



Castle Creche



Childcare Registration and Agreement Form

Please complete this form and return it. This form must be completed by someone who has parental responsibility.

Family Details

Child's full name		
Preferred or familiar name		
Date of birth		
Parents carers names	Mother	
	Father	
	Others (specify)	
Parent/carer addresses		
<p><i>Please provide names and addresses for each parent and carer known to the crèche (continue on separate sheet if required)</i></p>		
<p><i>Please indicate your child's usual address</i></p>		
Other people allowed to collect your child?	Names and addresses:	
<p><i>Must be over 16 years of age</i></p>		

Contact Details

Telephone Home	
Mum Work	
Dad Work	
Mobiles	
Email address (for your invoice to be sent to)	
Password (for collection)	

Legal Responsibility and Contact Details

Who has Parental Responsibility for your child? E.g. the parent/carer who is your child's main carer(s)	Name
Who has Legal Contact with your child? E.g. a parent who lives at a different address	Name

Daytime Emergency Contact Details

Mother	
Name Telephone no:	
Father	
Name Telephone no:	
1 st alternative contact (required)	
Name and relationship to child	Telephone no:

2 nd alternative contact (required)	
Name and relationship to child	Telephone no:

Health Information

Doctor's name, address and telephone no:
Health Visitors Name and telephone no:
Does your child have any special health requirements?
Any known allergies ?(e.g. food, animals, plasters, medication, etc)
Does your child have any special dietary requirements, preferences or food allergies?
Are all childhood vaccinations up to date?

Consent

Information

Please sign that you are willing to give your consent for	Signatures:
Holding personal information (paper and computer based)	
Sharing information with other professionals, e.g. Health Visitor or Speech therapist	
Photography to be used in-house only, e.g. on crèche walls	
Photography to be used in creche publicity material, including on the internet (children's names will NOT be used on any website or in any publicity)	
First aid and emergency medical treatment	

Use of plasters	
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Other Information

Other languages used at home:

Ethnic origins:

Festivals celebrated at home:

Details of any other settings or childcare attended:
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Details of any other agencies or professionals working with your child and their role:
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Any other details or information it may be useful for us to know? <i>E.g. What your child likes, what their fears may be, any special words they use, what comforters they may need and when.</i>

Other Information

How did you hear about Castle Creche? Please tick appropriate box			
Magazine	Children's Info Service	NHS Staff Info	Flyer
Website	Recommendation	Sign outside	Other
Did you look at any other nurseries/creche?	Why did you choose castle creche?		

Important

We ask that you keep us informed of any changes to your details.
Periodically we may ask you to confirm your details for our records.

Castle Creche Terms and Conditions

Admission

A completed Childcare Agreement Form are required to secure your child's place.

Gym Members Creche Places and Fees

Each week gym members with a fixed, flex, corporate or couple gym membership is entitled to three free one and a half hour crèche sessions a week for 1 child. The free sessions can only be used while you are attending the gym, if this is breached free crèche places will be withdrawn immediately. Any extra session used in the creche must be paid for on the day of the session of childcare at the magical castle reception till before entering the creche. If you are unable to attend or cancel one of your three sessions, they cannot be rebooked. Unless we are in breach of these terms and conditions all booked sessions will incur a charge of £5 if the child does not attend the session. All sessions must be booked in advance at least 1 week prior to the session. Session cannot be amended once booked unless under exceptional circumstances authorised by the creche supervisor. The Crèche Team will withdraw the "free" crèche place from any member should they feel that they are not abiding by the Terms and Conditions. Any siblings using a creche session will fall under pay and go user terms and conditions. The arrival and collection times for the crèche must be adhered to. If notified, the additional time will be charged at £1.50 per quarter an hour. Un-notified late collection will be charged at a rate of £2.50 per quarter hour to cover emergency staffing and other arrangements. Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness or holidays. Failure to pay the monthly gym payment will result in loss of creche places until the outstanding balance has been paid to burn fitness. Any parent or carer whose fees remain unpaid to burn fitness after two months, without prior agreement of the creche supervisor/management at burn fitness, risks their child's place at the creche being withdrawn.

Pay and Go Creche user Fees

Childcare sessions are two hours and must be paid on the day of the session of childcare at the magical castle reception till before entering the creche. Failure to pay will result in the child not being able to attend the creche session. Unless we are in breach of these terms and conditions all booked sessions will incur a charge of £5 if the child does not attend the session. All sessions must be booked in advance at least 1 week prior to the session. Session cannot be amended once booked unless under exceptional circumstances authorised by the crèche supervisor. No refunds are given for sessions missed due to sickness or holidays. If you expect to be late collecting your child, please notify the nursery as soon as possible. If notified, the additional time will be charged at £1.50 per quarter an hour. Un-notified late collection will be charged at a rate of £2.50 per quarter hour to cover emergency staffing and other arrangements. The crèche will give parents and carers two months' notice of increase of fees which will normally be reviewed in January.

Opening times

The crèche sessions run from 09:00am to 2:00pm. The crèche is open all year except Christmas & New Year closure.

Insurance

The crèche has insurance cover for crèche based activities. Details of the insurance may be requested from the crèche supervisor. The Certificate is displayed in the magical castle.

Personal property and belongings

The crèche cannot be held responsible for any loss or damage to any parents, carer's or child's property or belongings. Every reasonable effort will be made by the crèche staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

Liability

The crèche accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the crèche being temporarily closed or the non-admittance of your child to the crèche for any reason. We accept no responsibility for children whilst in their parent's care on crèche premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Accidents and illness

The crèche reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required the crèche will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent form.

We may require parents to withdraw their child from crèche in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend crèche. We may also ask parents to withdraw their child from the crèche if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the crèche.

CCTV

The crèche has CCTV in operation for the protection and welfare and protection of all children and staff. The CCTV is only accessible to senior management. The CCTV is kept for two weeks and is then deleted. The CCTV is under password protection. The CCTV is only viewed if an incident occurs where it concerns the safety, welfare and protection of the children or staff. There is a small privacy section on the camera where no image will be taken on the CCTV this is to allow privacy for nappy changes and changes for accidents.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the crèche. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. One month notice will be given of any changes made.

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed (parent)

Print name:

Date: