Registration Form

If you would like to register your child for a place at The Blue Strawberry, please complete the following and send it together with your registration fee.

Nursery Location	
Child's Full Name	
Home Address (including Post Code)	
Home Telephone No:	
DOB:	Gender:
Religion:	Language:
Disability:	
Parents/Guardians Details	
Parent's / Guardian's Details	Parent's / Guardian's Details
First Name:	First Name:
Surname:	Surname:
Occupation:	Occupation:
National Insurance No:	National Insurance No:
Work Place and Address:	Work Place and Address:
Work Telephone No:	Work Telephone No:
Mobile Number:	Mobile Number:
e-mail:	e-mail:

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MEDICAL DETAILS	
Doctors Name:	
Doctors Address:	
Doctors Telephone Number:	
Medical Conditions:	
Dietary Requirements:	
Regular Medication (including dosage)	
Allergies: (Please specify ALL signs and symptoms of a reaction and medication required)	

Vaccinations	2 months	3 months	4 months	12 months	13 months	3.5 yrs
Diptheria, Tetanus, Pertussis (Whooping Cough),Polio, Haemophilus Influenzae B (Hib), Pneumococcal Infection						
Diptheria, Tetanus, Pertussis (Whooping Cough),Polio, Haemophilus Influenzae B (Hib), Meningococcal C						
Diptheria, Tetanus, Pertussis (Whooping Cough),Polio, Haemophilus Influenzae B (Hib), Meningococcal C, Pneumococcal Infection						
Haemophilus Influenzae B (Hib), Meningococcal C						
MMR 1st (Measles, Mumps and Rubella), Pneumococcal Infection						
Diptheria, Tetanus, Pertussis (Whooping Cough), Polio(Pre-School Booster), MMR 2nd (Measles, Mumps and Rubella)						

Please complete the following in full, in order for us to reserve the correct place for your child/children

Start Date	
Full Time (Please tick)	
Part Time (Please tick)	
Shorter Day (8.30 – 4.00) (Please tick)	

Please indicate the days required in the table below, along with the daily charge you wish to accept, using the red numbers 1 – 5 in the charge band below;

Session	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.					
p.m.					
Charge band required					

Charges					
	Under Three		Over Three		
Weekly Fees Full Week	£200.00				£188.00
	Current Daily Charge 1	Daily Charge with Nappies and Formula Milk 2	Daily Charge with Nappies and Formula Milk (Toddlers) 3	Daily Charge with Nappies 4	5
Full Day 7.30am – 6.00pm	£45.50	£47.60	£47.10	£46.70	£41.00
Morning 7.30am – 1.00pm	£28.00	£29.20	£29.20	£28.80	£27.50
Afternoon 1.15pm – 6.00pm	£27.00	£28.20	£28.20	£27.80	£26.00

Shorter Days 8.30 a.m. to 4.00 p.m.	
Under 3's per day	£42.00
Over 3's per day	£37.00
Weekly Rate	
Under 3's	£171.00
Over 3's	£156.00
Term Time(38 Weeks) Pre-School Children Only	
Week	£218.00
Full Day 7.30 a.m. – 6 p.m.	£43.00
a.m 7.30 a.m. – 1 p.m.	£29.50
p.m 1.15 p.m. – 6 p.m.	£28.00
Shorter Days 8.30 a.m. to 4.00 p.m.	
Week	£194.00
Day	£40.00

Who holds parental responsibility for the child? (please circle) Mother Father Both

Other – please state full name, address and relationship to the child :

.....

.....

Who has legal contact with the child? (please circle) Mother Father Both

Other – please state full name, address and relationship to the child :

The Blue Strawberry Kids Day Care Ltd actively works to safeguard and promote the welfare of all children. We have a legal responsibility and duty of care to report any concerns to the appropriate authorities.

Please ensure that both parents sign this contract.
I have read and agreed to The Blue Strawberry's terms and conditions and that the registration fee is not refundable. I enclose a cheque for £30 made payable to The Blue Strawberry.

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

Signed ..... (Parent / Guardian) Signed ..... (Parent / Guardian)

The Blue Strawberry Leamington Spa Terms & Conditions

Definitions

1. In these terms and conditions “The Blue Strawberry”, “we” and “our” means The Blue Strawberry Kids Daycare Ltd at 11 Beauchamp Avenue, Leamington Spa, Warwickshire, CV32 5RD; “parents” or “you” means the parents or guardians or person responsible for any child registered at the Blue Strawberry; and “children” or “child” means any child that has been registered at The Blue Strawberry; “chosen representative” means a person nominated by the parent to collect a child; “start date” means the date on which a child commences attendance at The Blue Strawberry.

Registration

2. When you register your child with The Blue Strawberry this reserves a place for your child to attend on a full or part time basis as agreed between us, commencing on the agreed start date. Where there are no places available at the time parents wish to register, they will be placed on a waiting list, which is operated, in strict rotation according to the date of registration and the type of place required.

3. In order to register your child with The Blue Strawberry or to go on to our waiting list parents must complete and sign our registration form and submit the non-refundable registration fee of £30. For more than one child it is £25 per child.

4. In the event that parents wish to cancel a reserved place for a child, no fees will be payable PROVIDED THAT we receive one CLEAR CALENDAR month’s notice in writing from you that the child will not be taking up the place. One clear calendar month’s fees will be payable in the event that less than one clear calendar month’s notice is given, whatever the reason for the cancellation of the child’s place. So, for example; if your child was due to start with us on 4th September, we must receive notice by 31st July in writing in order for you not to have to honour your fees.

5. Term time only contracts will be required to give one clear terms notice. One clear term’s fees will be payable in the event that less than one terms notice is given, whatever the reason for the cancellation of the child’s place. So, for example if you wish to leave at the end of the Spring Term (Easter) notice must be given in January.

6. We operate a policy of no deferral on start dates and places must be taken up on the date specified on the registration form.

7. If your child is under 12 months old we may be able to defer a start date for a maximum of two calendar months with a half fee retainer.

8. Please be aware that the registration process leads us to make important decisions and financial commitments in terms of the required staffing levels for the children attending at any given time. This is why we must insist upon a clear calendar month’s notice prior to the start date if we are able to waiver the first month’s fees upon cancellation of the child’s place. We hope you will understand that our priority is the maintenance of our high standards of care for all children and that you will not ask us to operate outside these terms and conditions.

9. Registration for part time places must specify the days for which care is required. Whilst we will do our utmost to accommodate any subsequent changes to the days required, we cannot guarantee being able to accommodate these.

10. NOTICE PERIOD: If parents wish to reduce the level of attendance of a child or if a child is to leave The Blue Strawberry, one clear calendar month’s notice is required in writing. For example if you would like your child to leave at the end of September then notice must be given in writing before the end of August.

11. For term time only contracts, one clear terms notice must be given. So, for example if you wish to leave or reduce his/her sessions at the end of the Spring Term (Easter) notice must be given in January.

Payment of Fees

12. Fees apply for our operational hours of 7.30 am to 6.00 pm Monday to Friday. Opening at 7.00 a.m. is available on request and is charged at an additional £5.00 per day.

13. Fees are payable monthly in advance by standing order on the 26th of the previous month. Childcare vouchers need to be handed to the office by the 26th of the previous month.

14. Fees are payable for 52 weeks attendance per year. We are closed on all Bank Holidays, except 'Good Friday'. We close at 2pm on Christmas Eve and New Year's Eve.

15. Additional sessions will be charged at the daily/half daily rate and are payable on the day by cheque or cash.

16. Fees will still be payable for nursery closure due to severe weather including flooding, snow or similar event.

17. When settling your child you will be charged for the final settling session of a full half day that your child attends.

18. Our monthly fees are calculated by multiplying the weekly figure by 52 and dividing by 12. In this way all months cost the same, irrespective of how many weekends occur in a particular month or whether or not a child is absent because of family holiday or illness. We are sorry but we cannot give refunds for any absence for whatever reason.

19. Our fees are reviewed annually in January and may be subject to changes.

20. In the event of any fees remaining unpaid or parents breaching any of these terms and conditions we reserve the right to suspend or terminate a child's place. Please see clause 22 for late payment charges.

21. Families with more than one child attending the nursery will be entitled to a discount of 10%, the discount will be calculated after any Nursery Education funding has been deducted.

22. Late payments are subject to the following charges; any payment received after the due date of the 26th of each month and up to one working week from this date will incur a 5% charge on the outstanding monies. Any fees paid after this will then incur a further 10% charge on the outstanding monies and an administration charge of £20. We reserve the right to refer the debt to our collection agency at any point. Transactions (cheque or standing orders) that do not clear will be subject to the above charges in addition to £25 to cover bank charges.

Mutual Obligations

23. Parents should notify us by 9.30 am if their child is unable to attend. We reserve the right to send home any child if such an action is deemed to be necessary or in the best interests of that child or other children.

24. Please note that it is important for the children to be collected promptly. We appreciate that delays can sometimes be unavoidable but to cover our costs we do reserve the right to charge £10 per quarter of an hour (or part of a quarter of an hour). Ofsted regulations dictate that when caring for children there should always be 2 members of staff present.

25. Whilst your child is in our care The Blue Strawberry staff will act in loco parentis for the duration of the time that the child is with us, both on and off the premises, until a parent or chosen representative collects the child. In the case of any illness, accident or emergency The Blue Strawberry shall have the right to take such actions as are deemed necessary, including arranging medical treatment, the administering of anaesthetics and hospitalisation if deemed necessary by medical staff, even if the parents have not yet been informed.

26. If The Blue Strawberry informs parents that a child must be collected prior to the usual collection time, for whatever reason, the parent must either collect the child as soon as practicable or nominate and arrange for a chosen representative to do so.

27. Parents should inform The Blue Strawberry of any change in marital status, address or telephone numbers (including in particular contact numbers for both parents and any chosen representative) as well as any additional information relating to their child's health or individual requirements.

28. If a parent nominates a chosen representative to collect the child from us, we must be informed of the name of the chosen representative, their relationship to the parent(s) or child and sufficient additional information to ensure that our security systems are not compromised. This may consist of a photograph of the chosen representative, password or other information agreed.

29. Parents will be asked to sign a parental consent form upon registering their child, seeking permission for children to be taken outside of the premises, appear in photographs/website and the use of the paddling pool in the summer months.

30. The Blue Strawberry from time to time experiences the difficult situation where a parent seeks to employ a member of staff privately. This can be damaging to the business and can impact on the level of care provided and the efficiency of the nursery. In recognition of these issues, by accepting these terms parents agree to the following provisions, which are intended to balance the needs of all concerned:

31. In the event that you seek to employ a member of our staff (which includes any member of staff who has been employed by The Blue Strawberry whilst your child or any of your children have attended the Nursery) you will pay a one-off fee equivalent to three months' fees normally payable by you or £2000 whichever is the greater.

32. Such sum will be due for payment at the same time as your monthly payment before the member of staff starts in your employment. This provision applies whether your child or any of your children continue to hold a place whether part-time or full-time at The Blue Strawberry.

33. Members of staff are prohibited from working for parents during what would normally be working hours, i.e. Monday to Friday 7.30 a.m. to 6 p.m. Parents are asked to respect this and not to ask members of staff to break their employment contracts in this respect.

34. Nothing in this clause prevents parents from employing a member of staff privately outside working hours (e.g. evening or weekend babysitting) provided that these private arrangements are not made or discussed in the Nursery. The Blue Strawberry is not responsible for staff hired for the private care of children off the premises.