



Registration form

Child's full name	
Date of birth	
Sex	Male Female
Nationality	
Language/s spoken at home	
Religion –	
NHS Number	
Home Address	
Home phone number	

Relationship to child	
Full name	
Email address	
Occupation	
Work telephone number	
Mobile telephone number	

Relationship to child	
Full name	
Email address	
Occupation	
Work telephone number	
Mobile telephone number	

Please give us details of two alternative local people to notify in case of emergency.

Full name		Full name	
Relation to the child		Relation to the child	
2 Contact numbers please		2 Contact numbers Please	

Name of family doctor-.....

Address.....

.....

Telephone number

In order for Little Nightingales to keep to a high standard of practise we may need to contact your health visitor from time to time regarding your little ones wellbeing. If you are happy for us to do so please tick the box below and give details of your Health visitor.

I give my consent to contact my health visitor

I do not give consent for you to contact my health visitor

Health visitor.....

Practice

Contact details.....

Please give details of any allergies or illnesses your child suffers from.

.....
.....
.....

Is there anything else that we should be aware of about your child?

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.....
.....
.....

I wish my child to start at 'Little Nightingale's Nursery'

...../...../.....

I wish my child to attend (please tick the box on the next page)

- Extended Full Day 7.30am – 6.30pm
- Full Day 8.00 am – 6.00pm
- Morning Session 8.00 am – 1.00pm
- Afternoon Session 1.00pm – 6.00 pm

Days Morning Afternoon

*Delete where appropriate

Monday	*Extended / *Full day		
Tuesday	*Extended / *Full day		
Wednesday	*Extended / *Full day		
Thursday	*Extended / *Full day		
Friday	*Extended / *Full day		

If you require term time funded hours, please select the days you would like to attend below.

Days Morning- Afternoon
8.30-11.30 1.00-4.00

Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Agreements to terms and conditions

I accept that, prior to my child/children starting at 'Little Nightingale's Nursery' I must read and sign the Terms and Conditions policy.

Print nameSigned.....

Date.....

Little nightingales Children's Day Nursery
Nightingale Cottage, Barnet Road, London Colney, Herts, AL2 1BG

Terms & Conditions

- For a place to be reserved and confirmed in the Nursery a registration form must be completed in full. A non-refundable £50 registration fee is payable to cover the administration costs prior to your child starting at Little Nightingales Day Nursery.
- When a place has been confirmed in writing and a start date agreed a refundable fee of £150 is required to cover the settling-in sessions and non-payment of fees. This needs to be paid within 10 days of the confirmation letter. Your £150 deposit will be refunded once you have given us 1 calendar months' notice of your child leaving the Nursery. Resignation notice must be given in writing.
- If you do not complete your settle in sessions and choose not take the space after registering, your deposit may not be refunded, however this decision is at the managers discretion.
- Once you have signed all the relevant documents, your place will be confirmed and you will be liable for payment of your fees in full from the original start date whether circumstances change or not.
- Fee are paid in advance.
- Fees are required on the first of each month, if we have not received payment by the seventh day there will be a charge of £35 payable. Where fees are not received by the last day of the preceding month we reserve the right to offer the place to another child.
- Fees are calculated on the number of weekly sessions attended, multiplied by 51 (weeks) and divided by 12 (months) to generate a fixed monthly charge. Please note: fees are payable during periods of absence from the Nursery including times of sickness, holidays and closures due to unforeseen circumstances.
- Little Nightingales have the right to impose an extra charge for late collection of children. This is calculated at £1.00 per minute and will need to be paid that day.
- The Nursery will be closed on all bank holidays. Fees will be charged as normal during any bank holiday closure.
- Little Nightingales wish to make it clear that it is our policy to close the nursery between Christmas Eve and New Year's Day. This is subject to calendar change and is the reason why the fees are calculated over 51 weeks.
- We require one Full Calendar Months' notice in writing regarding your resignation.

Nursery Hours:	Standard Day session:	8.00am - 6.00pm
	Extended day:	7.30am - 6.30pm
	Morning session:	8.00am –1.00pm
	Afternoon session:	1.00pm – 6.00pm

- Children may arrive or leave earlier than the above times although full session fees will be charged.
- To allow us to make the arrangements to accommodate any changes you may have, should you wish to increase or decrease the number of days, or change the days your child attends during the year; one calendar months’ notice will be required. Any changes will be subject to availability and at the discretion of the Nursery Manager. You will be notified in writing of your revised payments.
- All fees are reviewed annually in April and are subject to an annual increase.
- Should you find your personal or financial circumstances change and you have difficulties settling your account with Little Nightingales, we strongly advise you to make an appointment with the Nursery Manager to discuss the matter in person at your earliest convenience.

Government Funding –

- 2 year old funding - Subject to parents being approved, we will offer 2 year children 15 free hours a week over 38 weeks but this is subject to availability –
- 3 year old Funding –Children become eligible for 15 hours of funded early education and childcare the term AFTER your child’s 3rd birthday. You will receive a funding formula explaining how you will receive your 15 hours. As a private setting we offer a maximum of 3 hours per session. If you wish to have a funded only place you will be giving up your full paying space and therefore we cannot guarantee that you will be allocated the same days as you previously applied for. You will be asked to re-apply for a funded place at your earliest convenience and places are subject to availability. The place offered will only be for the forth coming term and is not guaranteed as a long term place. You will be notified in advance if your funded session needs to change.
- Little Nightingales does not accept any responsibility for loss or damage to property, or accidental injury.

These Terms and Conditions may be altered at any time in writing at the discretion of Little Nightingale’s Day Nursery Ltd

I have read and agree to the above Terms and Conditions.

Print name

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



Little Nightingales are open 51 weeks per year. Open Daily from 7.30 until 6.30 Monday to Friday.

We close for 5 working days over the Christmas period and all public bank holidays.

Fees are calculated over 51 weeks per year and divided into 12 equal monthly payments.

Session	Time	3 months – 2 years	2 years – 5 years
Extended Day	7.30-6.30	£68.50	£65.50
Full Day	8.00-6.00	£63.50	£61.50
Morning Session	8.00-1.00	£41.00	£38.00
Afternoon session	1.00-6.00	£41.00	£38.00
Hourly rate	x	£9.20	£9.20