

Lilliput Day Nursery Registration Form



Deposit

A non-refundable registration fee of £50.00/refundable deposit of £25.00/£50.00 is required to reserve a full or part time place. The parent/guardian of the child / children is drawn to the nursery terms and conditions overleaf about the return or forfeit of the registration fee/deposit. The registration fee places the child on the waiting list and does not guarantee a place or the sessions asked for. The nursery place will only be guaranteed if the child is starting within 2 months of registering otherwise the child will be placed on the waiting list. If the parents/carer of a NEF child does not make contact 6 weeks before the start date then the place may be withdrawn. The nursery will try to phone the parent/guardian but the onus is on the parent/guardian to ensure that contact has been made.

Acceptance

The terms and conditions overleaf are considered to be fair and reasonable. The parent / guardian has read and understand the terms and conditions overleaf and undertake to be bound by them.

Childs full name	
Address	
Home Telephone No	
Mobile No	
Email address	
Date of birth/due date	

Please register the above child at (nursery name)from (date)

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Attendance required in _____ room.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Full day					

*Booked sessions are not interchangeable in the event of children's or parent sickness or holidays

Signed	Full Name	Date	Relationship to child
1			
2			

Signature on behalf of Lilliput Day Nursery Print Name Date	Signature
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Note. This registration form incorporates the terms and conditions of Lilliput Day Nursery overleaf. Upon signing this form, the parents / carers are deemed to have read, understood and agreed to these terms and conditions.

Data Protection

The above details will be kept secure and remain confidential. The information provided on this form will be used solely for the purpose of providing the best care possible for your child / children and will not be passed on to any other party without your permission.

24 New Road, Rubery, Birmingham,
B45 9HU
Tel 0121 457 8383
rubery@lilliputonline.co.uk

254 Alcester Road South, Kings Heath
Birmingham, B14 6DR
Tel 0121 444 1788
kingsheath@lilliputonline.co.uk

www.lilliputonline.co.uk

Parental Agreement Form (Please see our admissions and waiting list policy, which form part of this parental agreement, for more information)

Lilliput Day Nursery place the child overleaf on the nursery waiting list. *conditions apply. The following terms and conditions form the contract between the parents/carers and the nursery.

We require a copy of your child's birth certificate and parents/carers national insurance number to confirm identity.

1. Non-Refundable registration fee & refundable deposit.

The registration fee referred to overleaf is paid by the parents/carers on completion of the registration form to reserve a place. It does not guarantee a place. The fee paid is non-refundable if the place is not taken up by the parents/guardians. The fee shall be returned if the nursery cannot offer a place as requested overleaf.

The nursery reserves the right to give your place to another child if you do not take up the place on the agreed start date without giving 4 week's notice to the manager.

Settling in sessions can not start until the deposit is paid. The registration fee is not payable for children taking up a government funded only zero cost place.

The non refundable registration fee is payable for all wraparound care and all enhanced resources places.

The refundable deposit will be charged at either £25.00 for a 15 hours ZERO cost or £50.00 for a 30 hours ZERO cost place. This will be refunded at the end of the term as long as there are no outstanding monies owed to us. The deposit is payable every term to reserve a place. If a place cannot be found then the deposit will be refunded within 2 weeks of us knowing this. If a place is offered but the parent chooses not to take this up then the deposit will not be refunded.

A ZERO cost place is only guaranteed a term at a time as per our admissions policy.

2. Nursery fees

- a) Nursery fees are to be paid by the parent/carer on the 1st day of each month, in advance. If arranged with the manager fees can be paid weekly, on the 1st day of the week the child attends. An invoice will usually be given before the 1st of the month for the coming month's fees but fees are due 1st of the month regardless of whether you have received your invoice as fees are usually the same for each week/month your child attends and the invoice is for information purposes. It is your responsibility to ensure your child's

fees are paid on time each month. The late payment fee will apply if paid late.

- b) Your child's first month's fees are to be paid no later than your start day.
- c) Fees are to be paid by Standing order, debit card, Childcare voucher or tax free childcare at no further charge. Paying by cheques or cash is by arrangement only and will incur an administration charge of £6.00 per transaction. Credit card payments have their own charges and are listed in the office. If childcare vouchers are not received by 22nd of the month, it becomes the parents/carers responsibility to pay the outstanding amount immediately. If payment is not settled by the 23rd then the late payment fee will be charged.
- d) Nursery fees that are paid for by other parties, e.g., colleges, EEE, DWP etc. It is the parent's responsibility to ensure that payment is made. In the event of the other party not paying the fees then the parents/carer must pay the outstanding amount. This includes NEF/EEE funded only places where the child moves to another nursery school/school after the term has started and the full or part term payment has been awarded to the other nursery school/school.
- e) If paying monthly and payment of fees are outstanding for more than 14 days then the nursery may give 5 days' written notice to terminate this contract. Once the contract is terminated the child will not be admitted to nursery and the termination letter will be seen as the formal demand for all outstanding money.
- f) If paying weekly and payment of fees are outstanding for more than 7 days then the nursery may give 5 day's written notice to terminate this contract. Once the contract is terminated the child will not be admitted to nursery and the termination letter will be seen as the formal demand for all outstanding money.
- g) The nursery is entitled to serve a formal demand for full payment of fees owed in the case of non-payment. It is company policy to do this.

- h) If fees are not paid by the 1st of the month or the first opening day of the month if the 1st falls on a weekend or bank holiday month then a late payment charge of £25.00 will be charged for each month the amount is overdue regardless of how much the invoice is for. If paying weekly, a charge of £8.00 for each week the invoice is outstanding will be applied. For any returned/dishonoured cheques, a £10.00 charge will be made.
 - i) All unpaid fees and arrears will be passed over to our debt collecting company BFL Recovery Services. Details can be found on our notice boards.
 - j) If extra sessions are booked, then 48 hours' notice will need to be given to the manager on duty if you wish to cancel otherwise full payment is charged. Payment for extra sessions is due at the time of booking.
 - k) Additional hours. When occasional additional hours are required these may be booked at £8.50 per hour or part hour. 48 hour's notice is required to cancel this or full payment is charged. There is a late collection charge (detailed on fee structure chart) if you are late collecting your child and have not pre-booked the extra hour.
 - l) Lilliput Day Nursery reserve the right to increase the nursery fees or amend the terms and conditions at any time, giving 4 week's notice in writing to the parent/carer. This could be in the form of a newsletter, a letter on our notice board or formal letter.
 - m) If notice is given to terminate a nursery place in order to take a holiday period with the intention of returning to nursery at a later date, then another registration fee will need to be paid and your child will then be placed back on the waiting list. There is no guarantee that a place will be available for your intended return date as it may have been taken by another child already on the waiting list.
 - n) The nursery is open 51 weeks of the year. It closes for approximately 1 week at Christmas and all bank and public holidays. The last day before the Christmas break, the nursery closes at 2.00pm. There is no refund for this.
 - o) Fees are payable for 48/51* weeks.
 - p) Fees are payable for child's/parent/carers illness and holidays and all bank/public holidays.
 - q) In the event of none or reduced payment of fees, then the nursery reserves the right to terminate the contract as written in clause 2e or 2f.
 - r) Monthly fees are calculated by taking the child's weekly attendance, multiplying it by 48/51*, this being the number of weeks the nursery is open and dividing this by 11/12* to give 11/12* equal monthly payments. (**depending on which type of place you are accessing*)
 - s) We advise that you keep your invoices safe as you may need to produce them for tax credits etc. Copy invoices are charged at 50p each.
 - t) Booked sessions are not interchangeable in the event of children's or parents/carers holidays or sickness.
 - u) 4 full weeks written notice is required to change booked sessions. If notice is given mid week then it starts from the following Monday.
 - v) If your child accesses EEE funding and they leave mid-term, your entitlement is non-refundable, non-transferable and your fees will not be recalculated. Your entitlement will be calculated over a full year and deducted from your monthly invoice. During funded hours, a charge will be made to cover the cost of meals and nappies and other additional resources.
 - w) Sibling Discount. We offer a 10% discount off the older child's fees if more than 2 children from the same family attend 2.5 – 4 days a week. The full-time price is already discounted so no further discount will be applied. All children must do the same sessions for the discount to apply. The discount applies to only one child in the family. There is no further discount for any more children from the same family.
 - x) The 10% 2nd child discount does not apply if the older child has nursery education funding or any other funding.
 - y) The reduced 3 year old fee will apply the month following the child's 3rd birthday.
- 3. Cancellation of nursery place**
- a) After a place has been offered by the nursery and accepted by the

- parent/carer and the child started, either party may terminate this agreement by giving 4 full week's notice in writing. If notice is given mid week then it starts from the following Monday.
- b) You are required to register for and maintain a minimum of two session per week. This can be made up of half days and full days. To access the full funded entitlement your child must attend for at least 2 days a week.
 - c) During that 4 week period the nursery will continue to admit the child and the parent/carer will pay all fees due. If the parent/carer fails to pay the 4 weeks fees the child's place will be immediately withdrawn and the nursery is entitled to serve a formal demand for full payment of fees owed. If the child fails to start nursery on the agreed start date without giving 4 full weeks' written notice then 4 weeks' fees will be due. If notice is given mid week then it starts from the following Monday.
 - d) If the parent/carer wishes to change the child's start date then 4 full weeks written notice will need to be given otherwise fees will be due from the original start date. If notice is given mid week then it starts from the following Monday.
 - e) If the new start date is less than 4 weeks away then those week's fees will be due or if after 4 weeks then 4 weeks' fees will be due and then no further payment until the child starts on the new agreed start date.
 - f) If the parent/carer withdraws the child immediately after giving notice 4 full week's fees in lieu of notice will be due. Failure by the parent/carer to give 4 full weeks' notice or any notice at all will render the parent/carer liable for 4 full weeks' fees to the nursery.
 - g) If notice is given, your final fees may be recalculated to take into account the exact sessions your child has done since starting with us and may not include the week we are closed at Christmas.
 - h) Notice must be given in writing and either given to, emailed or posted to the manager.
 - i) If the nursery closes due to unforeseen circumstance, parents will be informed as soon as is reasonably possible. We will not be liable for any

- losses or additional childcare costs you incur during these periods.
- j) If the nursery management team consider that the continued presence of the child referred to overleaf is detrimental to the health, safety or well being of the child, other children in the nursery or staff and volunteers then the nursery may serve notice to the parent/carer or request for the child to be immediately removed from the nursery and the provision of 4 full weeks' notice as referred to in clause 3a shall not apply.
- k) If parents/carers are abusive to staff, volunteers, other parents or children then the nursery will request for the child to be immediately removed from the nursery and the provision of 4 full weeks' notice as referred to in clause 3a shall not apply.

General

We have a responsibility to protect the children in our care. If we feel that a child is at risk then it is our duty to inform the relevant authorities with or without informing you.

4. Variation

- a) There will be no variation of this agreement unless it is in writing and made between the Director and the parents/carers.
- b) The employees of Lilliput Day Nursery are not authorised to vary any terms of this agreement except the child's attendance schedule.
- c) The employees of Lilliput Day Nursery are not authorised to enter into any agreement be they written or oral in respect of the payment of current fees or arrears of fees.
- d) The employees of Lilliput Day Nursery are not authorised to accept any offers of payment of fees or arrears other than as set out in clause 2.
- e) Lilliput Day Nursery reserves the right to amend the terms and conditions giving one month's notice.

5. Baby sitting

It is company policy that staff, volunteers and students of Lilliput Children's Day Nursery Ltd are not permitted to babysit any member of family of any children who attend the nursery. Any arrangement that may be made between parents and staff, volunteers or students is done without the consent and approval of the nursery and Lilliput Children's Day Nursery Ltd will not

accept any responsibility for any event or incident that may arise during this private arrangement.

Facebook

It is company policy that parents and staff are not friends on social media unless they were friends out of nursery before either started with us. We ask that the relationship remains professional while your child is with us.

Signature on behalf of Lilliput Day Nursery
Print Name
Signature
Date

Note.

This registration form incorporates the terms and conditions of Lilliput Children's Day Nursery Ltd overleaf. Upon signing this form, the parents / carers are deemed to have read, understood and agreed to these terms and conditions.

Data Protection

The above details will be kept secure and remain confidential. The information provided on this form will be used solely for the purpose of providing the best care possible for your child / children and will not be passed on to any other party without your permission.

Attendance at nursery

You must inform us as soon as possible if your child has an infectious disease and they must not attend nursery as this could be passed onto other children and staff. We reserve the right to refuse admission to any child on health grounds.

We reserve the right to contact you requesting you collect your child if they become ill during their time in nursery.

You will give us full details of anything affecting your child's health, including known allergies, conditions or medical needs. Medical evidence will also need to be provided from your health care professional.

All children should have at least one change of clothes and all personal items should be clearly labelled.

Please encourage your child not to bring in toys from home as we cannot accept any responsibility for loss or damage to them.

We would advise that you send your child to nursery in clothes and shoes that you do not mind them getting dirty. We do lots of messy activities and encourage children to be independent and feed themselves. At

times their clothes may get messy and we not accept any responsibility for this.

You must immediately inform us of any changes to personal/emergency contact details and any changes to authorised persons allowed to collect your child. We will not allow a child to leave nursery with anyone that isn't authorised with us.

You must inform us if your child is the subject of any court order and provide us with a copy of this.

By signing these terms and conditions you are agreeing to purchase a key fob for each person who will be collecting your child. This will be refunded when your child leaves if the key fob is returned and there are no outstanding monies owed. The key fob(s) need to be purchased at the time of booking a place and will be given to you once your child has started.

Signature(s) and date required

You are signing below to say you accept pages 1, 2, 3, 4 & 5 of the nursery registration form & terms and conditions and that you understand that **fees are payable for child's/parent/carers illness and holidays and all bank/public holidays and that the contract is between the parents/carers and the nursery regardless of who pays the fees**

This is a payment agreement between Lilliput Children's Day Nursery Ltd and the parents/carers of the above child. It is company policy to pursue all parents/carers for overdue monies formally with BFL Recovery Services and all contact details, date of birth and national insurance numbers will be passed onto them in order for them to pursue monies.

6. Acceptance

The above terms and conditions are considered to be fair and reasonable. The parents/carers have read and understood the terms and conditions contained and undertakes to be bound by them.

Parent /carer 1	Parent /carer 2
Date	Date