



Abbotswood Day Nursery Ltd, Cupernham Lane, Romsey, SO51 7LF
Tel: Main office: 01794 523686 Email: office@abbotswooddaynursery.co.uk
www.abbotswooddaynursery.co.uk

Online Registration Form – Terms & Conditions

Please ensure you save a copy of these for your records.

Thank you for completing our online registration form. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage Statutory Requirements Jan 2024. The information provided will be kept electronically and used for the purpose of maintaining appropriate contact details for the safety and well-being of your child.

BIRTH CERTIFICATE

We will need to see a copy of your child's birth certificate upon receipt of the registration form. We will take the birth certificate number as a reference and then pass the certificate back or destroy if an electronic copy. Simply email us a copy of your child's birth certificate.

FINANCIAL INFORMATION

A registration fee (£50) and one month's fee in advance is payable at time of registration. Both of which are non-refundable (this will be applied only to the first month's fees from confirmed attendance and start date.) Abbotswood Day Nursery cannot secure your child's place until both registration fee and deposit are received in full. Upon receiving your application form an invoice will be raised and emailed to you, which will be payable within 10 days.

PARENTAL DETAILS

Please ensure on the online registration forms under Parental Details that at least 4 Carer contacts have been added. This is to ensure that in an event of an emergency we are able to get in contact. Care 3 and 4 just needs to have name, relationship and telephone numbers.

Abbotswood Pre-School & Day Nursery Current Terms, Conditions and Regulations

Age of admittance: Abbotswood offers care and early education for children aged from 3 months.

Date Protection: To comply with data protection legislation, your consent is required to store your child's details in a computer database, for administration purpose.

Opening Hours: The Nursery is open 51 weeks a year, Monday – Friday, 7:45 – 17.45. The Nursery is closed for 1 week between Christmas and New year, and on all other Public holidays. Sessions available are detailed in the session request table. We also offer holiday care. To comply with statutory staffing requirements it is essential that children are delivered/collected within the agreed hours. A late collection fee is charged as applicable.

Registration and Waiting List: To secure a place at the Nursery, an application form must be completed in full and submitted to the Nursery you will be invoiced for a registration fee and the 1st months fees (both of which are non-fundable). If a suitable place is not available at the time of application, your child's details will be added to a waiting list.

Fees: Full time sessions are charged at 51 weeks. We are closed for 1 week between Christmas and New Year and bank holidays. We are also closed for bank holidays there is no reduction in or for non-attendance i.e. family holiday, sickness or for closure due to unforeseen circumstances including adverse weather, staff unavailability, building or site problems such as flooding. Please consult the management team in case of absence due to long term illness. All fees are payable monthly in advance, by 1st of each month. Additional Ad-hoc sessions, taken during the month will be invoiced separately. Future Ad-hoc sessions will be added to the invoice they relate to. Fees may be paid by online bank transfer or standing order. All fees are reviewed annually and are subject to variation. Notification of any increase will be made at least 1 month prior to implementation.

Non Payment of fees: Should an invoice remain unpaid beyond 5th of the month, a reminder will be sent. The company reserve the right to levy a late payment charge of £20 to cover administration costs if the invoice remains unpaid by this date without prior permission. Should there be no response/action, a second contact will be made advertising the date by which payment must be made and beyond which the child will no longer be able to attend should no payment be received. The child will not be able to attend any further sessions until full payment of the amount outstanding has been received.

Cancellation: 1 month's notice or payment in lieu is required to withdraw a child from the Nursery.

Sickness: The Nursery cannot accept a child who is obviously unwell. Please refer to our sickness policy. If a child is unwell and will be absent from the session, parents must notify the Nursery as soon as possible. Should a child become unwell whilst at the Nursery, every reasonable effort will be made to contact the parents. The Nursery will administer first aid where necessary. Parents should indicate on the application form where they and a relative or friend can be contacted during Nursery hours. Written permission must be provided before any medication can be administered to a child at Nursery. A medicine Log will be updated on EyLog.

Clothing and Personal Property: All clothing and personal items must be clearly marked with the child's full name. All articles are left in the Nursery at the parents' own risk.

Security: staff are instructed not to release children into the care of anyone who is unfamiliar to them previous permission has been given by the parent/guardian and the collecting individual knows the unique collection password for a specific child.

Poaching of staff: Abbotswood Day Nursery staff are not permitted to approach Abbotswood customers for business or employment outside of the Nursery. Parents are therefore forbidden from poaching nursery staff. If a parent wishes to take one of our practitioners they will be charged for 3 months' salary of our former employee from the date in which the employee finishes employment. By signing below, parents acknowledge confirmation of this matter.

Parking: Parents must exercise great care when using the car park. The Nursery accepts no responsibility for injury, damage or loss to persons vehicles or property in the car park. Please do not exceed the 5mph limit.

Brochures and Promotional Material: Publications provided by the Nursery are for guidance only. They do not constitute any agreement.

PRIVACY NOTICE – These are permission you have seen within the registration form

Abbotswood Day Nursery & Pre-school Ltd takes your privacy seriously and will only use your personal information to manage your account with us and to provide care to your child. From time to time we will need to contact you, via phone, email and EyLog to provide you with updates, share relevant news and to send you invoices. The data from the online registration form is saved on the system EyMan which we use to manage our setting. Your data is held in secure data centres and can only be accessed by authorised personnel. Personal information will not be shared with any third parties except for statutory reasons.

<u>General Permissions</u>	
<input type="checkbox"/>	I consent to my child having their photograph taken for use in displays, for name pegs, etc within the setting.
<input type="checkbox"/>	I consent to my child's artwork (with their name) being displayed in the setting.
<input type="checkbox"/>	I give consent to apply Face Paint
<input type="checkbox"/>	I give consent to apply Nappy Cream - which I will supply
<input type="checkbox"/>	I give my consent to staff at Abbotswood to use all normal baby/child care products including washing products, cotton wool.
<u>Outings</u>	
<input type="checkbox"/>	I consent to my child participating in off-site outings as part of daily practice (e.g. but not restricted to); trips to the park, shops, etc
<u>Social Media</u>	
<input type="checkbox"/>	I consent to my child being videoed for use by the setting staff only with regards to observational purposes either assessment of children, an activity or for monitoring children's behaviour.
<input type="checkbox"/>	I consent to my child's photograph being used in learning journeys of OTHER children within the setting.
<input type="checkbox"/>	I consent to my child's photograph being used on the settings SOCIAL MEDIA sites.
<input type="checkbox"/>	I consent to the video, to be shared with other professionals visiting the group such as Early Years Advisors, SENCO, Health Visitor etc if necessary.
<input type="checkbox"/>	I give consent for Photographs and video of your child are taken routinely within the Nursery and to record observations of your child to enable us to assess his/her development. These are shared with carers and practitioners via the secure system.
<input type="checkbox"/>	I give my permission for still and/or moving images, being video footage, photographs and/or frames and/or audio footage depicting my child to be used for PUBLICITY on: Company website, social media websites, newspaper/magazine articles, marketing.
<input type="checkbox"/>	I understand that my child's learning journey made be shared with Ofsted during an inspectors and/or as part of audits by the local authority.
<u>First Aid</u>	
<input type="checkbox"/>	I give consent for Plasters to be applied
<input type="checkbox"/>	I give consent to Administer Calpol - If I am unable to be contact via the Telephone
<input type="checkbox"/>	I give consent to Administer First Aid
<input type="checkbox"/>	I give consent to Administer Teething Gel - which I will supply, when required
<input type="checkbox"/>	I understand that the Nursery will make every reasonable effort to ensure a child's well-being but cannot accept responsibility for medical problems.
<input type="checkbox"/>	Permission for Emergency Medical Treatment -The Nursery reserves the right to take a child to hospital or to a doctor in the event of an emergency
<input type="checkbox"/>	I give consent for you to use Sun Protection Cream on my child when required.
<u>Duel Setting</u>	
<input type="checkbox"/>	Please tick if your child is attending or will be attending another childcare provision, who is not related