

# Russell Hill Road Day Nursery

45 Russell Hill Road, Purley, CR8 2LD

## Registration Form

Should you wish to register your child for a place at Russell Hill Road Day Nursery, please complete the registration form using block letters.

***There is a registration fee and deposit payable of £300.00.  
(£100.00 considered the registration fee is non-refundable)  
(£200.00 is deducted from your first month's fees)***

|                                                    |
|----------------------------------------------------|
| Date Form Completed:                               |
| Child's First Name:                                |
| Child's Family Name:                               |
| Child's Date of Birth:                             |
| Male or Female (Please circle one)                 |
| Child's Address:                                   |
| Postcode:                                          |
| Telephone:                                         |
| Position in family: 1 2 3 4 5 6 7 8 (sibling list) |
| Ethnic Origin:                                     |
| Language(s) Spoken at home:                        |
| Religion:                                          |

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Name of Mother or Guardian:

Address:

Name of Employer:

Address of employer:

Occupation:

Work telephone number:

Mobile telephone number:

Email Address:

Name of Father or Guardian:

Address:

Name of Employer:

Address of employer:

Occupation:

Work telephone number:

Mobile telephone number:

Email Address:

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Other person(s) allowed to collect the child or be contacted in case of an emergency.

Name:

Name:

Relationship to the child:

Relationship to the child:

Address:

Address:

Work No:

Work No:

Mobile no:

Mobile no:

Home no:

Home no:

Name of Family Doctor:

Surgery Address:

Surgery telephone number:

Health Visitors Name:

Health Visitors number:

Please tell us about any medical concerns including allergies or regular medications:

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Please tell us about any special dietary requirements:

Please record your child's likes and dislikes:

| Please tick sessions required. | Mon | Tue | Wed | Thur | Fri |
|--------------------------------|-----|-----|-----|------|-----|
| Full Day (7am – 7pm)           |     |     |     |      |     |
| School Day (8am – 4:30pm)      |     |     |     |      |     |
| Morning Sessions (7am – 1pm)   |     |     |     |      |     |
| Afternoon Sessions (1pm – 7pm) |     |     |     |      |     |
| Date place is required from:   |     |     |     |      |     |

Please indicate how you heard about the nursery:

**Consent and contract. (Part of the application process)**

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I give full permission for my child to be taken to hospital in the event of an accident within the nursery and for medication or treatment to be administered by a doctor in my absence. (The nursery will always try to contact a parent first)

**Please sign and date here:** .....

## **I agree to comply with all the setting's term and conditions whereby:**

1. Will give a minimum of 2 months' notice if the nursery place is no longer required. I understand cancelling less than 2 months before my start date means that I will lose my deposit and I may also be liable for any first month's fees over and above the value of the deposit.
2. Will give a minimum of 2 months' notice before my child's start date to decrease any sessions that have been previously requested.
3. Understands that nursery fees are payable on the 01<sup>st</sup> of each month.
4. Understands that fees are payable regardless if my child attends or not. This includes holidays or being too unwell to attend nursery. The nursery will not give refunds, credit notes, reductions or waivers of fees because of absences however, caused.
5. Understands that nursery fees are payable even if the nursery has to close. This includes but not limited to closures caused by Government sanctions or lockdowns. Again, the nursery will not give refunds, credit notes, reductions or waivers of fees due to closure caused by any measures.
6. If a child's fee is unpaid for more than 5 working days, the nursery can reserve the right to refuse a child entry. If fees remain unpaid, then the nursery will terminate the child's nursery place with no prior warning.
7. Agrees to follow all the nurseries policies and procedures.
8. Agrees to give a months' notice of withdrawal from the nursery in writing or pay one month's fees in lieu of the notice period.
9. After a child starts at the nursery a parent agrees to give a month's notice in writing to either increase nursery hours (if a space is available. You will need to check with the nursery manager) or decrease nursery hours.

Please sign and date here: .....

**Upon registration original documentation as proof your child's date of birth and guardianship are required (e.g Full birth certificate).**