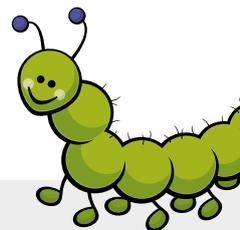


# Registration form



## Child's details

First name	
Last name	
Usually known as	
Date of birth	
Gender	
Ethnic origin	
First language	
Second language	

## Session(s) required (please tick)

Monday	AM		PM	
Tuesday	AM		PM	
Wednesday	AM		PM	
Thursday	AM		PM	
Friday	AM		PM	
<b>Required start date</b>				
Additional booking information				

## Contact details

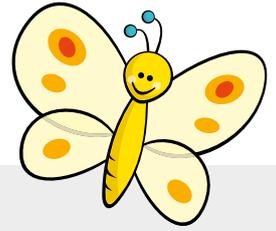
Full name(s) of parent(s)/guardian(s): (if not a parent, please indicate relationship to child)

	Contact 1	Contact 2
Full name		
Relationship		
Home address		
Postcode		
Mobile		
Primary email		
Place of work		
Address		
Work tel		
Preferred tel		
Legal responsibility		
Parental responsibility		
Authorised to collect		
If no, please state why		

**Signed**

**Dated**


# Registration form



Is your child involved with, or waiting for access to, any Outside Agency  
e.g. Portage, Health Visitor, Speech & Language, Social Worker?

## Emergency contact details

	Contact 1	Contact 2
Full name	<input type="text"/>	<input type="text"/>
Relationship	<input type="text"/>	<input type="text"/>
Primary tel	<input type="text"/>	<input type="text"/>
Secondary tel	<input type="text"/>	<input type="text"/>

## Where did you hear about us?

### For management use only

Child's birth certificate has been seen (please tick)

Full name

Date



# Terms & Conditions

The following terms set out how we will supply childcare services (“**Services**”) to you (the “**Terms and Conditions**”). We are Childbase Partnership Limited, incorporated and registered in England and Wales with company number 02418535 and whose registered office is at Kingston House, Northampton Road, Newport Pagnell, Buckinghamshire, MK16 8NJ (“**we**”, “**our**”, “**us**”, the “**nursery**”).

Please read these Terms and Conditions, and our policies and procedures (available at [https://. childbasepartnership.com/policies-and-procedures](https://childbasepartnership.com/policies-and-procedures)), carefully before you submit a Registration Form to us. If you have any queries about these Terms and Conditions or our policies and procedures, please contact us at [info@childbase.com](mailto:info@childbase.com) or on 01908 211699.

The Terms and Conditions and the Registration Form together form the contract between us for the supply of the Services (“**Contract**”). The headings below serve to provide clarity on the key areas of the Terms and Conditions.

## 1. Registration and Bookings:

- 1.1 To register your child for a place at one of our nurseries you must complete our registration form (“**Registration Form**”). You must ensure that all information provided on the Registration Form is complete and accurate.
- 1.2 If there are any changes to the information provided on the Registration Form, you must notify us promptly and provide details of such changes. In particular, please inform us of any special dietary or medical requirements, and any alterations to telephone numbers or contact details. Failure to do so may result in delays in contacting you in the case of an emergency.
- 1.3 If you are under the age of 18 years, you must have a financial guarantor aged over 18 years, as an additional signatory on the Registration Form.
- 1.4 A nursery place is allocated upon (i) completion of the Registration Form, (ii) review and approval of the Registration Form by us, (iii) receipt of a £50.00 non-refundable administration fee (“**Administration Fee**”), (iv) receipt of 50% of the first month’s fees (“**Place Acceptance Fee**”), and (v) receipt of the remaining 50% of the first month’s fees (which will be offset against the first invoice), and on which date the Contract between us will come into existence.
- 1.5 Please note that if, at any time, it becomes apparent that the information on the Registration Form provided is not complete and accurate, we reserve the right to immediately terminate the Contract, withdraw the allocation of the nursery place and refund any sums paid to us by you for Services not provided (excluding the Administration Fee and Place Acceptance Fee).
- 1.6 On the Registration Form, you should confirm which weekly sessions you would like to book your child onto (“**Standard Sessions**”). Any sessions in addition to the Standard Sessions (“**Extra Sessions**”) can be booked with the nursery’s management team on an ‘ad-hoc’ basis, either by email or by completing our “Extra Sessions” form. Extra Sessions are subject to availability and staffing requirements.

## 2. Discounts and Voucher Schemes:

### 2.1 Early Years Free Entitlement (“EYFE”)

- 2.1.1 Where we have agreed that payment of the Fees will be made (in full or in part) by EYFE codes, on receiving the EYFE codes from you, we will provide you with details of any additional costs, not covered by the scheme, and you will be required to sign related terms and conditions documents (which we will provide to you at the time of your application to use EYFE codes).
- 2.1.2 The allocation of EYFE places is subject to availability and is not guaranteed.
- 2.1.3 If you attend a ‘Funded Only’ place under the EYFE scheme, advance notice of cancellation under clause 6 is not required.
- 2.1.4 EYFE hours cannot be used, in whole or part, when booking Extra Sessions.
- 2.1.5 No discounts can be applied to consumable charges for EYFE funded sessions.

### 2.2 Sibling Discounts

- 2.2.1 Where at least two siblings attend one of our nurseries, we offer a 10% sibling discount at the majority of our nurseries (excluding Edwinstowe Close and West Cambridge). The sibling discount will apply to the elder children’s Fees.
- 2.2.2 For the avoidance of doubt, if a child is allocated a EYFE ‘Funded Only’ place, their sibling would not qualify for our sibling discount. Only siblings of children who are paid for monthly in accordance with clause 3.4 qualify for the sibling discount.

### 2.3 Corporate Discounts

- 2.3.1 We offer a range of corporate discounts, and details of these are available on request.

2.4 Please note that we reserve the right to withdraw or alter a discount at any time, on written notice to you.

2.5 In order to access a discount, we may require you to complete an application form and, from time to time, provide such documents as we may reasonably require in order to verify your ongoing eligibility for such discount.

## 3. Fees:

- 3.1 The fees for the Services will be as set out in our fee sheet (“Fees”). We reserve the right to adjust the Fees annually to reflect increases in our costs of providing the Services. We will give you not less than six weeks’ prior notice in writing of the Fee adjustment.
- 3.2 The Fees include the provision of milk, nappies, wipes, creams, sun protection, healthy, balanced meals, and snacks. Our menu details can be found at <https://childbasepartnership.com/parent-information/our-menus>.
- 3.3 Unless otherwise agreed in writing, the Fees are calculated on the basis of the weekly charge for the sessions booked (as set out in the Registration Form), multiplied by 52 (weeks) and then divided by 12 (months) to create a fixed monthly charge.

- 3.4 All Fees are charged monthly in advance and must be paid by Direct Debit, Childcare Vouchers (as provided by the UK Government) or Tax Free Childcare on (or before) the first of the month to which they relate.
- 3.5 If you fail to pay in full by the first of the month, using any of the payment methods set out in clause 3.4, we reserve the right to add an additional administration fee of 5% of the total outstanding amount to your account, for each month that you fail to make payment.
- 3.6 For re-presented payments (in the case of bounced payments), we reserve the right to apply a minimum charge of £20 per occasion to your account.
- 3.7 If any fees remain outstanding more than 21 days from the 1<sup>st</sup> of the month, we may (at our sole discretion), exclude the child from the nursery, terminate the Contract and offer the child's nursery place to another child.
- 3.8 For the avoidance of doubt, the Fees are payable during periods of absence including, without limitation, sickness, two inset training days, holidays (including public and bank holidays) and from 16:00pm on Christmas Eve.
- 3.9 Where payment is made using a voucher scheme agreed by us (including Tax Free Childcare), you must ensure that we receive appropriate funds under that scheme on or before the first day of the month to which they relate. It is your responsibility to ensure that we receive appropriate funds, and we will not liaise with your scheme provider.
- 3.10 Extra Sessions are charged at the usual session rate (as set out in our fee sheet), and payment is required at the time of booking. EYFE hours cannot be used in relation to payment for Extra Sessions.
- 3.11 A pro-rata calculation of Fees applies when a child starts, leaves or a booking pattern changes mid-month. This is calculated by taking the monthly fee for each type of session, multiplied by the number of sessions attended during the month in question, and then divided by the total number of possible sessions available for the whole calendar month.
- 3.12 Nursery opening and closing times must be observed as they form part of our Ofsted registration conditions and impact legal, contractual and wellbeing commitments to staff. Our designated opening and closing times for each of our nurseries are set out at <https://childbasepartnership.com/our-nurseries>. We cannot provide Services before the designated opening time, and you will be refused entry to the nursery. If you collect your child after the designated closing time, you will be liable to pay a surcharge of £15.00 for every 15 minutes, or part thereof, following the designated closing time. For the avoidance of doubt, if you are 1-15 minutes late, you will be charged £15.00 and if you are 16-30 minutes late, you will be charged £30.00 etc.

#### **4. Child Safety and Well Being:**

- 4.1 If your child becomes unwell whilst in our care, we will contact you, or the emergency contact detailed on the Registration Form. If we consider that the child is not well enough to remain at nursery, you will be requested to arrange collection of your child as soon as possible.
- 4.2 In the event a child is unwell at home, please do not bring the child to nursery and please inform the nursery of the reason for the absence from nursery. A copy of our Health, Medicines and Infectious Diseases policy is available from the nursery or at



<https://childbasepartnership.com/parent-information/policies-and-procedures>, and details our duty to communicate any communicable diseases, where applicable, to all relevant employees and parents at the nursery, while protecting the identity of the child.

- 4.3 Every effort will be made to meet the unique needs of every child, working in partnership with other agencies as appropriate. If, despite our reasonable efforts, we cannot meet the needs of the child, we reserve the right to immediately terminate the Contract, and withdraw the child's place.
- 4.4 You have a duty of care to notify us, in writing as soon as possible, of any changes to a child's special diet or medical condition, to ensure all appropriate measures are implemented in nursery, and required paperwork is updated. Any relevant information from a third party in relation to the child's medical or dietary condition must also be shared with the nursery.
- 4.5 Under legislation, we are legally required to report immediately any significant safeguarding or wellbeing concerns about children in our care to the local authority safeguarding team and, where appropriate, to Ofsted. In these exceptional cases, we are required to follow the instructions provided by the experts involved (which may include a requirement not to inform you of such report).

## **5. Treatment of staff:**

- 5.1 We do not tolerate, under any circumstances, behaviour which is deemed to be threatening, abusive or violent towards our management or staff teams. Such behaviour may be reported to the police; result in the termination of the Contract or the refusal to allow a person back on any of our premises in the future.
- 5.2 If you have any cause for complaint about any of our nurseries or our staff, please see our complaints policy which can be found at <https://childbasepartnership.com/parent-information/policies-and-procedures>.

## **6. Notice Periods:**

- 6.1 To effectively manage nursery staffing and resourcing, subject to clause 6.2, you must provide us with at least six weeks' notice in writing if you wish to terminate the Contract or reduce the number of Standard Sessions. This is applicable both prior to starting and during your time with us.
- 6.2 For Edwinstowe Close and West Cambridge Day nurseries only, you may cancel a booking or reduce the number of agreed sessions on 1 months' written notice.
- 6.3 Reducing the number of Standard Sessions requested prior to starting with us **may** result in the offered place being withdrawn, the Contract being terminated and your name being added to a waiting list for the new sessions required.
- 6.4 All requests for a reduction in Standard Sessions are subject to availability, and we reserve the right to terminate the Contract if we cannot accommodate the request. It is important to note that required days may not be available in a 'reduced booking pattern'.
- 6.5 If you wish to cancel an Extra Session, you must provide us with at least 24 hours' notice in writing.
- 6.6 If you fail to cancel an Extra Session, or reduce the number of Standard Sessions, in accordance with this clause 6, you will be liable to pay for the session(s) in full.



## 7. Termination:

- 7.1 In the event that the individual nursery at which the Services are offered (as set out in the Registration Form) needs to be temporarily or permanently closed, subject to availability, we will endeavour to offer an alternative place at one of our other nurseries. If, despite our reasonable efforts, we are unable to offer a place at an alternative location, we reserve the right to terminate the Contract on written notice to you. If we offer you a place at an alternative location, but that location is not convenient for you, you may terminate the Contract on written notice to us.
- 7.2 We reserve the right to terminate the Contract at any time on six weeks' notice to you.
- 7.3 You must comply with our policies and procedures (as updated from time to time) which can be found at <https://childbasepartnership.com/parent-information/policies-and-procedures>. If you fail to comply with such policies, we reserve the right to terminate the Contract on written notice and withdraw your child's nursery place.

## 8. General:

- 8.1 **Closures:** We shall not be in breach of the Contract nor liable for any delay or failure (in whole or in part) to perform any of our obligations under the Contract if such delay or failure results from events, circumstances or causes beyond our reasonable control (including, without limitation, transport strikes, severe and adverse weather conditions, personal ill health or acts of terrorism) which necessitate the closure of a nursery. Unless otherwise agreed in writing, refunds are not issued for such closures.
- 8.2 **Limitation of Liability:** If we fail to comply with the Contract, we are responsible for any loss or damage that you suffer that is a foreseeable result of our breach of the Contract or our failure to use reasonable care and skill, but we are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time the Contract was made, both parties knew it might happen. We will compensate you (or the child in our care) for any loss or damage to you or the child if we fail to carry out duties imposed on us by law (including in relation to death or personal injury caused by our negligence), unless such failure is attributable to:
  - 8.2.1 your or the child's own fault;
  - 8.2.2 a third party unconnected with the provision of the Services under this Contract; or
  - 8.2.3 events which we could not have foreseen even if we had taken all reasonable care.
- 8.3 **Possessions:** Our premises are used by other children and the parents, carers, and guardians of other children. Therefore, we do not recommend that any valuable possessions are brought onto our premises, and we are not liable for any loss or damage to such possessions.
- 8.4 **Insurance:** Details of our insurance cover, as required by law, are available from the Nursery and copies are displayed on the notice board at the nursery, or on request.
- 8.5 **Variation:** It may be necessary to adapt our Terms and Conditions to reflect changes in law or new arrangements and fees relating to the provision of the Services. We will notify you of any impending changes by email and an announcement on our company



website (<https://childbasepartnership.com/terms-and-conditions>) at least six weeks prior to their implementation.

- 8.6 **Personal Data:** Please see our Privacy Notice, which can be found at: <https://childbasepartnership.com/parent-information/privacy-notice>, and which explains how we collect, store and use personal data about you and your children.
- 8.7 **Assignment:** We may at any time transfer our rights and obligations under the Contract to another organisation. You may only transfer your rights or obligations under the Contract to another person with our written consent.
- 8.8 **Third Party Rights:** This Contract is between you and us. No other person shall have any rights to enforce any of its terms.
- 8.9 **Severance:** Each of the paragraphs of these Terms and Conditions operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.
- 8.10 **Waiver:** If we do not insist immediately that you do anything you are required to do under the Contract, or if we delay in taking steps against you in respect of your breaking the Contract, that will not mean that you do not have to do those things or prevents us from taking steps against you at a later date. For example, if you are late paying and we do not chase you but we continue to provide the Services, we can still require you to make the payment at a later date.
- 8.11 **Entire Agreement:** These Terms and Conditions and the Registration Form constitute the entire agreement between the you and us and supersede and extinguish all previous agreements, promises, assurances, warranties, representations and understandings between you and us, whether written or oral, relating to its subject matter.
- 8.12 **Writing:** A reference to “writing” or “written” includes email.
- 8.13 **Governing Law and Jurisdiction:** The Contract is governed by English law and you shall bring any legal proceedings in respect of the Contract in the English courts.

***I have read the above terms and conditions and agree to comply with them.***

**Parent/guardian name 1:**

**Parent/guardian name 2:**

**Signature:**

**Signature:**

**Date signed:**

**Date signed:**

**Child's name:**

**Nursery attending:**