



Fovant Rainbow Centre

Child Registration Form

Childs Full Name:	Name to be known as:
Date of Birth:	Start Date:
Address:	
Postcode:	
Mother's Name:	Father's Name:
Date of Birth:	Date of Birth:
Address (if different from above):	Address (if different from above):
Home Tel No:	Home Tel No.
Mobile No:	Mobile No:
Work No:	Work No:
E-mail:	E-mail:
Doctors Name, Address, Telephone Number:	
Health Visitor Name:	
Are your child's immunisation up to date? Yes/No	
Please provide details of any special dietary requirements your child has (e.g. cultural, religious, vegetarian, allergies):	Please provide details of any medical/special needs your child has:
Emergency Contact Details 1	Emergency Contact Details 2
Name:	Name:
Address:	Address:
Tel. No:	Tel. No:
Relationship to child:	Relationship to child:
<p>In the event of someone collecting your child who is unknown to the centre they will only be handed over to their care if the parents/carers have advised the setting and the person collecting is able to give the centre the correct password.</p> <p>My chosen password is:</p>	
Parent/Carers Signature:	Date:

Please note only parents with parental responsibility, as defined by the Children Act 1989, may sign this form. Not all parents have parental responsibility. Please see attached sheet before signing.

Emergency Treatment Consent

In the unlikely event of a serious accident Fovant Rainbow Centre requires your permission to administer emergency first aid procedures.

In all cases a qualified first aider would administer emergency first aid and remain with the injured child until the paramedics arrived.

A member of staff will always accompany the child in the ambulance and the centre would contact the parents/carers immediately arranging to meet them at hospital.

Iparent/carer

of.....

Agree to Fovant Rainbow Centre administering emergency first aid procedures to my child in the event of a serious accident.

Signed.....

Date.....

Childcare Contract

Childs Name:..... Date of Birth.....

Start Date:.....

Baby/Toddler/Pre-School

Time	Mon	Tues	Wed	Thurs	Fri
Creche 8.00-9.00					
Morning Session 9.00-12.00					
Lunch Session 12.00-1.00					
Afternoon Session 1.00-1.30					
School Day 9.00-3.30					
Full Day 8.00-6.00					

After School Club

	Mon	Tues	Wed	Thurs	Fri
After School Club with transport					
After School Club without transport					

The term after your child is three years old is when they become eligible for the Nursery Education Grant. This government funding means that all children are able to access five sessions of two and a half hours per week. Where children attend longer hours your invoice will be adjusted accordingly

The baby unit (birth to two years) is a 51 week a year facility and children are placed in the baby unit on this basis subject to the terms and conditions below.

At two years children join the pre-school and parents have the option to either continue their child's care and education on a full time basis (51 weeks a year) or attend sessions term-time only. Term-time only children are welcome to join our holiday club. (Separate rates apply).

Terms and Conditions

Application

Our standard application form must be completed before a child can be considered for a place. Full and part-time placements are available within the normal session times.

Fovant Rainbow Centre requires a £30.00 administration charge to secure your child's place and must be paid before your child's start date.

Closure

Children aged 0-2 years- Holidays of two weeks per annum without payment of fees may be taken providing two months notice in writing in advance of holiday is provided. Fees are applicable at all other times regardless of attendance. The centre closes during Christmas week and dates will be advised accordingly.

Fees

Fees must be paid in advance. Invoices are raised termly (3 terms) to take into account the academic year with separate invoices raised for summer holidays. Any additional hours or sessions taken up will be invoiced in arrears.

Failure to pay on time without prior management consent will incur a monthly 5% surcharge to all money outstanding and your child will not be admitted to the setting until all outstanding amounts are paid in full.

Apart from full day care, all other sessions will incur an additional surcharge of £5.00 per full half hour for delivery or collection of children five minutes either side of session time.

All sessions including full day care will incur an additional surcharge of £10.00 per full half hour for delivery or collection of children five minutes either side of delivery of child before 8.00am or collection of child after 6.00pm.

In the event of non-payment of fees we reserve the right to pass the debt to our debt collection agency where interest and the full collection fee will be applied.

Both parents/carers are responsible for the payment of fees. In the event of one parent/carer signing our terms and conditions this person is responsible for payment of fees in full as per our terms and conditions above.

An administration charge of £17.00 will be made for each returned cheque or rejected standing order.

Standing orders will be offered to parents placing their child at the centre on a full time basis. Invoices will be issued at the beginning of each billing period at the fixed monthly rate based on the normal weekly attendance of the child e.g weekly session X 51 weeks + 12 = monthly invoice.

Termination/Cancellation/Change

Fovant Rainbow Centre requires a full two calendar months notice in writing to decrease sessions booked or withdraw your child from any section of the centre. Full fees are payable until the conclusion of notice regardless of attendance. These conditions apply in ALL circumstances.

After School Club-one new terms notice in writing is required on withdrawal of your child from the club or a full new terms fees in lieu of notice are payable. (A minimum of six clear weeks).

Any postponement of the agreed starting date requires three months notice in writing otherwise the place fee will be charged from the original start date.

This agreement may be terminated if either party is in material breach of the agreement and fails to remedy such breach within seven days, following written notice from the other party specifying the details of the breach. If the nursery is in breach then Fovant Rainbow Children's Centre Limited will refund all fees outstanding.

Fovant Rainbow Children's Centre Limited reserves the right to terminate the contract without notice, for non-payment of fees and if the behaviour of your child is unduly disrupting the enjoyment and smooth running of the centre for other children or for any other reason.

All complaints must be received in writing please refer to our complaints procedure displayed on all parent's notice boards.

Accident and Illness

The school maintains a register of all accidents and if your child is involved in an accident no matter how minor that requires recording then you will be asked to countersign the record when you collect your child. Your child will not be admitted to the centre whilst suffering from any contagious disease if their remains a danger of other children being at risk of catching the illness. (Please refer to the centre policies).

Property/Belongings

Whilst the centre will make every reasonable effort to ensure children's belongings are not lost or damaged we cannot be held responsible for any loss or damage.

Security

The internal doors to each building of the centre are kept secure with a security locking system at all times. Please assist us by closing all doors when you arrive or leave. We will only release children into the care of people we know and who have been authorised in advance to collect your child. If in an emergency it is somebody new please ensure we are informed and the adult has proof of identity with him or her and knows your password as agreed on your registration form.

Liability

Fovant Rainbow Children's Centre Ltd accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the centre being temporarily closed or the non-admittance of the child to the centre for any reason

Vouchers

For your child's first month with Fovant Rainbow you will be required to pay 100% of fees in advance. Any childcare vouchers received during that calendar month will be credited to your account, and deducted from the second month's invoice (provided they are received before the 15th of the month, our invoice date). Thereafter all voucher amounts will be credited to the subsequent month's invoice for the period your child is with Active Learning. (For a fuller explanation of the voucher system, please ask for a copy of our policy on voucher funding.)

It is the responsibility of the parent/carer/guardian of the child placed at the centre to inform the centre in writing of any change in name, address, contact details or circumstances. In all cases it is the parent/carer/guardian's responsibility for payment of fees.

Parent/Carer Signature.....Name.....Date.....