

Holy Cross Pre-School Nursery Limited

Laburnum Drive, Walmley B76 2SP
 Tel : 0121 675 1191
 e-mail : enquiries@holycross-preschool.com



Agreement & Registration Form Academic Year 2023 - 2024

Name of Child (and any other name by which the child is known)	Registration Date	Start Date
Address	Date of Birth	Gender (M/F)
	Age	Childs first language

Details of Sessions Requested (subject to availability): please tick ✓

	Morning 09:00 - 12:00 or 09:00 - 12:30 with lunch	L u n c h	Afternoon 12:15 - 15:15	All Day 09:00 - 15:00	Wrap Around Required ?
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Annual Registration fee £35.00 applicable per child

Payment Method - please tick ✓

Privately		Billed termly in advance	
Universal/Entended Funding		Funding Code	

	Parent/Carer 1	Parent/Carer 2
Name		
Address		
Home Telephone		
Daytime Telephone Number		
Mobile Number		
Email Address		
Relationship to child		
Custody Status		

Parent/Guardians Agreement

*** I have been made aware and understand that any carer who suspects that a child in their care may be abused or neglected, has a duty to report this to the Area Social Services Department.**

Parent/Carer Signature

* I/We accept the place offered.

* I/We have read and fully understand and agree to Holy Cross Pre School Nursery Limited's Terms and conditions detailed overleaf.

* I understand that a non-refundable £35.00 registration fee is required to secure the child's nursery place.

* I have taken note of the nursery closing time and will collect my child on time, and that I am aware of the late charge penalty.

* I give permission for my child to have their photo taken and displayed within the nursery and on our website.

* I give my consent to my child receiving any medical treatment which is urgently necessary, except (please specify)

	Print Name	Signature	Date
Parent/Carer 1			
Parent/Carer 2			

Holy Cross Pre-School Nursery Terms and Conditions

Parents/Carers need to complete the Nursery registration form before their child's first session and, by doing so, are agreeing that they have read and understood all terms and conditions. Any queries regarding our Nursery facilities e.g. terms and conditions, bookings, fees, collection times etc, please contact the Nursery Manager/Deputy Manager. Our telephone number is 0121 675 1191.

1	These Terms and Conditions represent an agreement and understanding between the parents and the Nursery. We reserve the right to update/amend these Terms and Conditions at any time. Notice of one calendar month will be given of any changes made.
2	Registration forms must be completed in full before your child can be allocated a place. Full and part-time sessions must fit into the session times detailed on the application form; however, we will consider individual needs but we cannot guarantee they can be met.
3	A non-refundable registration fee of £35.00 is required to register with the Nursery. The registration fee will only be refunded in the event that we are unable to allocate a Nursery place.
4	Holy Cross Pre School Nursery is open from 8:45am – 3:00pm. If you are late collecting your child from the Nursery, a late collection charge of £5.00 for every 15 minutes will be invoiced to parents within 5 days. Please be punctual.
5	The Nursery is open term time only. The nursery will be closed on all Bank holidays during the year and for an additional 5 inset days per academic year.
6	Early Years Entitlement funding is available for all 3 and 4 year olds from the term following their third birthday. Two-year-old funding is available if certain criteria is met. If for any reason funding is refused by Birmingham City Council, you will be responsible for paying the full fees. We also offer 30 hours extended childcare when we are provided with the correct code. It is your responsibility to obtain your code and to renew every term.
7	There is a minimum booking commitment. 2 year olds (if entitled to 15 hours funding) should access the full 15 hours or a minimum 2 mornings per week. Fee paying must access at least 2 full days. 3-4 year funded must access minimum of 15 hours universal funding
8	We wish to work in partnership with our parents where children are inclusive in our practice. Our ethos is one of care and respect by our children and parents; therefore, we have zero tolerance to any threatening behaviour either verbal and/or physical at any time to staff or children. We may require parents to withdraw or remove their child from Nursery at the discretion of the Nursery Manager if they have concerns about inappropriate behaviour with immediate effect. Please read our Behaviour policy and procedures.
9	We require one half terms notice, in writing, should you a) wish to terminate a Nursery place for any reason or b) wish to reduce your child's sessions. Parents still remain liable for fees throughout the notice period even if a parent withdraws their child from the nursery.
10	In all other circumstances the Nursery will give you one-half terms' notice, in writing, should we wish to terminate a Nursery place for any reason
11	If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the application form.
12	It is not possible to swap sessions/days; for example, a normally booked Thursday cannot be swapped for a Friday on a one-off or temporary basis. However, additional days can be accepted as a chargeable extra subject to availability. If you require an extra day you must make this request in writing via email or call and book in with the Nursery Manager/Deputy Manager.
13	If you wish to increase your child's sessions, you must do so in writing by completing our Change in Sessions Form. Whilst we endeavour to accommodate any changes they are subject to availability.
14	Nursery fees are payable in advance and payment must be received before the start of the new term. A late payment fee of £5 is applied for all late payments. We reserve the right to terminate a Nursery place with immediate effect if any fees are not paid by the due date. If we have to instruct debt recovery agents we reserve the right to add a 20% surcharge to the balance due.
15	We accept no responsibility for any loss 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.
16	We accept no responsibility for children whilst in their parents' care on Nursery premises, i.e. prior to arrival or after pick up
17	We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the Nursery staff to ensure the children's belongings are not lost or damaged. Unless requested we would ask that all toys, books or other equipment are left at home.
18	Nursery uniform is compulsory at all times. It is the parent's responsibility to name and clearly label all items of clothing. The nursery will not be liable for any lost uniform.
19	We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by the Nursery to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment.
20	We will administer prescribed medicines if parents complete a Medication form; however, the first dose of medicine must be given at home and parents must take all medicines home at the end of each day
21	We may require parents to withdraw their child from Nursery if it is considered the child is not well enough to attend nursery or in the event that they require special medical care or attention; which is either not available or refused by parents. We may also ask parents to withdraw their child from Nursery; if we have reasonable cause to believe that they are or may be suffering from or have suffered from any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection.
22	We accept no responsibility for children contracting contagious diseases/infections.
23	Parents are requested to inform the Nursery if their child is suffering from any illness, sickness, or allergies before attending the Nursery. We understand the need for children of working parents but we reserve the right to contact parents at work if their child becomes ill during Nursery hours and to call to arrange for the collection of their child as soon as possible.
24	A list and picture of responsible adults who are authorised to collect the child should be given to the Nursery Manager. Under no circumstances will the child be allowed to leave Nursery with anyone unknown to Nursery staff unless a member of staff has been made aware that the parent has previously arranged this. If the parent has had an emergency and has made alternative arrangements for someone to collect their child, they must telephone the Nursery. Staff will require the name and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the Nursery.
25	We observe the General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018. Full details are available in our GDPR policy. When you initially book our services and in the course of providing those services, we collect the following personal information when you provide it to us: Your details, including your name, marital status, date of birth, photographs, home address, contactable telephone numbers and email address; and Your child's details, including name, date of birth, home address, photographs, videos, contactable telephone numbers, email address, and GP details. We also collect and process what is termed 'Sensitive Personal Information. This may be information about you or your child's gender identification, race and ethnicity, nationality, cultural or religious beliefs, genetic or biometric data, disability or medical records, sexual orientation or criminal records or cautions and court orders. We gather information directly from you in a number of ways - paper and hard copies of forms, computer networks and connections, web-based software and platforms, web and tablet-based applications, communications systems, email and instant messaging systems, telephones, voicemail, mobile phone records, and other hardware and software owned, used or provided by or on behalf of us. We will share personal information with law enforcement or other authorities if required by applicable law. We will not share your personal information with any other third party without your consent.
26	We will endeavour to provide a high-quality service to children and will seek feedback from parents from time to time. If you have any concerns or complaints please speak to your child's keyworker. If this is not resolved, please follow the Holy Cross Pre-school Nursery complaints procedure.