

Reference:

Sunhill Daycare (Europe) Ltd

All information contained in this form will be treated in the strictest confidence

For office use only
Reg fee rec'd
Date
DD form rec'd
Date

(Block caps using black/blue ink please)

APPLICATION FORM FOR PLACE AT:.....

(Full name of nursery)

NAME OF CHILD:..... **D.O.B:**.....

ADDRESS:.....

NAME(S) OF PARENT(S):.....

HOME TEL No: **WORK TEL No:**.....

MOBILE NUMBERS:.....

E-MAIL ADDRESS:.....

EMERGENCY CONTACT:..... **TEL: No(s):**.....

OCCUPATION: MOTHER **FATHER:**.....

Optional, but helps staff when talking to your child.

Please provide the following information where relevant:

Nationality:.....

Religion:.....

Please provide names of siblings attending now or previously:.....

Any relevant medical condition or allergy:.....

Permission to administer any drug or treatment that is prescribed when necessary: YES/NO

Details of any medication or treatment that is ongoing:.....

Name, Address & Telephone Number of the child's GP:.....

Name & Telephone Number of the child's dentist:

Health Visitor:

Vaccination details:

Meals (special dietary needs):.....

Comforter:.....

Password:.....

(Also the name your child calls it)

(For use by others who may collect your child)

Permission to administer emergency treatment i.e. First Aid, or take child to hospital: YES/NO

Permission to take child on supervised outings during nursery hours: YES/NO

Permission for your child to appear in nursery photographs: YES/NO

IS THERE ANYTHING ELSE THAT YOU FEEL WE SHOULD KNOW?

ATTENDANCE:..... **START DATE:**.....

(Please give session details, and start date. If your child is not yet born, please estimate followed by NYB)

AGREED MONTHLY FEE:

(see Terms overleaf)

REGISTRATION FEE:.....

£50 required with all new applications)

I confirm the above details are accurate, and that I have read and accept the Terms & Conditions (overleaf) by which care is provided for my child.

SIGNATURE: **Name:**..... **Relationship:**..... **DATE:**.....

Important: Please send this form together with the relevant fee payment and direct debit to:
Registrations: Sunhill Daycare (Europe) Limited PO Box 157, Royston, SG8 9WY

NURSERY PLACE RESERVATIONS CANNOT BE ACCEPTED UNTIL PAYMENT IS RECEIVED

Terms & Conditions

(Effective from April 2006)

General

In order to provide the best possible childcare Sunhill Daycare (Europe) Limited prefers to work in partnership with parents. To comply with legislation and provide efficient levels of care, it is necessary to impose certain operating parameters. We have endeavoured to keep the following to the absolute minimum and to ensure they are fair to both parent and provider. The terms 'Sunhill Daycare' Sunhill', 'the nursery', 'we', and 'our' all refer to Sunhill Daycare (Europe) Limited. The terms 'you', and 'your' refer to parents. Words imparting the singular also include the plural and vice versa.

Hours

Our nurseries are open from 07:30am to 6.30pm, Monday to Friday, throughout the year, closing only on bank holidays, and between Christmas and New Year. Normally one month's notice in writing is required to change hours or sessions. Minimum **Part-time** chargeable attendance is for two sessions/two school days per week. While we prefer that set times are adhered to, parents may bring and collect children at any time within the session, but may not exceed the session time (except in an emergency) as other children will be arriving. Extra time is chargeable by the hour. *Due to operational reasons, we reserve the right to alter part time session attendance days/times of less than 2 full days. Where possible voluntary changes will be sought, and at least one month's notice will be given.*

Registration

A fee of £50 is payable together with your application to register a nursery place. Nursery fees are payable monthly in advance by direct debit and/or nursery vouchers, and your first month's normal fee is due one month prior to your child commencing. We will write to you three months prior to your child starting nursery, enclosing a direct debit form to enable us to receive your fee payments. If starting nursery within 3 months, a completed direct debit form is required together with your application and registration fee. If starting immediately, to allow time to arrange fee payment by direct debit, your registration fee must be paid together with your first month's full fee by debit/credit card or bank transfer.

Fees

(See separate fee list)

Nursery fees are based on a 51-week year and are normally reviewed annually and at least one month's notice will be given of changes in fees. Normal fees are payable during closure for public holidays, but if part time attendance (less than 2 full days or 4 sessions) coincides with public holidays, alternative equivalent sessions may be taken in lieu by prior arrangement. Payment of fees will commence from your notified 'Start Date' unless a reserved place is cancelled or amended at least one month in advance. Deferred start dates will incur a 50% fee charge to retain the nursery place unless caused by unforeseen circumstances, e.g. birth delay, or delayed relocation, etc. All fees are payable monthly in advance by direct debit. Adjustments due to session changes (increases or decreases) will be reflected in the following month's invoice, and direct debit collection. Fees unpaid by the end of month due, including direct debits cancelled without notification when payment is due will incur a late payment charge of £12, plus 2.5% interest for each day thereafter. To cover additional costs incurred, a 2.5% surcharge will be applied on all fees not paid by direct debit or nursery vouchers. Nursery places may be suspended or cancelled if fees remain unpaid for more than one month. Sunhill Daycare reserves the right to adjust fees should factors outside our control directly affect nursery-operating costs.

Absence

To retain a place, full fees are payable during absence due to holidays or sickness for the first two weeks reducing to half fees for the subsequent weeks up to one month. If holidays or sickness last longer than this and the place is still required, this is subject to negotiation. Should a child have to be sent home due to sickness or other reasons beyond the control of the nursery, the full fee still applies.

Termination and Cancellation

One month's written notice is required to terminate a nursery place and this agreement or payment of one month's nursery fees in lieu. If a nursery place is cancelled prematurely deposits will not normally be refunded unless due to circumstances beyond your control, e.g. redundancy or medical, for which documentary evidence is required. Any such refunds (partial or in full) are at the sole discretion of Sunhill Daycare.

Collection by others

If another person is to collect your child, please always inform us, preferably when you bring your child to nursery. If for reasons beyond your control you cannot, and you need to telephone, we will need identification (password). Our staff have instructions not to release children, other than to the usual parent(s), without authority and identification. If you have any problem collecting, call us as early as possible, and we will endeavour to assist.

Late collection

In order for our nurseries to maintain correct staff ratios, agreed arrival and collection times must be strictly adhered to. However we understand that weather and traffic can occasionally delay parents, therefore if you believe you may be more than 15 minutes late, please inform the nursery immediately. Unless caused by extenuating circumstances, a further hour is normally charged for late collection exceeding 15 minutes.

Employment of nursery staff

We have no objection to parents employing members of staff on a casual basis for baby sitting, although you should bear in mind that they may have to work early the next day. Should parents wish to employ a childminder or nanny, our managers are happy to advise on recruitment or even recommend a member of Sunhill staff, however if employing a staff member at least three months notice is required to terminate an existing nursery place, to enable recruitment of replacement staff. Employment of any member of Sunhill staff by a parent, without proper notice within 6 months of their leaving our employ, will incur a fee equivalent to 10% of the staff member's annual salary.

Security

While Sunhill Daycare has measures in place to ensure the security of children and staff using its nurseries, it is the responsibility of parents to ensure that; entry codes, passwords and any other information is only divulged to those authorised to receive it. Sunhill Daycare cannot accept responsibility for failure to notify, or inadequate notification of changes to collection arrangement

Modification of Terms & Conditions

Sunhill Daycare (Europe) limited reserves the sole right to amend its Terms & Conditions at any time, to comply with revised fiscal, legislative or operating requirements. Such changes will be notified in writing to parents, and will supersede all preceding Terms & Conditions issued by the company.