



Dawn to Dusk Day Nursery

Registration Pack

Registration Pack

Thank you for choosing Dawn to Dusk Nursery for your child. All registrations are on guaranteed place basis following written confirmation from us. Therefore, no refund can be given if subsequently a place is not taken up from the agreed date of commencement. Wherever possible an alternative date may be agreed subject to availability.

If you wish to register your child for a place at then the registration form should be accompanied with a deposit and registration fee (see attached registration form). If we are unable to offer you the requested date then an alternative will be offered.

Please ensure you have read and understood the payment policy and terms and conditions, as these must be signed by the parent/guardian at the time of registration.

In the very exceptional circumstances that the company should need to exclude a child, one month's notice will be given.

Registration Form

Child's full name

Address

Post code

Ethnicity

Date of birth

Religion

Who has parental responsibility?

Who does that child live with?

Language spoken at home

Relationship to child:

Parents/Guardian

Place of work:

Email Address:

Work Tel:

Mobile Tel:

Home Tel:

Emergency Name and Telephone number of a registered person who can collect your child in your absence

REQUIRED CARE

I/We wish to book the following place(s) (Please tick required)

☐

am session

☐

pm session

☐

Fulltime

☐

Flexi Hours

Start Date

Cost per month will be

I have read, understood the Payment Policy Agreement and accept its terms and conditions. I also understand that I must give a month's written notice when increasing/decreasing my child's days and that my deposit will be adjusted accordingly. (Therefore superseding the original contract). Additional days maybe booked, dependent on availability, but set days cannot be swapped if your child is unable to attend.

I enclose the registration fee of £25.00 ☐ Cash (please tick ☐
payment method) I enclose the Deposit of £ (Non
– refundable under any circumstances) Changes in deposit
Date

At the end of your child's time at the nursery one month's written notice is required. In the absence of such notice one month's fees will be charged in lieu.

Signed Print
Date

For office use

Evidence of legal names and date of birth must be seen by a member of management.

Document seen

Date Seen

Signed

Payments Policy

Payments

- 1 Payments need to be made by the 28th of each month. Payment methods are
 - Standing Order (S/O)
 - Online bank transfer
 - Faster payment
 - Cash
 - Debit Card
 - Credit card (a charge of 3% will be made)
- 2 The contractual Agreement is between Dawn to Dusk Day nursery, (DDDN), and the Parents/Guardians, therefore, responsibly in ensuring payments reach DDDN Account by the due date are with Parents/Guardians. (DDDN cannot accept Bank or Voucher Error).
- 3 In addition to the payment methods above we may also accept payment from approved voucher companies providing the funds are cleared in our account by the due date. Parents should note that vouchers can take up to 4 days to reach our account. Consistent late payment will result in the parent no longer being able to pay by voucher.
- 4 No card payments will be accepted after the last day of the month.

Default Payments

- 5 Payments are due on the 28th of the month, any payments not received and cleared into our account by the 2nd of the following month are considered as being in default and a £50 charge will be levied.
- 6 A further £50 will be charged for each week, or part week, a balance remains outstanding.
- 7 If by the 14th of the month a balance remains outstanding the contract may be terminated, without notice, utilising the deposit held with the company and an invoice will be issued for the outstanding balance of 2 weeks and any extras incurred.
- 8 Interest may also be added.

Terms & Conditions

Deposits

A deposit equivalent to one month's fees is required when submitting the registration form. This deposit is refundable when your child leaves the nursery or in part if your child changes sessions.

Deposits and registration fees are non-refundable if you decide not to take up your place.

Notice to terminate

30 days written notice is required when you wish to remove your child from nursery, if this is not adhered to fees are still liable to be paid by the parents within this period. If a child does not attend nursery for more than 30 days and we have not received notice, fees are still liable and a place can no longer be reserved. In this instance parents will have to re-book where space is available. We also may inform HMRC of parents leaving and will take any necessary legal action to recoup any fees owed to us. This may impact on your credit status.

Notice to when increasing/decreasing days

1 month's written notice needs to be given when increasing/decreasing days with the nursery and the deposit will be adjusted accordingly.

Session times

The Nursery operating hours are between 7am and 7pm. We operate a strict time policy to ensure that we maintain our staff to child ratios at all times. Therefore please ensure that if you are unable to collect your child for any reason that you have made alternative arrangements.

A late or early drop off fee of £5.00 for the first 15 minutes and £10 for any part or full hour thereafter will be charged.

In the case of sessional children such as those that attend mornings only the same principal applies. Example If your start time is 10am and you drop your child off at 9.50am you will be charged the additional £5.00.

Fees

The invoices are worked out at the daily rate and multiplied over 50 weeks of the year and then divided by the 12 months. The amount due will be the same every month. THERE IS NO DISCOUNT IF YOUR CHILD IS ON HOLIDAY OR SICK. E.g. £42.00 x 2 day per week x 50 weeks divided 12 months = £350.

If the nursery is closed due to inclement weather a full refund will be credited. If the nursery part opens for the day and then closes due to inclement weather no refund will be given as this will be for safety reasons.

We hope you can understand why we charge you if your child is sick or on holiday. As you can appreciate once your child joins the Nursery his/her place is totally secure, providing the fees are paid promptly, and the place will not be given to another child. Dawn to Dusk also staff the Nursery accordingly and maintains the ratio criteria laid down by OFSTED. Swapping days on an ad-hoc basis is not permissible and treated as an additional chargeable day.

Therefore, regrettably we are unable to offer your child a discount in fees if you take holiday or they are off sick. This is a standard procedure within nurseries.

Each year we will review our pricing structure and increase our prices in line with increases in staff costs, supplier costs, rent and rates etc.

Child Tax Credits

We will advise the Child Tax Credit Agency (HMRC) of any child who leaves our nursery for which fees are left outstanding.

Sickness

It is vital & the sole responsibility of the parent / guardian to inform dawn to dusk nursery of any changes to the information given within this pack. this is especially important with telephone numbers.

If your child is unwell whilst at Nursery, we will ring you immediately and a decision can be made between yourself and the Key Worker or Room Leader as to the best solution, that takes into account the health and safety of your child and the children and staff at the Nursery.

If your child becomes unwell and was due to attend Nursery, parents are asked to inform the Nursery Manager immediately. The Nursery Manager will then decide whether to inform other parents of a potential health issue that may arise

Free Early Education

Where children are only using the Free Early Education entitlement (details in the prospectus) no deposit is required.

Medical History

Family Doctor

Doctor's Address

Doctor's Postcode

Doctor's Contact Number

Does your child suffer from an allergy or chronic condition?

Please state:

Does your child have any special dietary needs?

Please state:

Does your child take any form of regular medication?

Please state:

What is your child's medical history?

Please state if required:

Has your child been immunized against the following: (please tick box)

I Triple & Polo	<input type="checkbox"/>	Date:	<input type="text"/>
II Triple & Polo	<input type="checkbox"/>	Date:	<input type="text"/>
III Triple & Polo	<input type="checkbox"/>	Date:	<input type="text"/>
MMR	<input type="checkbox"/>	Date:	<input type="text"/>
HIB	<input type="checkbox"/>	Date:	<input type="text"/>
Meningitis C	<input type="checkbox"/>	Date:	<input type="text"/>

Any additional Information:

Sign: _____ Date: _____

Fee Payment Structure May 2019

0 - 4 Year's Full Time	Daily Rate	Per Calendar
5 Days Per Week	£52.00	£1,083
4 Days Per Week	£52.00	£867
3 Days Per Week	£52.00	£650
2 Days Per Week	£52.00	£433

Mornings(7.00am-1.00pm) Minimum 2 Per Week, Includes Breakfast & Lunch)	Daily Rate	Per Calendar Month
5 Mornings Per Week	£32.00	£667
4 Mornings Per Week	£32.00	£533
3 Mornings Per Week	£32.00	£400
2 Mornings Per Week	£32.00	£267

Afternoons (1.30pm- 7.00pm) (Minimum 2 Per Week, Includes high tea/ light supper)	Daily Rate	Per Calendar Month
5 Afternoons Per Week	£32.00	£667
4 Afternoons Per Week	£32.00	£533
3 Afternoons Per Week	£32.00	£400
2 Afternoons Per Week	£32.00	£267

Flexi Care	£7.00	
------------	-------	--

Fees for Duskie

Per Day	Per week
----------------	-----------------

After School Club	£15	£75
Holiday Club	£30	£150

Bank Account Number

26027992

Sort code 60-30-03

from 25th May 2018

The principles of this new policy are to explain to you what GDPR is and how it will affect the way we collect information from you, how we keep it and what your rights are.

The GDPR aims to make it simpler for people to control how companies use your personal details, and works around the principle of consent and assumes the automatic right of privacy to individuals. We must obtain your consent to gather and keep your data, and respect your right 'to be forgotten'. The GDPR will replace the Data Protection Act 1998 and the Privacy & Electronic Communications Regulations 2003. Although consent is a huge part of GDPR, we as a nursery have lawful obligations that require us to collect, process and store personal data. In order to comply with our regulatory frameworks and inspectorates, there is a large amount of data which we must hold and maintain. These legal obligations override GDPR and therefore we do not need consent to collect certain data from our parents/guardians or children.

Rights and Principles of GDPR :

- Personal Data must be collected and processed lawfully, fairly and transparently
- We must process personal data for specific, explicit, legitimate purposes
- Data must only be used when adequate and relevant
- Data must be accurate and up to date
- Data must only be kept for as long as is necessary for its purpose
- We must provide appropriate technical and organised measures and security

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide childcare, encourage and supervise educational play, to advertise our services, to maintain our own accounts and records and to support and manage our staff.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- GP contact details
- lifestyle and social circumstances
- digital images of the child's progress
- financial details
- education and employment details
- goods or services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership

Who the information is processed about

We process personal information about:

- our employees
- the children in our care
- advisers, complainants, enquirers
- suppliers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- healthcare, social and welfare advisers or practitioners
- business associates
- financial organisations and professional advisers
- credit reference agencies, debt collection and tracing agencies
- education, educators and examining bodies
- current, past or prospective employers
- employment and recruitment agencies

- schools
- local and central government
- persons making an enquiry or complaint
- suppliers
- service providers

Additional reasons Please select below if you process data for any of the following reasons (if not already included above):

Trading and sharing personal information

Personal information is traded and shared as a primary business function. For this reason the information processed may include name, contact details, family details, financial details, employment details, and goods and services. This information may be about customers and clients. The information may be traded or shared with business associates and professional advisers, agents, service providers, customers and clients, and traders in personal data.

Undertaking research

Personal information is also processed in order to undertake research. For this reason the information processed may include name, contact details, family details, lifestyle and social circumstances, financial details, good and services. The sensitive types of information may include physical or mental health details, racial or ethnic origin and religious or other beliefs. This information is about survey respondents. Where necessary or required this information may be shared with customers and clients, agents, service providers, survey and research organisations.

Consulting and advisory services

Information is processed for consultancy and advisory services that are offered. For this reason the information processed may include name, contact details, family details, financial details, and the goods and services provided. This information may be about customers and clients. Where necessary this information is shared with the data subject themselves, business associates and other professional advisers, current, past or prospective employers and service providers.

Consulting and advisory services

Information is processed for consultancy and advisory services that are offered. For this reason the information processed may include name, contact details, family details, financial details, and the goods and services provided. This information may be about customers and clients. Where necessary this information is shared with the data subject themselves, business associates and other professional advisers, current, past or prospective employers and service providers.

Dawn to Dusk Day Nursery Privacy Notice

Here at Dawn to Dusk day Nursery we take your privacy seriously, and will only use your personal information if required. Your data is held in secure data centres and can only be accessed by authorised personnel. Personal information will not be shared with any third parties.

Ticking this box confirms you have read and understood the above statement and give us consent to contact you regarding relevant matters.

I agree

☐

Signed

_____ Print _____ Date _____

I agree

☐

Signed

_____ Print _____ Date _____

Notable objections / restrictions
