

# Child Registration Forms

**Personal Details**

Name of child	
Date of birth	
Home address	
Postcode	
Religion	
Nationality	
Language(s) spoken at home	
Details of any special educational needs/disabilities	
Emergency Contact 1 (Name, Number, Relationship to child)	
Emergency Contact 2 (Name, Number, Relationship to child)	
Security Password	
Preferred start date	

# Child Registration Forms

**About your family**

Parent/Carer									
First Name									
Surname									
DOB									
Home address  (if different to child)									
Postcode									
Home tel number									
Mobile									
Home email									
Work Tel number									
Email									
Hours worked									
Responsibilities  (Tick all that apply)	<table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">Parental responsibility</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Payment of fees</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Collect child from nursery</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Contact in emergency</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	Parental responsibility	<input type="checkbox"/>	Payment of fees	<input type="checkbox"/>	Collect child from nursery	<input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>
Parental responsibility	<input type="checkbox"/>	Payment of fees	<input type="checkbox"/>						
Collect child from nursery	<input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>						

# Child Registration Forms

Parent/carer									
First Name									
Surname									
DOB									
Home address (If different to child)									
Postcode									
Home tel number									
Mobile									
Home email									
Work Tel number									
Email									
Hours worked									
Responsibilities (Tick all that apply)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Parental responsibility</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="width: 50%;">Payment of fees</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Collect child from nursery</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Contact in emergency</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Parental responsibility	<input type="checkbox"/>	Payment of fees	<input type="checkbox"/>	Collect child from nursery	<input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>
Parental responsibility	<input type="checkbox"/>	Payment of fees	<input type="checkbox"/>						
Collect child from nursery	<input type="checkbox"/>	Contact in emergency	<input type="checkbox"/>						

# Child Registration Forms

**Other contacts**

<b>Additional Contact one</b>			
Title			
First name			
Surname			
Relationship to the child			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery	<input type="checkbox"/>	
	Contact in an emergency	<input type="checkbox"/>	
<b>Additional Contact two</b>			
Title			
First name			
Surname			
Relationship to the child			
Address			

# Child Registration Forms

Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery	<input type="checkbox"/>	
	Contact in an emergency	<input type="checkbox"/>	

**Medical details**

NHS Number			
GPs Name			
GPs Address			
GPs Phone number			
Does your child have any allergies?	Yes / No (please circle)		
If yes, please give details of the cause and reaction			
Does your child have any special dietary requirements?	Yes / No (please circle)		
If yes, please give details			

# Child Registration Forms

<p>Has your child had any of the following immunisations?</p> <p>Please tick and date</p>	Immunisation	Date of immunisation
	BCG	
	Diphtheria	
	HIB	
	MMR	
	Meningitis C	
	Poliomyelitis	
	Tetanus	
Whooping cough		
Any other immunisations		
Health Visitor's Name		
Address		
Postcode		
Telephone number		
Email		

# Child Registration Forms

Any other agency involved, Name	
Address	
Postcode	
Telephone number	
Any other details that we should know about?	

**Sessions**

Please indicate your preferred sessions.

	Mon	Tues	Wed	Thurs	Fri
<b>Attendance</b>					

# PERMISSION TO SEEK ASSISTANCE FOR EMERGENCY TREATMENT

In an emergency when a parent's attendance cannot be immediate, it is sometimes necessary to administer a paracetamol based medicine or an antihistamine medicine. We may also require to obtain treatment for a child from a doctor or the casualty department of a hospital. As delay in these circumstances is highly undesirable, we would ask that you give our consent on the attached form in case such an emergency should unfortunately arise.

In the event of sudden illness or accident affecting your child, if recommended by a doctor. I consent to emergency treatment and/or the administration of General Anaesthetic to my child

Signed.....(Parent/Carer)

Name of Parent/Carer .....

Name of Child .....

Date of Birth .....

Address.....  
.....

Telephone Number .....

Mobile Number .....

Date .....



## Terms and Conditions

Your fees should be paid a month in advance. As everyone different fees dependent on their eligibility for funding and the number of days they attend, a separate form will be provided after registration detailing the fees for the child.

A consumable charge will be charged at £2 per hour for funded hours. This includes to pay for meals/milk, snacks, nappies/wipes/sudocreme, art supplies and other deemed activities that would disposable products

Notice is required of 14 days if you decide your child will leaving, increasing/decreasing days Hurley Birds Nursery.

When collecting your child or another elected adult (who is on the registration form or we have been informed about) they may be asked for the password if a member of staff does not recognise them and the adult must sign them out.

If your child is sick please let us know by phoning or texting the nursery phone number (07858813900) and stating the reason. This should be done no later than 7am if possible. Children who have vomiting and diarrhea are required to not attend nursery for 48 hours after the **last** bout.

If you need to take your child out for a holiday/day off please inform us asap. Unless this is within 14 days of the date you may be liable to pay full nursery daily charges.

Please let us know of any allergies at the time of registration and inform us of any new ones if they arise.

All children should come appropriately dressed for nursery. Throughout the day we will be outside, sometimes do things that will be quite messy therefore please do not dress the children in anything you would not want them to get dirty.

All clothing should be named and in cold weather should always have a coat, gloves, hat and scarf available. Wellies should also be available in especially in wet weather, these can stay at the Nursery if necessary.

In the event of an emergency closure of Hurley Birds Nursery we will inform you via the website and app if it occurs before the start of the day. If this occurs during the day you will be telephoned and you will need to arrange someone to come and collect your child immediately.

All Policies and Procedures are available on request via the manager of Hurley Birds Nursery. Some are available on our website [www.hurleybirdsnursery.co.uk](http://www.hurleybirdsnursery.co.uk)

All employees of Hurley Birds Nursery will confidently share information about your child. At times we may need to share information with external services about your child but will inform you about this initially.

I have read the terms and conditions and agree to fully abide by them

I confirm I have transferred the registration fee of £50 which includes my child's registration and a Hurley Birds t-shirt.

Child Registration Forms

By registering you will be given a Hurley Birds t-shirt for the children to wear if they would like. Please circle which size you would like

1-2rs

2-3yrs

3-4yrs

1<sup>st</sup> Parent/Carer signature..... Date .....

Name .....

Relationship to child .....

2<sup>nd</sup> Parent/Carer signature..... Date .....

Name .....

Relationship to child .....

ADDITIONAL ORDERS FOR UNIFORM CAN BE MADE INDEPENDENTLY THROUGH

[WWW.MY CLOTHING.COM](http://WWW.MY CLOTHING.COM)

# Child Registration Forms

CONSENT FORM FOR USING IMAGES OF CHILDREN  
PHOTOGRAPHS, VIDEOS, WEBSITES AND SOCIAL MEDIA

Child's Name .....

Sometimes we take photographs or videos of children when they are involved in activities of our organisation. We may use these pictures or recordings for our own use and promote the work of the organization in the media and on our website. To comply with the General Data Protection Regulations 2018 we need your permission to photograph or make recordings of your child.

Please answer the questions below;

I consent to Hurley Birds Nursery taking photographs of my child and use them (no names will be given)

- In Publications
- In Hurley Birds Nursery Newsletter
- On the wall displays in the Nursery
- On the Hurley Birds Nursery website

I consent to my child being photographed by the Nursery's photographer for the annual nursery photographs

I consent to my child being photographed/videoed by other parents on the understanding that these will not put on the internet/any social media

I have read and understood the organisation's policy. My decision on whether to give consent will remain valid for the duration of my child's attendance at the Nursery unless I notify them in writing of any changes.

Signed .....(Parent/Carer)

Date .....

# Child Registration Forms

Office use only

Room .....

Input into nursery administration system (tick when complete) on (date) .....

Input by..... Position .....

Payment method .....

Funding Code if applicable .....

Checked by .....

## Permanent session amendment form

Please complete this form if you require a permanent amendment to your child's sessions at Hurley Birds Nursery.

# Child Registration Forms

As per our terms and conditions, one month's notice from the 1<sup>st</sup> of any month must be given if the number of sessions is to be reduced.

Name of parent .....

Name of child .....

Room .....

Start date for amended sessions  
.....

Please complete the sessions' form with the new sessions required and attach it to this amendment form.

Signed ..... Date .....

---

**Office use only**

Manager/room head authorisation .....

Additional staff required (to meet ratios)? Yes/No

Staff name .....

Input into nursery administration system (tick when complete)    on (date) .....

Input by ..... Position .....

# Child Registration Forms

**Agreement**

I agree to abide by the terms and conditions and policies and procedures of **Butterflies Nursery** which I have read and fully understand.

Signed..... Date .....

Print name.....

Relationship to child .....

Signed.....Date.....

Print name.....

Relationship to child .....

---

**Office use only**

Input into nursery administration system (tick when complete)            on (date) .....

Input by .....

Position .....

Actual start date .....

Room .....

# Child Registration Forms

Key person .....

Permission slips received

Nursery trips  agree/disagree

Emergency medication  agree/disagree

Photographs  agree/disagree

### Communication Plan

Please tick method of communications regarding sharing information about your child both from nursery to home and home to nursery. Please tick all that apply with your preferred method at the bottom:

Face to face

Family Messenger

Email

Telephone

The preferred method is \_\_\_\_\_



# Child Registration Forms

**Monitoring form**

Take up/usage		Ethnic origin	
1 – 15 hours per week		White	
16 – 30 hours per week		British	
31 – 50 hours per week		Irish	
		Traveller	
Work/training		Other	
Children in lone parent family			
A parent working full time (35 hours +)		Mixed	
A parent now working more than 16 hours		White and black Caribbean	
A parent now working less than 16 hours		White and black African	
A parent now in higher/further education		White and Asian	
A parent taking skills for life or step into learning		Other	
Parent(s) are not working/training			
		Asian or Asian British	
Financial support		Indian	
Parents access CTC		Pakistani	

# Child Registration Forms

Parents access WTC		Bangladeshi	
Parents access HE childcare access fund support		Kashmir	
Parents access Care 2 Learn support		Other	
Place sponsored by regeneration scheme e.g. SRB		Black or black British	
Financial support from employer		Caribbean	
Receipt of 2 year old funding		African	
Receipt of 3 and 4 year old funding – 15 hours		Other	
Receipt of 3 and 4 year old funding – 30 hours			
		Chinese	
Additional needs		Chinese	
Cognition and learning difficulty		Other	
Behaviour, emotional and social development needs			
Communication and interaction needs		Other	
Sensory and/or physical needs		Other ethnic group	
Other/combination of needs			

# Child Registration Forms

## Parent Contract and Terms and Conditions

**PART A**

This contract is between:

**Butterflies Child and Baby Care services LTD** the principal address of which is **Edmonton Sports and Social Club, Church Street, Edmonton, N9 9HL**; and


of

The Terms and Conditions in Part B apply to this contract. Please read them carefully.

Child or Children					
Hours of attendance (tick as appropriate)	Mon	Tues	Wed	Thurs	Fri
	am	am	am	am	am
	pm	pm	pm	pm	pm
Current fees	£                    per calendar month, payable by the 1st day of the month to which they relate				
Charges for late collection of the Child	£5.00 per 5 minutes that you are late in collecting the Child				

**Child Registration Forms**

<p>Notice required to terminate this contract</p>	<p>One month (whether it is you or us who wishes the Child to stop attending, one month's written notice is required to be given no later than the 1<sup>st</sup> of the month it is intended)</p>
<p>Do you consent to our calling an ambulance in the event of an emergency?</p>	<p>Yes/No</p>

  
 Signed ..... for and on behalf of Butterflies Child and Baby Care Services LTD

Position in nursery: ...Manager.....

Signed - (parents/carers to sign)

Parent 1/carer: .....Parent 2/carer:.....

Date: .....

**Agreement for payment of fees**

Child's name.....

Parent's name.....

Person responsible for payment of fees

Name.....

**Child Registration Forms**

Address.....  
.....  
.....postcode.....

**Telephone:**

Day.....  
Evening .....  
Mobile .....

I hereby agree to pay the fees for the above child on the date they fall due (1<sup>st</sup> of the month)

Signed..... Date.....

Preferred payment method (*circle*):

Direct Debit

Family App

Childcare vouchers/ Tax Free  
Childcare

Other - specify

**PART B – TERMS AND CONDITIONS**

# Child Registration Forms

## 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 daycare nursery during the days or half days indicated in Part A, 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 £60.00 booking fee, 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

# Child Registration Forms

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 calendar months' notice (i.e. notice received on the 1st of a month could end the contract on the last day of the month, but notice received on the 2nd of a month, would only be able to end the contract on the last day of the following month). Your deposit will be used to pay for the last month's fee's, this is not a cash refund. 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. If you fail to give proper notice, you may lose your deposit and/or registration fee.

#### 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.

#### 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 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;

# Child Registration Forms

- 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 set out in Part A or in accordance with clause 19.

7.2 Where the Child is unable to attend but our service remains available full charges will be due.

7.3 We [will] OR [will not] charge for bank holidays and/or staff training days.

7.4 VAT is not charged on nursery fees (nursery provision is an exempt supply for VAT purposes).

7.5 The quoted charges are per Child, per core day (meaning 10 hours, with 5 hours per session) and include breakfast and lunch or lunch and tea.



- 7.6 Extra hours (or parts of an hour) will be charged for (at the ruling rate) and must be booked and paid for at least 24 hours in advance.
- 7.7 The charges must be paid monthly in advance, by the 1<sup>st</sup> day of the month.
- 7.8 All payments must normally be made by direct debit or childcare vouchers. We may agree to payment by cash or cheque, but it is your responsibility to obtain a receipt from the nursery manager as proof of payment. No payment shall be deemed to have been made until it is cleared into our bank account. If a cheque bounces, or payment fails, we may charge a reasonable administration fee (currently £20).
- 7.9 We may increase our charges once per year. We will give you written notice of any such increase at least one month 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 Make an interest charge of up to 1.5% per cent per month or part month on late payment. Unless otherwise notified to you in writing, interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. You must pay us the interest together 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. and
  - 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 offset what you owe us against what you are claiming from us.

### **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 nursery education**

- 9.1 If you wish to take up your free nursery 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 meals or additional activities provided during any free session. Meals are charged at the rate of £1 per session/day. You may bring a cold packed lunch instead if you prefer, but we will not heat up food.

### **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 funded only Children who are not potty trained must provide disposable nappies. Non-funded children nappies are provided by the nursery.
- 10.5 Parents should provide sealed formula milk for bottle feeding babies. Bringing in and storing made-up formula milk may increase the chance of a baby becoming ill and should be avoided.
- 10.6 Labelled mother's breast milk will be stored in the fridge and an area will be made available for mothers to breast feed their babies or express milk should they need to do so.
- 10.7 As regards behaviour management techniques and sanctions, please refer to the nursery's Promoting Positive Behaviour Policy. Please ask for a copy of it if necessary.
- 10.8 The nursery 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 nursery session the nursery manager 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 nursery until such time as the infection has cleared. A full copy of our infection control policy is available from the nursery manager. Please refer to the illness/communicable disease list supplied in your information on minimum periods of exclusion from the nursery.
- 11.3 You must notify the nursery manager if the Child is absent from the nursery through sickness.
- 11.4 If the Child has been sent home from the nursery 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 nursery for 48 hours. If the illness is a communicable illness then clause 11.2 shall also apply and the Child will be unable to attend the nursery until such time as the infection has cleared.
- 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 Menus will be displayed for inspection, and parents and children will be able to feed into the review of these.
- 12.3 No packed lunches supplied by parents for Children 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 You agree that details of your name, address and payment record may be submitted to a credit reference agency, and personal data will be processed by and on behalf of us in connection with the Services.

15.2 We may take photographs and/or videos of your Child for promotional or training purposes only. If you do not wish for your Child to be included in such photographs or videos, please inform us by completing the 'permission form' given to you on enrolment, or by writing to the nursery manager.

15.3 Any personal data related to You or your Child will be dealt with in accordance with our privacy notice, which can be found on Family permissions section.

### 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 nursery 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, epidemic or pandemic 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 the nursery is forced to close for reasons beyond the nursery's control or 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

# Child Registration Forms

charge a retainer of 50% of your regular monthly fee to enable the nursery to hold your child's place and cover unavoidable ongoing overheads during this time. For example, we may close because of severe weather conditions, outbreak of flu, swine flu, COVID-19, any epidemic or pandemic or other illnesses etc.

## **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 only with express written agreement from You.
- 21.3 We will review the contract annually or as and when changes arise and any changes will be agreed in writing and signed by each party

## **22. No other terms**

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.

# Child Registration Forms

## Permission Forms

### Emergency consent

I agree to the registered person in the provision (or deputy in charge or nominated person) taking the necessary steps to ensure that my child \_\_\_\_\_ **[name of child]** receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the setting or while my child is on an authorised outing.

I understand that the registered person or deputy in charge or nominated person will make every effort to inform me of any emergency or accidents as soon as possible after the event but they may have to accompany \_\_\_\_\_ **[name of child]** to hospital in the case of a serious accident in my absence.

I give my permission for the registered person in charge of Butterflies Nursery or deputy in charge or nominated person to authorise hospital staff to administer essential treatment until my arrival.

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date \_\_\_\_\_

If you do not agree with any or all of the above declaration, please do not sign but make your views known in the space below.

The registered person in charge of **Butterflies Nursery** or deputy in charge or nominated person will discuss this with you and do their best to accommodate your particular wishes.

Signed Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

### Observations and photographs

As part of our commitment to provide for the individual needs of your child we will observe all areas of development, and in partnership with you, record progress in those areas in order to plan appropriate activities within the nursery.

# Child Registration Forms

These observations and records will be available for inspection by Ofsted, otherwise they will be confidential and available only to you and those nursery staff involved in planning the early learning for your child.

The nursery offers training placements for childcare students who, in order to complete college assignments, will be asked to observe play. Individual students will be asked to gain your written permission to carry out these observations and use them in their assignment work.

Any photographs taken of your child by nursery staff or childcare students may be used in nursery displays but will not be taken off the premises.

From time to time, photographers or the local press may come and take photographs in the nursery to feature in the local newspaper (with the full names of the children).

Please consider the above and return the separate completed permission slip to the nursery manager.

**Permission slip**

Please return to the nursery manger.

Name of Child.....

Date of birth.....

Room in nursery .....

\*I do/do not give permission for nursery staff and childcare students to observe my child as described above, including photographs where necessary.

\*I do/do not give permission for photographs of my child to be displayed in the nursery

\*I do/do not give permission for photographs of my child to be used in nursery publicity material, e.g. brochure, posters, flyers



# Child Registration Forms

\*I do/do not give permission for photographs of my child to be used on the nursery website for promotional reasons only

\*I agree/do not agree to my child being photographed and named in the press and on publicity materials.

Where applicable for settings with social media accounts e.g. Facebook and Twitter

\*I agree/do not agree to my child's photograph being added to the social media account and I am aware that these may be retweeted and shared within these forums.

(\*delete as appropriate)

Signed .....Relationship to Child .....

Primary carer/parental responsibility/other .....

Signed .....Relationship to Child .....

Primary carer/parental responsibility/other .....

### Permission to take children off the premises

As part of early learning planning, the nursery will arrange local visits and walks in the neighbourhood to support children's knowledge, understanding and experiences. For example, they could learn about different kinds of food and cooking ingredients during a trip to a supermarket, or collect objects of interest for a collage or table display during a walk in the park.

For your child to take part in such activities we require written permission from their parent(s).

All outings away from the nursery will be assessed to identify risks and measures will be put in place to ensure children, staff and assistants are safe during their time away from the nursery (please refer to our visits and outings policy).

Adult to child ratios will be higher than normal on these occasions and we would welcome and appreciate any parents who would feel able to accompany us on short walks and trips.

Please note that separate letters and permission slips will be sent out for visits and trips further afield.

# Child Registration Forms

Please consider the above and return the completed permission slip to the nursery manager

---

Name of Child .....

\*I do/do not give permission for my child to take part in trips off the nursery premises.

\*I could/could not be available to help with nursery trips as detailed above.

(\*delete as appropriate)

Signed .....Relationship to Child .....

Primary carer/parental responsibility/ other .....

Signed .....Relationship to Child .....

Primary carer/parental responsibility/other .....