

CHILD REGISTRATION FORM

Child's Name: _____ D.O.B: _____ male/female: _____

Parent/Guardian Names with Parental Responsibility: _____

(PR is how the law describes the responsibilities and rights that go with being a Parent. Persons with PR have a legal duty to care for and protect that child and a legal right to make decisions about that child's future. In addition to parents, a person with PR could be, the local authority named in a care order, a step parent, grandparents or other relatives who have acquired PR through being granted a residence order, being appointed guardian or by being named in an emergency order)

Child's Nationality: _____

Religion: _____

First language: _____

Other languages spoken at home: _____

Address: _____

Postcode: _____

Home telephone number: _____

Mobile numbers: _____

Email address: _____

Preferred Date of Entry: _____

Sessions Required:
(Please tick)

Please note it is a minimum
of 2 full days for babies

Day	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

I agree to Twinkles Terms and Conditions:

Parent 1 Signed: _____ Date: _____

Parent 2 Signed: _____ Date: _____

Completion of this registration form does not guarantee that Twinkles Ltd will have a place available at the proposed time of entry.

Terms and Conditions

These terms and conditions govern the basis on which we agree to provide childcare services to you.

Mission Statement

Twinkles Nurseries, aim to provide your child with a safe, intellectually stimulating and fun environment. In Twinkles your child will enjoy learning through play to develop their physical, social and emotional skills.

Parent Partnership

Twinkles role: We will:	Parents/guardians role; You will:
<ul style="list-style-type: none"> Inform you as soon as possible whether we have a place for your child / children. Confirm in writing your child/ children's nursery place within one week of receiving your registration form. 	<ul style="list-style-type: none"> Confirm your acceptance of the nursery place within one week. Failure to do so may result in the place been given to another child. Sign and date to say you agree to Twinkles terms & conditions, on both the registration form & terms and conditions form.
<ul style="list-style-type: none"> Try and accommodate any requests for extra sessions and / or increased session. 	<ul style="list-style-type: none"> Give one month written notice to reduce your child (ren's) sessions or withdraw your child completely. Requests must be submitted 4 weeks in advance to change a booking; including changing a start date once a start date has been confirmed.
<ul style="list-style-type: none"> Provide you with daily written and verbal feedback on your child (ren's) day. 	<ul style="list-style-type: none"> Complete 'Child Entry Record and All About Me form' and let us know of any changes to the information provided.
<ul style="list-style-type: none"> Provide an environment, which prevents the spread of infection. Adhere to our Infection Control Policy. This means that your child will be refused entry to protect other children in our care. 	<ul style="list-style-type: none"> Inform us if your child is unwell or suffering from a contagious illness. Abide by the strict policy and procedures for infection control Complete a 'Parent Medication Form' on a daily basis, to allow Twinkles to administer medication.
<ul style="list-style-type: none"> Provide childcare services at a cost effective price aiming to provide the very best care, reviewing quality at regular intervals. If payment is not received in full within the first seven days, we will send a statement and a £15.00 late payment fee will be added to your account. If no payment is made within 14 days a letter will be sent with a £20.00 late payment charge stating payment needs to be settled within seven days or this will be referred to our debt collection team. If you fall to collect your child before the end of their session you will receive a Late Pick Up Charge of £20.00 (per 15mins) 	<ul style="list-style-type: none"> Pay fees on 1st monthly (in advance) by standing order. Under exceptional circumstances we may agree to payment by cheque. Inform us if you are unable to make a payment in full. We may charge you interest at 10% per annum, until we receive payment in full. Immediately inform us if you are unable to collect your child by the official collection time. Pay a late pick up charge in this event. Provide regular feedback on your child's experience with us. Adhere to our zero tolerance policy.
<ul style="list-style-type: none"> Select, employ and train experienced quality Nursery staff. We will provide you with at least 6 weeks' notice when we close nursery for 1 training day per year. We will also be closing at 5pm six times per year and will provide you with dates in advance. Training days will take place on different days throughout the year. The fee for the training day and early closures will be included in the annual calculation. 	<ul style="list-style-type: none"> Not employ any member of Twinkles staff who has had contact with your child within 6 months; then you shall pay 20% of the staff members annual salary.

Twinkles is open 51 weeks of the year, (excluding bank holidays, Good Friday, 6 evening per year we will close at 5pm for staff training and 1 individual training day. These days are charged for in the annual calculation) we close Christmas holiday period, from 1pm Christmas Eve and reopen on 2nd January.

I agree to Twinkles Terms and Conditions

Parent 1 Signed: _____ Date: _____

Parent 2 Signed: _____ Date: _____