



## Registration Form

### Child Details

Full name of child: \_\_\_\_\_ To be known as: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_ Sex: M \_\_\_ F \_\_\_

Religion: \_\_\_\_\_ Ethnic origin: \_\_\_\_\_

First / Second language: \_\_\_\_\_

Position family I.e. only, 2nd of 3, etc. \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Is your child eligible for: EYPP \_\_\_ 2yr old funding \_\_\_

Does your child have any special care requirements?

Allergies \_\_\_ Disabilities \_\_\_ Additional physical conditions \_\_\_ Additional & Education Needs \_\_\_

If yes, please describe in detail: \_\_\_\_\_

\_\_\_\_\_

Does your child have any difficulties with? Sight \_\_\_ Hearing \_\_\_ Speech \_\_\_

If yes, please describe in detail: \_\_\_\_\_

\_\_\_\_\_

Which immunisations has your child received? \_\_\_\_\_

\_\_\_\_\_ Up to date: Y \_\_\_ N \_\_\_

Name of Doctor / Surgery Address / Telephone Number: \_\_\_\_\_

\_\_\_\_\_

Is there anything else you would like to tell us about your child to enable us to help your child feel secure and happy? \_\_\_\_\_

Once completed, please return this form to the Kindergarten to add your child's name to our waiting list. We will contact you nearer to your desired starting day to arrange settling sessions.

### Parent / Guardian Details

	Parent / Guardian 1	Parent / Guardian 2
Title		
Forename		
Surname		
Mobile number		
Home address		
Email address		
Work telephone		
Work address		

### Emergency Contact in addition to Parent / Carer

Full Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### Booking Details

Day(s) / Session(s) attending

	Monday	Tuesday	Wednesday	Thursday	Friday
AM (8am - 1pm)					
PM (1pm - 4pm)					
Full Day (8am - 4pm)					
School Day (9am - 3pm)					

Preferred starting date: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

By signing this Registration Form and Parent Agreement, you acknowledge and accept the following:

- you have read the privacy notice and give your consent to the processing and transfer of the Personal Data;
- you will at all times abide by the relevant Kindergarten policies and procedures (available upon request from the office), as amended from time to time; and
- you have read this Parent Agreement and it is your intention to be legally bound by it.

Signature of Parent / Legal Guardian 1 \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Signature of Parent / Legal Guardian 2 \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Once completed, please return this form to the Kindergarten to add your child's name to our waiting list. We will contact you nearer to your desired starting day to arrange settling sessions.

Session	Hours	Fee
Full Day	8am - 4pm	£39.60
School Day	9am - 3pm	£32.95
Morning	8am - 1pm	£24.75
Afternoon	1pm - 4pm	£14.85
Extra Hour	-	£6.70

\*Snack and consumable charges may apply for Grant Funded children 70p per hour

#### **Parent Agreement**

Little Delwood LTD (LD) is the contracting company for Little Delwood Kindergarten. LD is a company registered in England and Wales under Company Number 11714145 which has its registered office at 71-75, Shelton Street, Covent Garden, London, WC2H 9JQ. Throughout the agreement, Kindergarten and / or LD may be referred as “we” and the Parent(s) / Legal Guardian(s) may be referred as “you”.

The following terms and conditions, together with the Registration Form and Kindergarten Fee Sheet, form your entire Parent Agreement with LD regarding the care and education of your child at our Kindergarten.

#### Registration

To request a place for your child at our Kindergarten, you must complete a Registration Form and return it to the Kindergarten. To reserve your child’s place, you will need to pay the £20 registration fee which is non-refundable. The registration fee is subject to change. Please check the Kindergarten Fee sheet for the most current registration fee.

#### Forms and Information

It is important for the health and safety of your child, as well as a requirement under government regulation, that the Kindergarten obtains certain information and that you keep this information up to date at all times. In order for the Kindergarten to provide care to your child, you must complete and return all required forms and keep the information up to date.

#### Medication and Illness

There may be times when you request that your child receives medication while at the Kindergarten. It will be at the Kindergarten’s sole discretion whether your child may attend the Kindergarten while on medication or agree to administer medication. There may also be times when your child is not well enough to attend the Kindergarten or is suffering from high temperature, vomiting, diarrhoea, an infectious illness or a non-specific rash. During these times, the Kindergarten may exclude your child from attending the Kindergarten. In addition, if at any time your child becomes not well enough to attend the Kindergarten, as per the discretion of the Kindergarten, or requires medical attention, we may require you to collect your child immediately or call 999 / 111 as appropriate. If we are unable to reach you, we will call your emergency contact.

#### Opening and Closed Days

The Kindergarten is open Term time only from Monday to Friday, 8am to 4pm, and closed for public holidays and other designated days. Please check with the Kindergarten for the Kindergarten’s closure days. In addition, there may be circumstances that are outside of the Kindergarten’s control which may require us to close the Kindergarten without notice. Examples of such events are infectious diseases, pandemics, adverse weather (such as snow or flooding), unforeseen leaves repairs or a failure of public or utility services (such as motorway and public transport delays or failures), fire, war, terrorism, or strikes/industrial action.

#### Child Collection

Only you or your authorised persons may collect your child from the Kindergarten. All authorised persons must be over the age

of sixteen and you must provide the relevant identification information for each authorised person as requested from the Kindergarten. If the Kindergarten does not have the required information, it may refuse the person to collect your child. If you do not collect your child by Kindergarten closing time and the Kindergarten has not been able to reach you or an emergency contact to agree your child’s collection, we will call Social Care Team and / or other government agencies as appropriate. Late collection fees may also apply as further described below. Monthly fees must be paid by direct debit unless the Kindergarten authorises an alternative payment method in advance.

#### Kindergarten Fees

**Fee Rates:** Your child’s booking pattern and age determine the applicable Kindergarten fee rates (Fees). The Fees are subject to change with one month’s advance notice. The Kindergarten posts the Fees on the Kindergarten Fee Sheet. If there is a Fee increase after you register for your child’s place, the Fee increase will apply automatically. If the Fees are due to change because of your child’s age, the Fee will apply automatically from the first (1st) of the month following that change.

The Kindergarten will not reduce Fees if your child is absent from the Kindergarten for any reason, including illness or holidays. In addition, the Kindergarten will not reduce Fees for any day the Kindergarten is closed due to public holidays, other designated days, or any events outside of the Kindergarten’s control. Snack and consumable fees may be adjusted upon request.

**Payment of Fees:** You agree to pay the Fees monthly in advance by the first of each month (Due Date). You may pay your child’s first month’s Fees by, credit or debit card or direct debit. Thereafter, monthly Fees must be paid by direct debit unless the Kindergarten authorises an alternative payment method in advance.

We may also accept childcare vouchers, tax free childcare or other third party payment (e.g. government funding or salary sacrifice) (Alternative Payment) for all or part payment of the Fees. Although we may accept Alternative Payment options, you remain responsible for the payment of the Fees by the Due Date. If for any reason we receive an Alternative Payment after the Due Date, we will automatically apply to the next month’s Fees and we will consider the current month’s Fees outstanding. We are unable to pay any credits that the Kindergarten may owe on an Alternative Payment back to you directly and will pay the credit to the third party. In addition, we may require you and / or the third party to enter into a supplementary agreement prior to accepting the Alternative Payment.

**Ancillary Fees:** In addition to the Fees, the Kindergarten may charge the following ancillary fees: late pick-up fee of £15 per 15 minutes; a monthly fee of £5 for any payment of Fees not made by Direct Debit; an administration fee of £20 per failed or late payment of any Fee; and Additional Sessions as defined below. You agree to pay Ancillary Fees as appropriate to you. Any discounts that you may receive are not applicable to Ancillary Fees.

**Non-payment:** The Kindergarten may charge interest (5% above the Bank of England base rate) on any late Fees and Ancillary Fees. We may also charge for all other associated costs related to late or non-payment or recovery of any Fees or Ancillary

Once completed, please return this form to the Kindergarten to add your child’s name to our waiting list. We will contact you nearer to your desired starting day to arrange settling sessions.

Fees. We may use a third party collecting agency to collect any outstanding Fees and Ancillary Fees due to the Kindergarten.

#### Additional Sessions and Change of Sessions

Subject to availability, the Kindergarten's minimum session requirements (2 sessions on different days) and agreement with the Kindergarten, you may increase or decrease your child's booking pattern. Ad-hoc sessions outside of our core hours can be discussed on request and are subject to availability (e.g. 8:30am-12:30pm). If you increase your child's booking pattern (additional sessions), you agree to pay for the additional sessions as per the Kindergarten Fee Sheet in advance by debit or credit card. To cancel any additional sessions, you must give the Kindergarten 24 hours advance written notice. To decrease your child's booking pattern, you must at least provide one month's advanced written notice. You may only change sessions in your child's booking pattern from one day to another on a permanent basis and with one month's advance written notice.

#### Ending / Changing the Parent Agreement

The Kindergarten may terminate your child's place or change your child's booking pattern with immediate effect (without notice) if you breach these Parent Agreement or in our sole discretion we consider termination / change of your child's place is in the best interest of the Kindergarten, the wealth fare of your child, other children at the Kindergarten and / or the Kindergarten staff. LD has a zero-tolerance approach to aggressive, threatening, abusive or violent behaviour towards our staff. Any such behaviour is not acceptable and will be dealt with by the Kindergarten to ensure everyone's safety and wellbeing.

The Kindergarten also reserves the right to terminate or suspend your child's place on 14 days written notice, if you do not pay any Kindergarten fees by the due date. For all other situations, in order to terminate the Parent Agreement or a child's place at the Kindergarten, the Kindergarten or you must give a minimum of one month's advance written notice. At the end of the Parent Agreement, all outstanding fees will be due.

#### Recruitment of Kindergarten Staff

You agree to pay a fee if a Kindergarten staff member leaves our employment or reduces their hours of work in order to work for you (the Recruitment Fee). The Recruitment Fee will be 20% of the annual gross market rate salary of an individual with equivalent qualifications and role as the relevant Kindergarten staff member. If you choose to have a Kindergarten staff member care for your child during their non-working hours, you must notify the Kindergarten in writing beforehand. We do not sanction any arrangements made between you and Kindergarten staff which are solely between you and the Kindergarten staff member. We will not be held responsible for any liability, loss or damages you incur as a result of any such arrangements.

#### Privacy Notice

LD processes personal data such as name; address; telephone contacts; date of birth; email addresses; authorised and medical contacts; employment information if relevant; gender; physical conditions; disabilities or allergies; dietary requirements; child photographs; and care, learning and developmental records (Personal Data). Some of this information is considered sensitive personal data.

The legal basis LD relies on to process the Personal Data is for the performance under a contract, legal obligations and legitimate interests. LD processes Personal Data for the following purposes: (1) ensure a safe, healthy and successful environment for your child; (2) administer first aid / medical care when necessary; (3) comply with laws, government regulations and Kindergarten policies and procedures; (4) aid in the administration of services; (5) allow your employer to assess the utilisations and quality of services information if applicable; (6) staff training and development; (7) administer government funding; and (8) market research.

LD may share personal data under the following circumstances: (1) if you receive funding (e.g. government, vouchers, tax free childcare), we will share Personal Data with funding provider; (2) if you receive childcare as an employee or student benefit, we will share the utilisation and quality of care information with your employer / education provider; (3) we will share Personal Data about you and your child with any other setting attends or may attend; (4) with third party processors that are subject to confidentiality obligations; (5) as required by Court Order, law or regulation; and (6) if we suspect child abuse and / or neglect, we will report these concerns to the relevant authorities and we will comply with other requests from those authorities for additional information they may require to support their investigations.

#### General

The Kindergarten is not responsible for any damage to items left by you at the Kindergarten.

The Kindergarten staff do not have the authority to agree on behalf of LD any amendments to the Parents Agreement including changing payment terms.

Once completed, please return this form to the Kindergarten to add your child's name to our waiting list. We will contact you nearer to your desired starting day to arrange settling sessions.