

NURSERY REGISTRATION DETAILS

Kinder House, Solomon Road
Rainham, Kent ME8 8EB
Tel: 01634 230222 Fax: 01634 364340



Please complete sections 1 to 10 of this form in full and return to the above address.

1

Nursery..... Proposed Start Date.....
Care type: Year round care Term-time grant funded* Wrap round care*
Weekly requirements: Monday am pm Tuesday am pm Wednesday am pm Thursday am pm Friday am pm
(Minimum of two half sessions per week applies. *Contact us to discuss your requirements)

2

Child's surname..... Date of Birth.....
Forenames..... Gender.....
Languages spoken at home..... Religion.....
Address.....
.....
Post Code..... Home Tel No.....

Email Address.....
Are you happy to receive electronic communications? YES NO

3

Name of Parents/Guardian
Please state the name of the individual with parental responsibility.....
1..... Place of work..... Tel.....
Mobile.....
2..... Place of work..... Tel.....
Mobile.....

4

Emergency Contact (Please give the name & tel no. of a relative or close friend who can be contacted if either parent is non-contactable)
Name..... Relationship..... Tel.....
Mobile.....

5

Child's Medical Information
Doctor..... Surgery..... Tel.....
Health Visitor (if applicable)..... Tel.....
Please indicate if your child has any special or additional needs?

Medications taken long term

Immunisations:

1..... Date..... 2..... Date.....
3..... Date..... 4..... Date.....

Consent to Emergency Treatment:

In order to prevent any delay in medical treatment by obtaining the necessary written permission, could you please sign if you would in a medical emergency, give your permission for us to authorise qualified medical officers to administer anesthetic or any other medication which they feel is required.

Signed Dated

Terms & Conditions

Fees are calculated using the daily base rate and applied to 48 weeks of the year. However for client convenience, annual fees are invoiced in 12 equal monthly payments. All fees are due monthly in advance, payable by standing order on or before the third day of the calendar month. Late payment of fees may incur an additional charge and/or suspension of a child's place.

The fees applied to each child's place reflect an adjustment not only for the periods when the nursery is closed-Christmas to New Year plus statutory Bank Holidays-but also a further allowance for family holidays. Therefore neither further reduction nor credit will be given should a child be absent because of illness or additional family holidays.

Where a child is eligible for the Early Years Grant a proportionate amount will be credited each month to the client's account and the monthly fee due reduced by the same amount.

Payment of the first month's fees should accompany this registration form. Should we be unable to offer a place the payment will be sent back to you by return post.

All applications for places are accepted on a guaranteed place basis following written confirmation that your child's registration has been accepted. No refund of fees will be given if subsequently a place is not taken up from the

agreed date. However, where possible an alternative start date may be agreed subject to place availability.

One calendar month's notice in writing must be given of an intention to relinquish a child's place. In the absence of the required notice, the Company reserves the right to charge a sum equivalent to the fees which would have been due had the required notice been given. It is the responsibility of the client to terminate standing order payments. Returned standing order payments will be subject to an administration charge.

Kinder Nurseries reserve the right to suspend or discontinue a place at short notice when the presence of that child may prove detrimental to its own welfare and well-being of other children in the nursery. In such cases the appropriate proportion of fees already paid will be refunded. It should be noted that any client who offers employment to any person employed by Kinder Nurseries Ltd at the same time the offer is made hereby agrees to compensate the Company with a single payment equal to the amount normally charged by a recruitment agency for its services or a sum equal to 15% of the employees annual salary whichever is the greater. Such payment will be due within 7 days of the submission to the client of an appropriate invoice.

I/We have read and agree with the Terms & Conditions as set out above.

Signed Dated

Data Protection Statement**The information that we collect about you and your child**

Kinder Nurseries are committed to ensuring that all personal information it holds is treated properly and in accordance with the Data Protection Act 1998. The information we collect from you is stored securely on a computer database and in our manual archives. Manual archives are kept until the child reaches the age of 19 at which point it is securely and responsibly disposed of in accordance with the Data Protection Act 1998.

I/We give consent on behalf or myself/ourselves and my family to the collection and use of my and my families personal information as set out in Kinder Nurseries Data Protection Statement above.

Signed Dated

To Kinder Nurseries Ltd

Please enroll the child named at your nursery for the days/sessions indicated weekly from the start date requested.

Enclosed is payment of £ for the first month's fees which will be returned only if the registration is not accepted. After the start date, I will give one month's written notice to relinquish the place or pay the appropriate fees in lieu of that notice. I undertake to inform Kinder Nurseries immediately of any changes to the information given on this form.

Signed Dated

BANK STANDING ORDER

TO **BANK/BUILDING SOCIETY**
 BRANCH
 ADDRESS

 **POST CODE**

Please make monthly standing order payments to the credit of **KINDER NURSERIES LTD** as indicated below. This order cancels any previous order under the same reference.

DEBIT

SORT CODE - -

NAME ACCOUNT No.

ADDRESS

AMOUNT to be PAID £

 (Amount in words)

First payment to be made on the third day of 2008 and thereafter on the same day of each subsequent month until this instruction is cancelled by me.

Signed Date

CREDIT

NAME: KINDER NURSERIES LTD Kinder House Solomon Road Rainham Gillingham ME8 8EB ACCOUNT No. 70842477	BANK: NATIONAL WESTMINSTER PLC 43 Swan Street West Malling Kent ME19 6LE SORT CODE 53-81-07
---	--

To be completed by Kinder Nurseries Ltd:

*NB: The completed instructions should be returned to Kinder Nurseries at the address shown above.
 Please do NOT send direct to your Bank.*

Nursery Prices and Conditions

Opening Times

The nurseries are open all year round from 0730 to 1800 hours Monday to Friday excluding Bank Holidays and the few days between Christmas and New Year. Earlier drop offs and later pick ups can be arranged, but there is an additional cost. Please discuss your requirements with us if they differ from the standard times.

Inclusive and Exclusive fees

Fees can be either chosen to include or exclude meals with or without special dietary requirements.

Sessions

A Morning half day session is 08.00 hours until 13.00 hrs
An afternoon half day session is from 13.00 hrs to 18.00 hrs
A full day session is from 08.00 to 18.00 hrs
(Early drop off is available at extra cost)

Minimum booking

The minimum booking is one full day or two half days per week.

Booking and Registration

A booking form along with our terms and conditions can be downloaded ([click here](#)) for signing and submission along with the completed standing order and cheque for one month's fees in advance, which should be sent to

Kinder Nurseries Ltd
Solomon Road
Rainham,
Kent
ME8 8EB

Prices

Please call our friendly and experienced staff on 01634-230222 who will be happy to discuss our pricing structure and any other specific questions in greater detail; Our prices do vary dependent upon

Location of nursery
Number of sessions booked
Meals to be included or excluded (with or without special dietary requirements)
Am or pm sessions required
Extra hours required
Number of children
Sibling discount applicable

Our staff will discuss all of the options with you, as well as your entitlement to grants etc and tailor a price to suit your specific requirements. For an out of hours call please email us at info@kindernurseries.co.uk where we can arrange to call you to fit in with your busy schedule.

Monthly fees are calculated as follows, firstly with you we calculate your weekly fees these are then multiplied by 48 and then divided by 12 to establish what your monthly charge will be.

Discounts

We accept childcare vouchers and also operate our own Corporate Partner Programme as explained on our Corporate page. Sibling discount is 5%.

Government grants

This is payable through your local authority to the nursery that you have chosen. It applies to all children from the first full nursery term after their third birthday until they begin primary education. Kinder Nurseries will administer this fully on your behalf and keep you up to date on a regular basis of all amounts received and your entitlement. The size of this grant depends upon the number of sessions per week but is typically

- 5 sessions per week £127-£135
- 4 sessions per week £100-£108
- 3 sessions per week £75-£80
- 2 sessions per week £50-£54
- 1 session per week £25-27

These amounts will vary depending whether your nursery of choice falls under either Kent County Council or Medway Council.

Payment of Fees

Payment of fees is by standing order which should accompany your booking form, which must be received in advance of your childcare on the 3rd of each month in accordance with our terms and conditions.

Please feel free to call us on **01634 230222** or email us on info@kindernurseries.co.uk to discuss any queries you may have with regard to any of the above.

After School Club and Holiday Club Prices

Opening Times

After School and Breakfast Club

Our facilities are open from 3.30pm till 18.00 or later by special arrangement. For the Breakfast Club the hours are from 07.30 till school commencement time. The Clubs are open Monday to Friday throughout school term times. We offer a collection service from a number of local primary schools.

Holiday Club

The Club's run from 7.30 till 18.00 Monday to Friday during school holidays. Earlier drop off's and pick up's can be catered for at an extra cost.

Fees

Fees for both facilities are fully inclusive of all freshly prepared food, drinks and snacks. Special dietary requirements can be catered for. However there is an option to provide a pack lunch.

Holiday Club Session Times

A Morning half day session is 08.00 hours until 13.00 hrs
An afternoon half day session is from 13.00 hrs to 18.00 hrs
A full day session is from 08.00 to 18.00 hrs.

Booking and Registration

Because at present we book these clubs a term in advance, the booking form along with our terms and conditions will be emailed directly to you by clicking here for signing and submission along with the payment for your desired sessions. However please feel free to contact us directly to discuss your requirements on 01634-230222 where one of our staff will be happy to discuss with you any queries that you may have.

Prices

The sessional rates for all of our facilities are listed below however there are some variations in rates between locations but this tends to be fairly minimal. For bookings that are below £50 there is a small administration fee of £5.00 levied.

- Breakfast club £3.50 - £4.00 per hour
- After-school club £8.00 - £10.00 per hour
- Holiday club AM £15.00 (Excluding lunch)
- Holiday club PM £13.00
- Holiday club Full Day £25.00 (Excluding lunch)

The major variation in rate is driven by whether your child requires collection.

Discounts

We accept childcare vouchers and also operate our own Corporate Partner Programme as explained on our Corporate page.

Sibling discount is 5% (Nursery attendance only).

Payment of Fees

Payment of fees is in advance and should accompany your booking form all in accordance with our terms and conditions.

Please feel free to call us on **01634 230222** or email us on **info@kindernurseries.co.uk** to discuss any queries you may have with regard to any of the above.