

REGISTRATION FORM & PARENTAL AGREEMENT



Please return to:

Briarwood, The Slough, Studley, Warwickshire B80 7EN

Tel: 01527 852165 email: studley@bright-kids.co.uk

PLEASE USE CAPITALS & A BLACK OR BLUE PEN

CHILD'S DETAILS

Child's Full Name: _____ EDD/Date of Birth: _____ Gender Girl Unknown
 Boy

Preferred Start Date: _____ Religion: _____ First Language _____
(if not English)

Ethnic Origin: _____ Birth Certificate No: _____
(Not place of birth but broad ethnic group) (We also need to see your certificate)

MEDICAL DETAILS

Doctors Name: _____

Practice Address: _____

Telephone No: _____

Health Visitor: _____

Telephone No: _____

Are All Immunisations up to date: Yes No

If NO State exceptions: _____

Any Special Medical Notes/Allergies/Special Diets/Other medical requirements: _____

CARE DETAILS: Tick all that apply

Nursery Care Wraparound Care

Breakfast Club After School Club

Holiday Club NB Separate Booking Forms Exist for each school holiday

School Attended: _____

Please detail any Special Needs or other information we may need to care effectively for your child. Failure to inform us of any specific known needs may delay your child's future development and the help we can give.

Please indicate below Days/Hours required and enclose the relevant Registration Fee with your form
 £50 for Nursery or £40 for Out of School (see also Parental Agreement clause 4)

DAYS	MORNING <i>State times if known</i>	AFTERNOON <i>State times if known</i>	FULL DAY <i>State times if known</i>	Tick for HOT LUNCH
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

PARENTS DETAILS

We need to have the details of all persons who have Legal Contact & Parental Responsibility along with those who have permission to collect the child and who may be contacted in an emergency.

Mothers Name: _____
Salutation - please circle Mrs Miss Ms Dr Other _____

Fathers Name: _____
Salutation - please circle Mr Dr Other _____

Address: _____

Address (if different): _____

Postcode: _____

Postcode: _____

We need to see proof of your child's main address e.g. utility bill or letter from a government department. Please notify us immediately of any change to your child's home address.

Parental Responsibility Yes No
Telephone Numbers:

Parental Responsibility Yes No

Home: _____ Work: _____

Home: _____ Work: _____

Mobile Number: _____

Mobile Number: _____

National Insurance No: _____

National Insurance No: _____

Date of Birth: _____

Date of Birth: _____

Email addresses:

For Invoicing: _____

General info: _____

NB: We securely email invoices direct to you

This would be for Holiday Club mailings or other relevant information about activities

If working then please give details below. If not working then please give status e.g. Student, Housewife:

Employers Name & Address: _____

Employers Name & Address: _____

Postcode: _____

Postcode: _____

Please provide detail of any other person with Parental Responsibility: _____

_____ Telephone No: _____

COLLECTIONS & EMERGENCY CONTACTS

Names & Telephone Numbers of any other persons who have permission to collect your child regularly:

Order of Contact in case of Emergency e.g. 1/2/3:

Name: _____ Tel No: _____

Name: _____ Tel No: _____

Details of other appropriate adults who may be contacted in time of emergency if you are not available:

Name & Number: _____ Relationship to your child: _____

Name & Number: _____ Relationship to your child: _____

Please provide a password that may be used to authorise an emergency collection: _____

Details of any other children in the family and their dates of birth:

Name: _____ Date of Birth: _____ Gender: _____

Where did you hear about Bright Kids. Please give us as much detail as possible:

Advertisement – say where...		If you know anyone else who will benefit from our outstanding care and education services then please give us their details below:
Advertising Board		
Adwords – Google		
Bright Kids Website		
Company Information seen		
Day Nurseries.co.uk Website		
Driving Past		
Email Direct		
Internet search e.g. Google		
Net Mums Website		
Other – tell us what...		
Recommended by a Friend		
Word of Mouth		
Yellow Pages		

Office Use:

Registration Fee Information: _____ By: _____

First Steps Transfer: _____ By: _____

Invoice Details & Number: _____ By: _____

Birth Certificate seen: Yes No Date: _____ By: _____

Proof of Address seen: Yes No Date: _____ By: _____

Settling Visits Diary Entries: _____ By: _____

Child Starting Record : _____ By: _____

Added to Tapestry : _____ By: _____

BK & LA Grant Forms Completed (where applicable) By: _____

Head Office Use:

Information Checked on First Steps: _____ By: _____

Registration Card Sent: _____ By: _____

Sage update run: _____ By: _____

Millennium Bright Kid Company Limited

Registered in England No. 3581874

Millennium House, High Street, Studley, Warwickshire B80 7HJ

Tel: 01527 452430 email: hello@bright-kids.co.uk website: www.bright-kids.co.uk



PARENTAL AGREEMENT

1. Late collection of your child will incur charges according to the prevailing fee schedule
2. I agree to give a minimum of one month's notice, or one month's fees in lieu of notice if, for any reason, my child is to leave the setting. I understand that under special circumstances the Chief Executive can waive this notice period.
3. I understand that fees are due in cases of illness or other absences from Nursery/Club and are charged for 51 wks (including for bank holidays and staff training days) with the exception of Christmas Week Closure (School Holidays & Teacher Training days in Club) where fees are not chargeable.
4. I agree to pay Nursery Fees and Out of School Club Fees monthly in advance on presentation of an invoice or as and when they are incurred. I understand that the Nursery Registration Fee of £50 (non-refundable unless a space cannot be found) entitles me to a series of settling visits and the Club Registration Fee of £40 entitles me to one settling visit. I further agree to pay for cheques being returned unpaid (£6 first one, £10 thereafter) and to pay any and all Administration and Legal costs for recovery of outstanding monies, including debt collection fees and tracing fees if necessary. I understand and agree to pay a Late Payment Charge of £15 per child per month if payment is received more than 5 days late. I understand that persistent late or non-payment may result in the immediate loss of my child's place.
5. The setting reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/guardian.
6. I understand that my child will not be admitted to Nursery (and will be separated from others in Club when collected from school) if s/he is not well and agree to keep them off for 36-48 hours from outbreaks of sickness and. I agree to collect my child promptly when requested to do so.
7. I understand that my child's records will be held on a computerised database and that this is protected by the Data Protection Act 1984 & 1998 and that they will be used for no other purpose than company business. I understand that if I require a copy of this personal information I must make a request in writing. I agree to be contacted via email for the purposes of nursery or out of school club business.
8. I understand that the Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for me to view at any time.
9. If in the reasonable opinion of the setting manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well being of the child or other children in the setting or the setting practitioners or other staff so employed then the setting may serve notice to the parent/guardians or a request for the child to be immediately removed from the setting and the provision of one month's notice shall not apply.
10. Non-solicitation of staff
 - a. The parent/guardian of the child who is subject to this Registration Form, hereby agrees that during the term of this agreement and for the period of six months after its termination (howsoever terminated) that (s)he will not seek to employ, entice away or attempt to entice away from the employment of Millennium Bright Kid Company Ltd ('the Company') any person or persons employed by the Company at the date of termination of this agreement or any person or persons who were employed by the Company in the six months preceding the date of termination of the agreement.
 - b. If the parent/guardian shall breach clause 10(a) then (s)he shall indemnify the Company fully in respect of all and any costs, claims, damages and expenses incurred by the Company as a result of the aforementioned breach to include the cost of replacing the relevant member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the Company in replacing the member of staff together with all legal fees and disbursements.
11. Acceptances
 - a. The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect.
 - b. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

This agreement must be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees. Your childcare may only commence once payment of the first invoice, or a minimum of one month's fees has been made.

I have read and understood the Parental Agreement and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time.

SIGNED: _____ PRINT NAME: _____ DATE: _____
(Parent/Legal Guardian)

SIGNED: _____ PRINT NAME: _____ DATE: _____
(Parent/Legal Guardian)

SIGNED: _____ PRINT NAME: _____ DATE: _____
(On behalf of Bright Kids) Term and Conditions are subject to change without prior notice. E&OE