



Tigers Day Nurseries Registration form

Please complete and return this form to your chosen setting with the registration fee of £45.00

Child's full name: _____

Date of birth or EDD: _____

Home address: _____

Telephone number: _____

Father's details

Father's name: _____ Date of birth: _____

Place of work & address: _____

Employer's telephone number: _____

Mobile telephone number: _____

Email: _____

Mother's details

Mother's name: _____ Date of birth: _____

Place of work & address: _____

Employer's telephone number: _____

Mobile telephone number: _____

Email: _____

Ethnic Origin: _____ Religion: _____

Any languages spoken other than English: _____



Other children in the family:

Name: _____ D.O.B. _____

Name: _____ D.O.B. _____

Persons authorised to collect your child: _____

Emergency Contacts (in addition to parents and only contactable in an emergency)

1. Name: _____

Relationship to child: _____

Telephone numbers: _____

2. Name: _____

Relationship to child: _____

Telephone numbers: _____

Doctor's name: _____

Surgery Address:

Surgery Telephone Number: _____

Health Visitor Name: _____ **Contact No:**

Please sign below to give consent to apply suncream (provided by parents) to your child



Nursery requirements:

	AM	PM
Monday	Y/N	Y/N
Tuesday	Y/N	Y/N
Wednesday	Y/N	Y/N
Thursday	Y/N	Y/N
Friday	Y/N	Y/N

Please circle the days/sessions you would like

Please indicate if you require a term time only place. Y/N

If the sessions required are not available would you consider others? Y/N

Personal/medical details:

Does your child have any allergies, food or otherwise?

Please give details of any dietary requirements below:

Dates of immunisations:

D.P.T: _____

H.I.B.: _____

M.M.R.: _____

Do you give us permission to seek emergency medical treatment for your child? Y/N

May we take your child out on local trips? Y/N

May we use photographs of your child around the nursery on displays? Y/N

May we use photographs of your child on the website, Tigers Facebook page, in brochures or in any other advertising? Y/N



Terms & Conditions

FOR: TIGERS DAY NURSERY, HENWICK COURT, TURNPIKE ROAD, THATCHAM, BERKS RG18 3QY

TELEPHONE: 01635 528857 EMAIL: tigersday@tiscali.co.uk

Please complete the contract and return to the nursery. We will return a copy to you.

Parents are kindly and politely asked to observe the following conditions:

1. A registration fee of £45.00 is required per family to be placed on the waiting list for a place. This fee is non-refundable.
2. Once a four weeks deposit is received from you, we will contact you to arrange for both you and your child to spend time with us and get to know each other before your child officially starts. We will ensure your child is happy and settled before they start their booked sessions.
3. Parents are required to supply the nursery with adequate nappies and toiletries (if preferred to the toiletries provided by the nursery) and formula or breast milk until no longer required by your child.
4. You are very important to your children and therefore us, so we would like to work closely with and in partnership with you. You are welcomed into the nursery to spend time with your child and to take part in various events organized for this purpose.
5. Parents evenings/meetings are held biannually and we invite you to attend a short meeting to discuss your child's progress and development.
6. Learning journals are kept by the child's key worker to record and assess progress and development. We ask you to contribute to these with photos, anecdotes and achievements your child makes outside of the nursery, so we can celebrate all the wonderful things your child does and share them together.
7. When children move through the nursery, staff will ensure this is completed smoothly and children have an opportunity to have trial sessions in their next room to prepare them for the change.
8. Children are offered a snack mid-morning, a two course cooked lunch and a high tea in the afternoon. Special diets are catered for.
9. Included in fees costs are music, dance, French and football training, depending on your child's room and age/stage of development.
10. Occasionally we are able to offer 'discounted days' for parents due to restrictions on our waiting lists. These days are advertised outside the children's room and can be booked for a 6, 10 or 12 weeks period when available. They are offered on a first come, first served basis and the full cost must be paid in advance and is not subject to any usual discounts for holidays etc, at a reduction of a third off the normal fees.



FINANCIAL INFORMATION:

11. Full fees are payable at all times including bank holidays and sick absence. Part time places receive a 20% discount for a 2 week period and full time for a 4 week period, holiday discount. Discounts are taken off at start of our financial year (Sept) and costs divided equally over a 12 month period.
12. Fees are payable for 51 weeks of the year. We do not charge for the period between Christmas and New Year.
13. Bank holiday sessions are charged for and banked so parents can use these at another time, spaces and ratios permitting. Banked sessions must be used by the end of each year and cannot be carried over into the next year.
14. A four week deposit is required when booking a place and 60 days' notice is required to change sessions at any time. If changes are made to reduce sessions or delay your child's start date from that originally booked and reserved, 60 days' notice is required or 50% of costs will be incurred for the remaining period of notice not given.
15. All fees are payable in advance by standing order, cheque, voucher payment, BACS, cash or card payment and are due on the date shown on the monthly invoice. Payments made after this date are subject to a £5.00 per day late charge fee which is added to the next invoice. Cheques returned by your bank for any reason are charged at £20.00 per representation. If this occurs three or more times we will request cash payment for fees.
16. Monthly fees must be cleared before the beginning of the next month or we reserve the right to withdraw your place.
17. One month's written notice is required to withdraw your child's place. If the required notice is not given, a full month's fees will be required in place of notice.

Date you wish your child to start: _____

I wish to apply for my child's admission to Tigers Day Nursery Ltd. I have read and understood the terms and conditions for the nursery and agree to comply with them. This contract is legally binding.

Signed: _____ Print name: _____

Date: _____

Please use area below for any comments you would like to add: