

# REGISTRATION FORM & PARENTAL AGREEMENT



Please return to:  
 Matchborough Academy, Matchborough Way, Redditch, Worcestershire B98 0GD  
 Tel: 07930 195151 email: matchborough@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 of £30 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 <b>HOT LUNCH</b>
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

Parental Responsibility Yes  No

Telephone Numbers:

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. We give Discounts or Gift Vouchers for recommendations of friends for our clubs or our nurseries:
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: \_\_\_\_\_

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 Out of School Registration Fee of £30 (non-refundable unless a space cannot be found) entitles me to 1 settling visit. I also understand that £20 will be refunded on my First Invoice. 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