



Registration Form

To register your child for a place at Cherubins, please complete this form

I would like my child to attend Cherubins day nursery, starting on			
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CHILD'S PERSONAL DETAILS

Child's Surname				Child's First name			
Date of birth				Male or Female	Religion		
Home Address							
				City/town		Postcode	
Home telephone	Area code						

MOTHER'S PERSONAL DETAILS

Mother's surname				Mother's first name			
Occupation							
Work address							
				City/town		Postcode	
Work telephone	Area code			Mobile number			
Email Address							

FATHER'S PERSONAL DETAILS

Father's surname				Father's first name			
Occupation							
Work address							
				City/town		Postcode	
Work telephone	Area code			Mobile number			
Email Address:							

PREFERRED DAYS & TIME OF ATTENDANCE AT THE NURSERY

Monday			Tuesday			Wednesday			Thursday			Friday		
Morning	Afternoon	All day	Morning	Afternoon	All day	Morning	Afternoon	All day	Morning	Afternoon	All day	Morning	Afternoon	All day

PLEASE NOTE: this registration form incorporates the terms and condition overleaf. Upon signing this form the parents are deemed to have read, understood and agreed to the condition. **DATA PROTECTION:** in compliance with the current UK Data protection Legislation, any information provided here will be kept secure and treated confidentially. This data collected will only be used by Cherubins Day Nursery LLP and will not be disclosed to any external sources without your consent.

Signature: Parents/guardian	Print Name	Date
Print Name (on behalf of Cherubins Day Nursery)	Signature	Date

OFFICE USE ONLY

Sibling discount	Place offered	Waiting list	Deposit received	Registration paid	Date	Start date

Cherubin's Day Nursery Ltd

Terms and Conditions

A signed and fully completed application form, specifying your choice of sessions, must be returned to Cherubins Day Nursery Ltd, together with a non-returnable registration fee of £50.00 (non refundable).

A minimum of 2 full day's attendance per week is required, Priority is given to siblings

Nursery admission

When we have received the completed registration form and £500.00 deposit, your child's details will be added to our records. We will contact you to arrange a settling in and start date for your child. You will be required to pay the deposit and registration fee on your first day of settling in. Places are offered according to date of application.

Settling in period

We offer parents 3 x 2 hour sessions, free of charge, beforehand to help settle your child into nursery. We require parents to remain on-site at all times during the settling-in periods, perhaps be nearby within earshot to help if your child becomes distressed.

Opening times

The opening hours of Cherubins are 7.30am.-7.00p.m. (Lambeth), 7.30 a.m. - 6.30p.m. (Croydon and Lewisham) Monday to Friday, 51 weeks of the year, closing at 2.00 p.m. on Christmas Eve and re-opening the day after New Years day.

Cherubins is also closed for all bank and statutory holidays we cannot make a reduction for any extra bank holidays that may be added at short notice, caused for example by a state funeral. Similarly, if the nursery is forced to close for the day or send children home early due to a problem at the nursery, such as loss of heating, water, power, and adverse weather, act of terrorism or natural disaster. Other than if we are in breach of these Terms and conditions, all sessions booked must be paid for, regardless of whether the child attends.

Fees and invoices

Fee invoices are issued at least 7 working days prior to the last working day of each month. Any additional sessions booked at nursery will be charged at the full daily rate. Extra sessions or additional charges are invoiced daily. Payment is due as cleared funds by the last working day of the month. Payment can be made by standing order, cash, bank transfer or childcare vouchers.

Bankers draft are to be made payable to Cherubins day Nursery Ltd.

(Personal cheques will not be accepted)

It is the parent's responsibility to ensure that voucher payments are made to the nursery. If these are not received by the 5th working days of the month, a late payment charge of £50.00 will be applied.

The nursery will charge a £50.00 late payment fee if fees are not received as cleared fund by the last working day of the month; this will be added to the following months invoice.

Children will not be allowed to attend nursery each month until the fees have been paid. Failure to do so may lead to the loss of your place and your deposit. If full fees are not received by the 5th working day of the invoice month, Cherubins management reserve the right to refuse admission until all fees are paid. Failure to meet payments will result in the termination of the nursery place and, in such circumstances the parents will not be entitled to a refund of any fees.

Parents are responsible for any unpaid fees and for fees due during the notice period. We reserve the right to offer your child's place to an applicant from our waiting list once two weeks have passed since non-payment of your invoice.

If payments are cancelled or returned by the Bank, a fee of £50.00 will be charged to cover costs incurred by us. This fee will be reviewed as and when banks adjust their fees structure.

An administrative charge of £50.00 per months will be made to parents who fail to stop childcare vouchers being paid to Cherubins after their child has ceased attending the nursery.

A 10% sibling Discount is applied to the older child's fees where 2 children are registered at the nursery. 15% discount is given off the eldest child's fees where 3 siblings or more are attending. Discounts are applicable to a core booking i.e. 2 or more days, and do not apply to extra occasional sessions. The discount will cease when either of the siblings leaves the nursery.

Cherubin's regrets that no refunds will be given for sessions missed due to holidays or sickness. There will be a continuing charge when the nursery is closed.

Nursery fees are reviewed yearly in September.

Late fees:

Children collected after 7pm (Lambeth) 6.30p.m. (Croydon and Lewisham) will be charged £1.00 per minute. These fees are payable upon collection of your child.

We reserve the right to charge interest at 3% above the Bank's base lending rate on outstanding fees. The parent remains responsible for all outstanding fees. Two months notice will be given before any fee increase is implemented. Fees are reviewed annually in September.

Termination, cancellation or change of sessions

We require four week's notice, in writing, when you want to terminate your child's place. Parents remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable.

We reserve the right to terminate a nursery place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances, we will give you one month's notice in writing, should we wish to terminate a nursery place for any reason.

If, for any reason, you postpone your child's agreed start date at the nursery, we reserve the right to charge from the original scheduled start date that you accepted.

If a parents wishes to reduce the number of sessions or the days on which these are taken, four weeks notice in writing, must be given to nursery.

Staff children

Fees must be paid by the 20th of each month, failure to do so will result in the remaining balance being deducted from staff salary.

Traning days

In order to keep staff up to date in changes to childcare and legislation, it is essential to have 2 training days per year in which the nursery will be closed. We will endeavour to provide adequate notice for all parents and carers of these days. Please note these days are payable.

Cancellation/withdrawal

I/we will not cancel my/our acceptance of this place or withdraw my/our child from the setting without first giving one calendar month written notice.

I agree to abide by all the aforementioned terms and condition as laid out above by Cherubins Day Nursery.

Name: _____

Signature: _____

Date: _____