

Lechlade Little Learners

Registration form and parent contract

Please take a few minutes to read through this registration form and parent contract and fill it in BLOCK CAPITALS as accurately as possible. For help and advice, please ask a member of staff. Once you have completed the form, please sign the declaration below and return the whole form to the Pre-School Manager or Deputy Manager with the £20 registration fee (Registration fee only applies to children taking up non funded hours).

Thank you.

Declaration

I, as the named parent/ carer below, have read the registration form and contract and can confirm that the information supplied is true and correct; I will notify the preschool **immediately** should there be any changes to this information

Signed						
Name						
Date						
Childs full name (please print)						
	Session Times	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	9am – 12pm					
Lunch	12pm – 1pm					
Afternoon	1pm – 3pm					
Family information						
Child's details						
Child's name			Gender	Male / Female		
Child's preferred name			Child's date of birth	DD / MM / YYYY		
Child's address			Ethnicity			
Child's religion						

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Parent/ Legal guardian details			
Parent/ guardian 1 name		Parent/ Guardian 2 name	
Address		Address	
Home phone		Home phone	
Work phone		Work phone	
Mobile		Mobile	
NI number		NI number	
Parental responsibility		Parental responsibility	
Home Language			
Previous nursery/ pre-school/ playgroups			
Other setting child attends			
Emergency contact details			
<i>Name, address & telephone number for 4 persons who can be contacted in an emergency and who can collect the child if the parent cannot.</i>			
1.	Name		2.
	Name		
Address		Address	
Phone number		Phone number	
Relationship to child		Relationship to child	
3.	Name		4.
	Name		
Address		Address	
Phone number		Phone number	
Relationship to child		Relationship to child	
Password to be used in case of emergency			
Medical Information			
Dr name		Health visitor	
Surgery address		Telephone number	
Telephone number		Medication	

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Immunisations, ie MMR, Polio, Meningitis		Allergies	
History of infectious diseases		Any other information, ie dietary needs, religious practices	
Has your child ever had (<i>please tick ✓ all that apply</i>)			
Febrile convulsions		Chicken pox	German measles
Asthma		Measles	
Eczema		Mumps	
Consent information			
<i>Please read carefully and sign that you are willing to give consent for each of the below</i>			
I give consent for my child's work and/ photograph to appear on Little Learners website, Facebook page, in-house displays (allergy boards, pegs), art work etc.			
I consent that my child's learning and development to be observed by Little Learners staff and for their records to be passed onto Primary School.			
I consent to my child having photographs taken which will be used in their learning journals and those of others.			
I consent to staff completing my child's learning journal and assessment paperwork outside of the setting as and when required.			
I am aware that for special events (sports day, Christmas concert etc) I am unable to take photos of my child unless my child is on their own during the photo.			
I consent to my child being taken out on routine outings within the local area (eg. Library, walks, shopping, forest school)			
I consent to Little Learners staff when necessary can share information regarding my child with other professionals, consultants, settings, etc.			
I consent to staff of Little Learners seeking any necessary medical interventions/ emergency treatment for my child when needed.			
I consent to staff at Little Learners applying sun cream (sent from home and labelled) to my child as needed during sunny periods.			
I agree to pay fees promptly in line with the terms and conditions and understand that failure to do so will result in late payment charges and possible suspension of my child's place.			
I would like to receive any future correspondence via email (email address :)			

Parental Helpers List

As you may be aware we are managed by a volunteer Committee which are mainly made up of parents whom have children at Little Learners. The Committee need support from parents to help raise funds to keep fees low and provide excellent all round education. Please tick any of the attached boxes below agreeing to help where possible, we can contact you when necessary.

Name	
Contact Number	
Contact Email	
Being on the committee (you will need to be DBS checked)	
Parent Helper (you will need to be DBS checked)	
Help organise events, such as cake sales, sports day etc	
Help work on fundraising events	
Research new projects ie. Gain quotes for new equipment.	
Cleaning and mending toys	
Baking Cakes	
General maintenance, small jobs.	
Mowing the garden each half term	
Tip runs	
Other:	

PART B – TERMS AND CONDITIONS

1. Definitions

1.1 The definitions below apply in these terms and conditions.

“Child” the child or children who are named in Part A;

“You” the person, firm or company who purchases Services from us;

“Services” the services of a preschool during the days or half days indicated in Part A (excluding bank holidays and school holidays) together with any other services which we provide, or agree to provide, to you;

“Us” the nursery named in Part A.

1.2 A reference to **writing** or **written** includes faxes but not email.

1.3 Any requirement in this contract for either party not to do something includes an obligation on that party not to allow that thing to be done.

2. Formation of the contract

2.1 A contract for the Services will be formed between you and us once you have given us a signed, fully completed, registration form and a registration fee of £20 (Registration fees are not required for those children doing

funded hours only) and we have confirmed to you in writing that your application for a place has been successful.

2.2 These terms and conditions govern the contract between you and us for the Services. No other terms apply unless they are in:

- 2.2.1** A handbook issued to you by us,
- 2.2.2** A policy issued to you by us,
- 2.2.3** A letter that is signed by both you and us.

2.3 In the case of any uncertainty as to which terms apply, these terms and conditions will apply.

3. Duration of the contract

3.1 The contract shall last until it is terminated by either you or us giving to the other, in writing, at least one full months' notice. However, the contract can, in some circumstances be terminated immediately under clause 18.

3.2 You are liable for the fee during the notice period.

4. Suspension of the Services

The Services may be suspended (meaning the Child is temporarily not able to attend the nursery) in the circumstances set out in our Critical Incident Policy or in the circumstances set out in clause 19. If the Services are suspended for a period of more than one month, either of us may terminate the contract by giving the other one month's written notice.

5. Our Obligations

5.1 We will use all reasonable efforts to provide the Services to you, in accordance in all material respects with these terms and conditions and any other documents referred to in 2.2 above.

5.2 We welcome staff and children from many different backgrounds and ethnic groups. Human rights and freedoms are respected and we will do all that is reasonable to ensure that our culture, policies and procedures are made accessible to children who have disabilities and to comply with their social and moral obligations under the Special Educational Needs and Disability Act 2001 or Equality Act 2010 in order to accommodate the needs of children, applicants and members of staff who have disabilities for which, after reasonable adjustments, we can cater adequately.

5.3 If we determine, in our sole discretion (after appropriate and reasonable analysis) that reasonable adjustments cannot be made for a Child and as such we cannot continue to adequately provide for that Child (or admit them as the case may be) then we shall be permitted to request that you to withdraw the Child without being charged fees in lieu of notice.

6. Your obligations

6.1 You shall:

6.1.1 Co-operate with us;

6.1.2 Provide to us such information as we may reasonably require about

6.1.2.1 The Child (e.g.

6.1.2.1.1 Any known medical condition, health problem, allergy, or diagnosed dietary requirement;

6.1.2.1.2 Any prescribed medication;

6.1.2.1.3 Any lack of any vaccination which the Child would ordinarily have by their age;

6.1.2.1.4 Any family circumstances or court orders affecting the Child;

6.1.2.1.5 Any concerns about the Child's safety; and

6.1.2.2 Your contact details, and those of your authorised persons who may collect the Child.

6.2 You must (a) ensure that these details are accurate and (b) keep these details up-to-date, by promptly informing us in writing whenever they change.

6.2.1 As regards arrivals and departure of a child, please refer to the nursery's Arrivals and Departures Policy. Please ask for a copy of it if necessary.

6.3 If our performance of our obligations under the contract is prevented or delayed by anything you do (or fail to do), we shall not be liable.

- 6.4 You shall not employ (or attempt to employ) any member of our staff without our consent, until six months from the end of this contract.

7. Charges and payment

- 7.1 You shall pay the charges as shown in the parent pack.
- 7.2 Charges are due even if the Child is absent.
- 7.3 We will not charge for bank holidays, school holidays or staff training days.
- 7.4 VAT is not charged on preschool fees (Child care provision is an exempt supply for VAT purposes).
- 7.5 The quoted charges are per Child, per hour.
- 7.6 Extra hours (or parts of an hour) will be charged for (at the ruling rate) and must be booked least 24 hours in advance. These hours will be invoiced at the end of the half term they were taken in.
- 7.7 The charges must be paid half termly and must be paid by the 3rd week of the half term unless a prior agreement has been made.
- 7.8 All payments must normally be made by bank transfer, tax free childcare or childcare vouchers. We may agree to payment by cash in exceptional circumstances but it your responsibility to obtain a receipt from the manager.
- 7.9 We may increase our charges once per year. We will give you written notice of any such increase the half term before the proposed date of increase.
- 7.10 Without restricting any other legal right that we may have, if you fail to pay us on time, we may:
- 7.10.1 Charge a late payment fee of £20. You must pay us the late payment fee with the overdue amount. In addition we will be entitled to recover from you the full amount of our administrative and other costs incurred in recovering any unpaid sum including legal costs and disbursements on an indemnity basis.
- 7.10.2 Suspend all Services until payment has been made in full, which will include the suspension of the Child, or even terminate the contract permanently.
- 7.11 If you owe us any money, and make a claim against us, we may set off what you owe us against what you are claiming from us.
- 7.12 Unless previously agreed, if you are more than 10 minutes late collecting your child we reserve the right to charge a late collection fee of £10 with a further £5 charge for each additional 15 minute period. This will apply regardless of whether your due collection time is during or at the end of the preschool day.

8. Reducing sessions

You are required to give us one month's written notice of a reduction in the number of sessions you require.

9. Free preschool education

- 9.1 If you wish to take up your free preschool education, you are required to complete and sign a Parental Declaration on a termly basis, detailing how and when you will take up the free sessions.
- 9.2 Our charges will not be made in respect of the free sessions as detailed in the Parental Declaration, but we are entitled to make a reasonable charge for additional activities provided during any free session.

10. Welfare of the Child

- 10.1 We will do all that is reasonable to safeguard and promote the Child's welfare and to provide care to at least the standard required by law and often to a much higher standard.
- 10.2 We will respect the Child's human rights and freedoms which must however, be balanced with the lawful needs and rules of our nursery and rights and freedoms of others.
- 10.3 Your consent to such physical contact as may be lawful accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a Child in distress, or to maintain safety and good order, or in connection with the Child's health and welfare.
- 10.4 Parents of Children who are not potty trained must provide nappies and wipes and will be required to take any dirty ones home at the end of the session.
- 10.5 As regards behaviour management techniques and sanctions, please refer to the preschool's Behaviour Policy. Please ask for a copy of it if necessary.

10.6 The preschool uses emergency procedures for accidents, evacuations, incidents and allergic reactions, please refer to the individual policies and procedures and ask for a copy where required.

11. Health and medical matters

- 11.1** If the Child becomes ill during the preschool session a member of staff will contact you or the emergency contact indicated on the registration form. You must inform us immediately of any changes to these contact details. If your child requires urgent medical attention while under our care, we will if practicable attempt to contact you and obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by a doctor (including anaesthetic or operation, or blood transfusion) unless you have previously notified us you object to blood transfusions).
- 11.2** If the Child is suffering from a communicable illness, he/she should not be brought to the setting until such time as the infection has cleared. A full copy of our infection control policy is available from the manager. Please refer to the illness/communicable disease list supplied in your information on minimum periods of exclusion from the preschool.
- 11.3** You must notify the preschool if the Child is absent from the setting through sickness.
- 11.4** If the Child has been sent home from the preschool because of ill health, he/she will not be re-admitted for at least 24 hours. If the Child is prescribed antibiotics, he/she will not be allowed to return to the preschool until they have had 24hours worth of medication.
- 11.5** As regards medication, and the administration of it to a Child, please refer to the nursery’s Medication Policy. Please ask for a copy of it if necessary.
- 11.6** Please also see clause 6.1.2 on matters we need to be informed about.

12. Food/dietary requirements

- 12.1** We will work with you to provide suitable food for your Child, if they have a special dietary requirement or any allergies as diagnosed by a doctor or dietician. All reasonable care will be taken to ensure that a Child does not come into contact with certain foods with support from parents and external professionals should the need arise.
- 12.2** Children are required to bring in their own packed lunches which should healthy and nutritional.
- 12.3** No packed lunches supplied by parents will be heated up by us.

13. Reporting of neglect or abuse

We have an obligation to report to the relevant authorities any suspicions we have that your Child has suffered neglect or abuse, and where necessary we may do so without your consent and/or without informing you.

14. Limitation of liability

- 14.1** This clause sets out our (and our employees’, agents’, consultants’ and subcontractors’) liability to you in respect of the contract (including any breach of it, any statement we make to you about it, our termination of it).
- 14.2** All terms implied by law are, to the fullest extent permitted by law, excluded or deleted from the contract.
- 14.3** Nothing in these terms and conditions in any way limits our liability for fraud, or for death or personal injury resulting from negligence.
- 14.4** We shall not be liable for:
 - 14.4.1.1** Any loss or damage to any toys, equipment or bags, clothing etc. you may bring into our nursery;
 - 14.4.1.2** Loss of any profits, or consequential loss; or any other indirect loss; and
- 14.5** Subject always to clause 14.3, our total liability (in contract, tort including negligence or breach of statutory duty, or otherwise) shall be limited to cumulative price paid by you for the Services over the course of the contract.

15. Data protection

- 15.1** We may take photographs of your Child for promotional or training purposes only. If you do not wish for your Child to be included in such photographs, please inform us by completing the ‘permission form’ given to you on enrolment, or by writing to the preschool manager.
- 15.2** Any personal data related to you or your Child will be dealt with in accordance with our privacy notice and GDPR.

16. Security

Parents are welcome to visit the nursery, but we will not admit anyone without prior notification. It is your responsibility to ensure that we are aware of who will be collecting your Child. No Child will be allowed to leave the building with any person who has not been notified as an authorised person to collect the Child on your behalf.

17. Complaints and concerns

Please address any complaint or concern to the supervisor in charge, in the first instance, and if the matter is not resolved within a reasonable period, please refer it to the manager. Please also refer to our complaints and compliments policy which shall apply to any complaints received by us.

18. Termination for breach of contract, or bankruptcy/insolvency

18.1 Without restricting any other legal rights which the parties may have, either party may terminate the contract without liability to the other immediately on giving written notice to the other if:

- 18.1.1** The other party fails to pay any amount due under the contract on the due date for payment and remains in default for 10 days or more; or
- 18.1.2** The other party commits a material breach of any of the terms of the contract and (if such a breach is capable of being remedied) fails to remedy that breach within 30 days of that party being notified in writing of the breach; or
- 18.1.3** The other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986.

18.2 On termination of the contract for any reason:

- 18.2.1** You shall immediately pay all of our outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, we may submit an invoice, which shall be payable immediately on receipt; and
- 18.2.2** Any clause in these terms and conditions which implicitly is intended to survive termination shall continue in force.

19. Events that are beyond our control

19.1 If any event beyond our reasonable control (e.g. a fire, flood, E-Coli outbreak, strike, civil action, act of terrorism, war etc.) occurs, for which we have business interruption insurance, we may close the nursery without liability to you and we will not charge you for the fees for the time the nursery is closed. We will keep you informed, in such an event.

19.2 If it is, in our reasonable opinion, necessary or in the interests of the Child to do so, we may close the nursery even though our business interruption insurance will not cover us for the closure. In these circumstances, we will charge you for the time the nursery is closed. For example, we may close because of severe weather conditions (snow), outbreak of flu, swine flu or other illnesses etc. [Also, we close if the owner of the premises closes the premises and denies us access.]

20. Invalid clauses

If any part of the contract is found by any court or similar authority to be invalid, illegal or unenforceable, that part shall be struck out, but the rest of the contract shall apply.

21. Changes to these terms and conditions

- 21.1** We may change these terms and conditions where such a change arises from changes in regulations or legislation affecting us.
- 21.2** We may change any other terms in these terms and conditions provided. We will give you at least one month's written notice of our intention to do so.

22. No other terms

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Each party acknowledges that, in entering into the contract, it has not relied on anything said or written that is not written in the contract. This applies unless fraud is established.

23. Assignment

The contract is personal to you. You shall not, without our written consent, transfer to anyone else any of your rights or obligations under the contract.

24. Rights of third parties

A person who is not a party to the contract shall not have any rights under or connection with it.

25. Governing law and jurisdiction

The contract, and any dispute or claim arising out of it or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by the law of England. The courts of England shall have exclusive jurisdiction to settle any such dispute or claim.

Signed (parent/ carer): _____

Name: _____

Date: _____