



BebeTots
Helping you as your little ones grow

BebeTots Nursery & Pre-School

2025-26

Registration & contract



BebeTots Limited, 7-7A Trowbridge Road, Westbury, Wiltshire, BA13 3AY

Tel: 01373 864444 Email: enquiries@bebetots.co.uk

Company No. 09644016

How to register

The following information is to outline the basis of which this contract will form, there is a booking form within the pack to be completed once you have made a decision about booking a place, and upon signing assumes you have read and understood the terms set out within this document. Please ensure you have discussed your requirements with us first and that you are comfortable that you have all the information you need. If you would like further help with your decision, then please call the nursery on 01373 864444. Once you are now ready to book here is how it usually works:

1. Please complete all the details within the 'Contract' at the back of this document. **Please note, a separate form is required for each child.**
2. There is a minimum booking requirement of two days as shown in 2.14 in our Terms and Conditions.
3. A deposit is required to secure your child's place, the amount of which is £75.00 per day, or £40.00 per half day. This deposit will be offset against your child's final month's fees, prior to leaving the nursery assuming the notice period of 8 weeks is given in full, and all fees are paid in full.
4. A registration fee of £25.00 is required for all bookings.
5. All deposits and registration fees are non-refundable, this guarantees that a space will be available for your child as specified within this agreement.
6. Once we have received the Signed T&C's and Contract form enclosed, your child's details will be updated on our management system, and you will then receive a child profile form electronically to check through the details processed. At this stage, please add photographs of yourselves and all additional collectors to fulfil our safeguarding protocols. **Please ensure all collectors faces are clear and they are the only person in the photograph.**
7. The month before your child is due to start with us, we will contact you to arrange your child's settling in sessions.
8. You will receive an invoice on or before 25th of the previous month in which your child is due to start nursery, this will be due for payment on the last day of the month, prior to your child starting.
9. All fees are payable in advance by bank transfer, cash, the Tax-Free Childcare Scheme or through the Childcare Voucher Scheme, however, other forms of payment can be accepted by prior agreement. Bank details for deposits and/or nursery fees can be found below.
10. If you want to make changes to your booking; please see our T&Cs enclosed.
11. Currently VAT is not payable on childcare, should this change in the future, we will write to you to explain how this will affect your payments.
12. We are registered with the Local Authority, Wiltshire Council, for the Early Years Free Entitlement for 2-, 3- and 4-year-olds.

Bank details

Bank Name: Lloyds Bank
Sort Code: 30-98-75
Account Number: 53078060
Account Name: BebeTots Limited

Please return your signed T&Cs and completed contract with your deposit to the nursery.

FOR OFFICE USE ONLY

Date received at setting	/ /	Deposit amount paid £ .00
Received by (name)		Date of payment / /
Deposit amount due £75 per day / £40 per half day X days / x half days	Total Due £ .00	Type of payment Bank Transfer Cash / Cheque
Registration Fee Invoice Number		Registration Fee £25.00
Enrolled on EyMan	/ /	Tick if received with deposit <input type="checkbox"/> or
Child profile form sent to parents	/ /	Date of payment / /
Type of payment Bank Transfer Cash / Cheque		

FUNDING & PORTAL

FORM: permission to check funding code signed	/ /	FORM: funding claim form signed	/ /
Details entered onto WC portal	/ /	Funding code validated	/ /
Funding eligibility commences on	/ /	Checks completed by	

BIRTH CERTIFICATE CHECK

Full name as shown on birth certificate			
Birth certificate number Usually 3 letters & 6 numbers		Date of birth on certificate	/ /
Parent/carer 1 with PR			
Parent/carer 2 with PR			
Date certificate checked		Checked by	

PARENTAL RESPONSIBILITY (PR)

If parents/carers are not on the birth certificate

If one or more of the parents/carers are not on birth certificate but has been granted PR, evidence will be required.			
Document seen		Date seen	
Name of parent/carer with PR			
Name of parent/carer with PR			

PLACEMENT COFIRMATION

Placement confirmed by		Signature	
Name		Date	

CONTRACT OF REGISTRATION

SECTION 1 - CHILD & PARENT/CARERS DETAILS:

Data Protection Act 1998: The information you provide to BebeTots Limited within this document will only be used within the nursery for the purpose of considering your child's place to attend the nursery. If your child is offered a place these forms and the information you provide will be kept for the minimum period required by law.

Child's legal full name (as seen on their birth certificate) (please use a separate form for each child)	Date of birth / / dd/mm/yy Their birth certificate is required to be seen as proof of identity
Name in which you would like your child to be known	Gender Male / Female
Home Address	With whom the child resides - Please delete as appropriate Both Parents / Mother / Father / Other* <small>* please provide details below</small>
Post Code	
Who has legal parental responsibility for the child Both Parents / Mother / Father / Other* <small>* please provide details on the all about me document</small>	Is the child subject to a court order? Yes / No if YES, please enclose a copy of the court order Copy attached Yes / No
LEGAL " <u>PARENTAL RIGHTS</u> " OF FATHER – were parents married at the time of birth? If NO, has mum legally requested dad to have parental rights? If YES, please provide proof ie birth certificate, residence order, parental responsibility order * Office use only – Document seen as evidence	Yes / No Yes / No Yes / No
Name of parent/carer 1	Name of parent/carer 2
Relationship to child	Relationship to child
Home Telephone Number	Home Telephone Number
Mobile Telephone Number	Mobile Telephone Number
Work Telephone Number	Work Telephone Number
Personal Email Address	Personal Email Address
Occupation and place of work (please include Company and Town)	Occupation and place of work (please include Company and Town)
Work Email Address	Work Email Address
Home address if different to the child	Home address if different to the child
Post Code	Post Code

SECTION 2 - SESSIONS REQUIRED

Please **TICK** what sessions you would like to secure. The minimum booking for all children from birth to three years is two full days. Once your child is two years old, we can accommodate half day sessions on top of their two full days. Hours outside of these timed sessions may be arranged by negotiation and are subject to availability.

	Breakfast club Select one below		AM Session	PM Session	Tea-time sessions		
	0730-0830	0800-0830	0830-1230	12:30-16:30	1630-1700	1630-1730	1630-1800
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Total Hours							
Please state your preferred start date _____ / _____ / _____ (dd/mm/yy)							

Registration and deposit:

A registration fee of £25.00 is required for all children. A deposit will be required to secure your child a place at BebeTots, it will be placed on your account as a credit. The deposit will be deducted from your final months' invoice when your child leaves the nursery, assuming our notice period is adhered to, and no fees remain outstanding at the point your child leaves.

The deposit amount is £75.00 per day.

SECTION 3 – FEES & CONFIRMATION OF CONTRACT

Please select all that apply:

1) I will be paying for fees myself Yes / No	2) I will be claiming working parent government funding Yes / No	3) I will be claiming Better 2Gether 2-year-old government funding Yes / No	4) I will be using a Tax Free childcare account Yes / No
Account Name fees will be paid from	Working Parent	Better 2Gether, 2 year old funding code	Tax free childcare account number
Name	11 digit funding code	mix of letters/numbers	mix of letters/numbers
Parent/carer name		National Insurance No	-----
Parent/carer name		National Insurance No	-----

I enclose payment of (£75.00 per day reserved) £ as my booking confirmation, to reserve a place for my child, named above. I understand that this deposit is not refundable if I wish to cancel this contract within eight weeks of starting and that this deposit is not transferrable.

I enclose payment of £25.00 to register my child at BebeTots. I understand that this registration is not refundable if I wish to cancel my child's placement.

I understand my fees will be £ per week, and agree to pay the fees in advance. I understand that fees are due on the last day of each month, for the following month. If I want to change my booking, a change of booking form is to be completed and I will be asked to sign, to confirm the change.

I have read, understood and hereby agree to BebeTots Limited's (trading as BebeTots Nursery & Pre-School) Terms and Conditions as set out within this registration and contract document.

I understand that I will incur late payment charges if fees are not received on time and childcare will be withdrawn if fees remain outstanding.

Parent/Carer 1

Parent/Carer 2

PRINT NAME _____

PRINT NAME _____

SIGNED _____

SIGNED _____

DATE _____

DATE _____

Note: Only one signature is required by the nursery, however, more than one parent / carer may wish to act as a signatory.



EyLog Registration and Consent

Child's Name: _____ Date of Birth: _____

I have read the information about the eyLog system and understand that by signing this consent form I will receive an email message and will be able to log in and see observations of my child. These observations may include photographs, video clips or audio recordings.

I hereby give consent for my child to be photographed/videoed for record-keeping purposes and for the use of Early Years Professionals at BebeTots Nursery & Pre-School.

I understand that there may be group photographs/videos that incorporate images of my child and other children and teachers. I agree that these photographs/videos may be used in other children's learning journeys. To protect and respect privacy, I agree not to use/upload/share the photographs, videos and audio recordings involving other children on public web-sites such as social media sites and may not utilise information from my child's learning journey for purposes other than understanding the development of my child.

The BebeTots Nursery policy on photographs/videos covers this in more detail which I can access in the Policies Folder.

I agree that my child's observations, learning journey, reports and other documents created through eyLog can be stored on eyLog's systems. I agree to log in using only the personal log-in provided to me. The following email address(es) can be used to send me notifications through the eyLog system.

By signing below, I agree that BebeTots Limited T/A BebeTots Nursery & Pre-School can hold your email address and use it for the purpose of adding you on to the eyLog system. You understand that BebeTots Limited will not sell your data to third parties and your information will be kept securely.

Your Name	Your e-mail address	Relationship to the child	Your Signature