



## REGISTRATION FORM (CHESTER)

Please return to the Nursery Manager at:  
**Elmscot Day Nursery & Nursery School,**  
**Egerton Street, Chester**  
**Cheshire CH1 3ND**

FOR OFFICE USE ONLY	
<input type="checkbox"/> 20S	<input type="checkbox"/> 18O
<input type="checkbox"/> NHS	<input type="checkbox"/> WPO
<input type="checkbox"/> ODD	<input type="checkbox"/> LWO
<input type="checkbox"/> 18M	
<input type="checkbox"/> BTW	
<input type="checkbox"/> PRE	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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

<b>Additional Emergency Contacts:</b>		<b>How did you hear about our Nurseries?</b> You have used us before Recommendation Elmscot Website Elmscot Group Facebook Local resident /passer by Article in newspaper/magazine Trafford Childcare Info Services Internet Search (which site) Bus/Newspaper/Magazine Advert Other (specify) _____
Name 1 (& Relationship to child)		
Contact Telephone		
Name 2 (& Relationship to child)		
Contact Telephone		
<b>Please indicate your child's:</b>		
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? <b>YES/NO/NOT SURE</b>
		<b>Vaccinations</b> Diphtheria Y/N Tetanus Y/N Whooping Cough Y/N Polio Y/N MMR Y/N HIB Y/N

**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
<b>Full Day (7.45am-6.00pm)</b>										
<b>Half Day (8.30am-1pm/1pm-5.30pm)</b>										
<b>Extented Care (7.45am-8.30am/5.30pm-6.00pm)</b>										

**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. A deposit of 50% of 1 months' fees is to be paid by bank transfer direct - Sort Code - 60-15-29, Account No - 67125131, Ref: Child's Name - or enclosed with this form (payable to Elmscot Day Nursery (Chester) Ltd) the deposit will not be refunded if the place is cancelled before commencement. Once your child has 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. I have read and returned the Elmscot Privacy Notice along with this registration form.

**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 multi-agency professionals from time to time to ensure the quality of the childcare offered. If this is in relation to your child, we will contact you directly to seek informed written consent prior to consultation.

### **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.

**DISCOUNTS & OFFERS**

All discounts and offers are subject to availability.

Not all discounts and offers are valid in all settings. Please speak to the Nursery Manager for more details on current discounts and offers within the setting.

No Elmscot discount or offer can be used in conjunction with any other discount or offer.

Our discounts and offers may only be used once and cannot be cancelled and restarted at any time.

Elmscot has the right to cancel any discount or offer at any time, without notice. However we will endeavour to provide at least one month's notice upon cancellation of any discount or offer.

Each discount and offer has their own terms as shown below. All general terms as above apply to all Elmscot discounts and offers.

**20% OFF FOR SIBLINGS**

20% discount on fees, applied to older child only. Discount applied to one child per family only.

**FREE BANK HOLIDAYS**

Pay no fees for bank holidays when setting is closed. Applied only to sessions pre-booked on bank holidays.

**10% OFF FOR NHS STAFF**

10% discount on fees for employees of the National Health Service (NHS). One parent/guardian must be an employee of the NHS. Discount can be applied to multiple children.

**FREE REGISTRATION & 50% OFF FIRST MONTH'S FEES**

No registration fee is paid and 50% discount is applied to fees for the first month of attendance. Start date of attendance must be before 31 December 2019. Discount applied to one child per family only. Booking must be for a minimum of one full day per week for discount to be applied.

**PARENT REFERRALS**

Referring parent/guardian receives one week discount on fees for each referred family. Referred family must quote the referring family's unique code when booking for discount to be applied. A maximum of four families may be referred per referring family. Each referral equals one family, not one child. Offer not valid if referred family is on the Elmscot enquiry database or waiting list. Offer does not apply to staff referrals or staff children. Referred family must book a minimum of one day per week per child. Referring family receive discount one month following start date of the referred family's child(ren). Subject to availability.

**FIRST MONTH FREE**

Booking must be made before 31 December 2018. Discount applied to one child per family only. Booking must be for a minimum of one day per week for discount to be applied.

**BACK TO WORK OFFER**

10% discount on fees for children under one year old. Offer valid until the child's first birthday. Discount may be applied to multiple children per family. Booking must be for a minimum of one day per week, per child for discount to be applied.

**18<sup>th</sup> BIRTHDAY OFFER**

18% off fees for 12 months. Booking must be made in May 2019. Discount applied for the first 12 months of attendance. Discount valid for the first 18 families who book between 1<sup>st</sup> May 2019 and 31 May 2019. Discount applied to one child per family only. Booking must be for a minimum of one day per week for discount to be applied.

**WORKING PARENTS' OFFER**

Book five days per week and receive 10% discount on fees for life. Offer valid only when the child is booked in across five days per week. Child must attend five full days. Discount applied to one child per family only. For Elmscot (Chester) discount is applied to full week pricing.

**LONG WEEKEND OFFER**

10% discount on fees for bookings on Mondays and Fridays. Offer valid for additional bookings (existing parents) and new bookings (new parents). Discount applied for the first 12 months of attendance only. Discount applied to Mondays and Fridays only. Discount may be applied to both Monday and Friday when booked together (for new bookings only, if neither day is already booked). Discount cannot be applied to those already booked on Monday and/or Friday, unless these are additional days. Existing bookings cannot be cancelled and restarted for discount to be applied. Child may attend full or half days.

**PARTNERSHIPS**

Discount and offers valid for employees and/or customers of the partner business only. One parent/guardian must be an employee or customer of the partner business. Discount and offers are valid for new bookings only. Existing bookings may not be cancelled and restarted for discount or offer to be applied. Name of business must be mentioned during booking for discount to be applied. See terms and conditions for specific offers and discounts above.