearly labelled with the child's name
- I agree to inform nursery immediately of any changes to the information held within this contract by completing an 'amendment to contract' form.
- I agree to provide a copy of my child's birth certificate (or any other appropriate document) to confirm names of legal guardian/parents.
- I agree that nursery will allow all members agreed within this contract to pick up the child.
- I agree to the nursery sharing my child's information with my consent and in some circumstances my consent may not be sought or refusal may be overridden.
- **I agree/disagree** (please delete) to my child travelling in a hired car providing the necessary safety seating is provided and fitted by myself.
- **I agree/disagree** (please delete) for my child to be photographed for use in press, commercial publications and websites and social media.
- **I agree/disagree** (please delete) for my child to be photographed for use within the nursery only.
- **I give/do not** give permission for my child to leave nursery on short outings.
- **I do/do not** give permission for my child to be observed for their development charts

Print name.....

Signature Date

(Parent /Guardian or person with Parental responsibility)

Signature..... Date.....

(Officer in Charge)

Parent/Carers copy

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Print name.....

Signature Date

(Parent /Guardian or person with Parental responsibility)

Signature..... Date.....

(Officer in Charge)

Childs name	I agree for my child to have their photograph taken for the following.			
Photographs	YES	NO	Parent/Carer name	Parent/Carer signature
Around the nursery – visible to all staff, parents and visitors of Alphabet House.				
For the Newspaper – visible to all members of the public.				
On the Parents page on Facebook – this is a ‘closed’ page which is only visible to staff and parents of Alphabet House.				
On the business page on Facebook – visible to all.				
On Twitter – visible to all.				
On the Nursery website – visible to all.				

*****OFFICE USE ONLY*****

Child's name;		
D.O.B	Start date :	
	Date	Checked By
Parents Contract		
Contract Signed		
Birth Certificate copy		
Deposit added to first steps Amount of deposit	£	
Funding letter enclosed		
Funding codes		
Collection Password		
E-mail address for invoices		