



Elmscot Group

Day Nurseries • Nursery Schools

REGISTRATION FORM (WOODLANDS)

Please return to the Nursery Manager:

**Woodlands Day Nursery & Nursery School,
28 Ridgeway Rd, Timperley, Cheshire
WA15 7EY**

Tel – 0161 903 9040

Child's Full Name			M/F	
Date of Birth			Age	
Parent/Carer Name (s)				
Address				
		Postcode		Postcode
Contact Telephone	Home			Home
	Mobile			Mobile
	Work			Work
Email	FOR UPDATES AND E-BULLETINS		FOR UPDATES AND E-BULLETINS	
Work Address				

Additional Emergency Contacts:		How did you hear about our Nurseries? You have used our services before <input type="checkbox"/> Recommendation <input type="checkbox"/> Elmscot Website <input type="checkbox"/> Elmscot Group Face Book <input type="checkbox"/> Local resident / passer by <input type="checkbox"/> Article in newspaper/passer by <input type="checkbox"/> Trafford Childcare Info Services <input type="checkbox"/> Internet search (which site) <input type="checkbox"/> Magazine/newspaper/bus advert <input type="checkbox"/> Other <input type="checkbox"/>
Name 1 (& Relationship to child)		
Contact Telephone		
Name 2 (& Relationship to child)		
Contact Telephone		
Please indicate your child's:		
Religion		
Medical Conditions	FURTHER INFORMATION MAY BE NEEDED	
Allergies/Intolerances	FURTHER INFORMATION MAY BE NEEDED	
Additional Needs	FURTHER INFORMATION MAY BE NEEDED	
Special Food Provision	FURTHER INFORMATION MAY BE NEEDED	
Home Language		

When your child is 3 years old, will your child be staying on here to attend our Nursery School? YES/NO/NOT SURE	Vaccinations Diphtheria Y/N Tetanus Y/N Whooping Cough Y/N Polio Y/N MMR Y/N HIB Y/N
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Preferred Sessions (please tick): **Required Start Date:** ___/___/___ **Is 2 Year Old Funding Required?** Yes/No

Session	Monday		Tuesday		Wednesday		Thursday		Friday	
	am	pm	am	pm	am	pm	am	pm	am	pm
Full Day										

Parent Signature

I have legal parental responsibility for the above named child. I have received and agree to abide by the Terms and Conditions of the Nursery, found both in the Parents' Handbook and on the reverse of this Registration Form. I understand our deposit of 50% of 1 months' fees is to be paid by bank transfer direct - Sort Code – 40-23-02, Account No – 21392603, Ref : Child's Name – or enclosed with this form (payable to Woodlands Day Nursery Ltd) the deposit will not be refunded if the place is cancelled before commencement. Once we have started, 1 month's written notice is required to cancel any or all of the booked sessions. We agree to pay fees monthly in advance.

Signature **Date**

TERMS AND CONDITIONS

APPLICATION FOR A NURSERY PLACE

Registration forms must be completed and returned before a child can be considered for entry into Nursery. Part-time placements must fit in to the normal session times and in order to provide sufficient continuity and for the child's benefit, the minimum number of sessions recommended is two sessions per week.

SECURING PLACES/DEPOSIT

A deposit is required along with the Registration Form to confirm a place which is 50% of one month's fees. If we do not have a place available your deposit will be returned. Your deposit is non-refundable in the event of cancellation prior to starting at nursery, but will be offset against the final month's fees, subject to the requirement for Pre-school booking and/or one month's notice.

CHANGES TO BOOKED SESSIONS/CANCELLATION

Fees are payable from the booked start date. Delays to start dates are discretionary up to one month. Beyond that, the deposit is non-refundable. A delay of over month will require a new deposit and new start date. Elmscot requires one calendar month's written notice if you wish to decrease your child's sessions or no longer require your child's place. If insufficient notice is given full charge for the cancelled sessions will be made. If notice is not given in writing, the deposit will be retained and not refunded.

If you wish to increase your child's sessions or change the days on which your child attends this will be arranged as soon as a vacancy arises.

LATE COLLECTION

Elmscot Group requires that parents inform Nursery if they are going to be late collecting their child, and give as much notice as possible, to ensure there are sufficient staff who can stay late.

If children are not collected before the official Nursery closing time it will be necessary to make an extra on-the-spot charge of £10 for every 15 minutes after closing time (or part thereof). This will be added to your next invoice and collected by direct debit.

HOLIDAYS

Elmscot will close on all Bank Holidays and between 1.00pm on the 24th December and 1st January inclusive and parents are not charged for these periods. No other holiday discounts are given.

PAYMENT OF FEES

Fees are required monthly in advance by direct debit. Invoices will be issued monthly by email and will include any additional items, payment for which will be due immediately by direct debit. We reserve the right to make a search with a credit reference agency, & keep a record of that search.

INCREASE IN FEES

Elmscot reserves the right to review fees annually.

OUTSTANDING FEES

In the event of fees or other sums payable to Nursery being outstanding for more than 6 weeks from the date of invoice without a previous arrangement being made, you will receive written notice to withdraw your child from Nursery. Such action will be at the discretion of the Directors.

INSURANCE

Elmscot Ltd has extensive insurance cover including Employer & Public Liability.

PROPERTY AND BELONGINGS

Nursery provides an extensive range of toys for children of all ages. It is not necessary and not advisable for children to bring toys from home. Children's comforters and toys of special interest are acceptable. Although our staff will endeavour to take care of any property brought to the nursery, we accept no responsibility should any loss or damage occur. All clothing should be labelled.

ACCIDENT PROCEDURES

The Nursery reserves the right to administer basic First Aid treatment when necessary. Parents will be informed of all accidents and will be required to sign the Accident Form. For accidents of a more serious nature requiring hospital treatment, all attempts will be made to contact the parents but failing this, the Nursery requires consent to take the child to hospital. Parents are requested to inform the Nursery of any changes to contact or medical information stored in the Nursery.

SAFEGUARDING CHILDREN

In the case of suspected sexual abuse of children, it is our duty and legal requirement to report our concerns to Social Services immediately.

SHARING INFORMATION

We work in a multi-agency environment and we expect to seek advice from Customer, an Introduction Fee will be payable by the Customer in respect of 20% multi-agency professionals from time to time to ensure the quality of the employee's current annual salary or the amount earned over the previous childcare offered. If this is in relation to your child, we will contact you directly to 12 months in respect of a "zero hour" contracted employee.

CHILD HEALTH RECORDS

Elmscot requires parents to complete Child Health Records. The Nursery will require emergency contact names, medical information regarding allergies, dietary or special requirements. Elmscot supports the government policy on immunisation and although it is not a condition of Nursery entrance, children too young for vaccination depend on 'herd' immunity and so we would strongly support immunisation unless otherwise recommended by the child's GP.

MEDICINE CONSENT FORMS

Nursery staff will administer prescribed medicines if parents complete medicine consent forms.

ILLNESS

Parents are requested not to send their child to Nursery if they are suffering from any infectious disease or if they are not feeling well enough to attend. Elmscot has a realistic attitude to the needs of working parents but reserves the right to contact parents if their child becomes ill during Nursery hours. Parents are requested to inform the Nursery if their child, or other children in the Nursery, contracts any (normal childhood) ailment or disease. Nursery must be informed of any illness which may prove dangerous to other children. No discounts are given for absence due to sickness unless by arrangement for longer term illness.

ALLERGIES & INTOLERANCES

If a parent declares that a child has an Allergy or Intolerance, they must complete an Allergy Information Form (which includes an Allergy Action Matrix), which allows us to construct an Action Plan of care for the child. To help support us with this the Elmscot Group will require a letter from the child's GP or dietician to confirm the child's requirements.

INJURIES SUSTAINED BY CHILDREN WHILST NOT IN OUR CARE

Elmscot Group requests that parents/ carers inform a member of the settings team of any accidents or injuries that their child has sustained whilst in their care at home or elsewhere. The injuries on arrival form must then be completed by parents/carers and signed.

TRIPS OUT OF NURSERY

Parents are required to complete a consent form and information sheet before children can be considered to take part in outside trips. This is to provide staff with essential information, necessary in the event of an emergency.

EVENTS AT NURSERY

Parents will be informed in advance of any special events involving their child.

SECURITY

Under no circumstances will a child be allowed to leave Nursery with anyone unknown to the Nursery staff unless previously arranged by the parent or guardian. If a regular arrangement, parents must complete a specific form giving details. When parents make last minute arrangements by telephone, the Nursery will require a password, the name and description of the nominated person.

PARKING

Please exercise great care when using our car parks due to young children walking who are difficult to see. Use of the car park is at your own risk. Please do not leave valuables in your car. Please be considerate of our neighbours when parking on the road. The Nursery accepts no responsibility for injury, damage or loss to persons, vehicles or property.

EMERGENCY CLOSURE

In the event of an emergency such as fire, or adverse conditions such as a failure of the central heating, Elmscot Group reserves the right to close the nursery. Elmscot Ltd will be unable to offer a fee reduction in these circumstances although alternative sessions will be offered free of charge. Alternative emergency accommodation will be sought if possible.

PROSPECTUS

The prospectus shall not be construed as containing any representation of fact upon which reliance is made under the Misrepresentation Act 1967. Any statements in the prospectus are intended to be statements of opinion made in good faith and believed to be true, but not be regarded as representations on the basis children are entered for the Nursery.

NON-SOLICITATION OF ELMSCOT GROUP STAFF

Whilst a child attends an Elmscot setting and for a 12 month period following that, the Customer shall not directly or indirectly solicit either on their own account or on behalf of any other person the whole or part-time services for any purpose of any employee working in any capacity at any of the Elmscot Group settings. If, by mutual agreement, an Elmscot Group employee is employed by a Customer, an Introduction Fee will be payable by the Customer in respect of 20% of the employee's current annual salary or the amount earned over the previous 12 months in respect of a "zero hour" contracted employee.