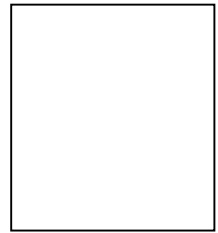




Daycare, Pre-school & Primary



Pupil Enrolment Form

Please complete this form as fully as possible and return it with a 20% deposit of a term's fees to secure a place for your child. For Daycare Registration, it is 20% of a month's fee.

This form must be completed by someone who has parental responsibility for the Child.

Family Details

Child's full name				
Preferred or familiar name				
Date of birth (<i>attach photocopy of Birth Certificate</i>)				
Parents' / Carer's names	Father's Name		Phone number/ email address	
	Father's Home Address			
	Mother's Name		Phone number/ email address	
	Mother's address: (if different from father's address above)			
Carer's Name and Address (if any)		Phone number/ email address		
Other people allowed to collect your child <i>Must be over 16 years of age</i>				

Contact Details

Father's Work/Business Address:	
Father's Work/Business Tel no:	E-mail address
Mother's Work/Business Address:	
Mother's Work/Business Tel no	E-mail address:

Legal Responsibility and Contact Details

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

Daytime Emergency Contact Details (if different from Parents/Carers)

1 st Alternative contact	
Name and relationship to child	
2 nd alternative contact (required)	
Name and relationship to child :	

Health Information

Doctor's name, address and telephone no:
Does your child have any special health requirements? (if yes, please explain)
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		Signatures
Outings		Sharing information with other professionals, e.g. Health Visitor or Speech therapist	
Holding personal information (paper and computer based)		Photography to be used in-house only, e.g. photo observations for child's folder	
Photography to be used in nursery 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, including the administration of Calpol/Paracetamol should your child's temperature rise suddenly above 39°C	
Use of plasters			

Other Information

Other languages used at home:
State of origin:
Details of any other settings or childcare attended:
Details of any other agencies or professionals working with your child and their role:
Any other details or information that 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 Early Starters daycare and preschool? Please tick appropriate box.		
Magazine	Children's Info Service	Flyers
Website	Recommendation	Others



Daycare, Pre-school & Primary

Terms and Conditions

Registration and Deposit Fee

A completed Childcare/Preschool Registration Form and a 20% deposit (of a month's fee for daycare) or (of a terms fees for Preschool) is required to secure a place for your child. This will count as part of the month/term's fees as the case may be.

The deposit will be refunded only if you cancel your child's registration at least a month prior to resumption.

Fees and Invoices

Childcare fees are payable either monthly or termly in advance while Preschool fees are payable termly in advance. Fees are payable by standing order, debit card, fund transfer or teller. Payment by cash is not acceptable. Early Starters is not responsible for collection of fees from any third parties

Invoices will be issued in the term/week preceding the start of the term or month and will be due for payment on the 1st school day of the month or term.

Unless there is a prior agreement with the management, we will not accept any child to the Daycare whose fees remain unpaid after the 3rd day of the month. For the Preschool, we will not accept any child whose fees remain unpaid after the 2nd week of the term.

Parents and Carers will be given three months notice of increase of fees which will normally be reviewed as needs arise.

Unless we are in breach of these terms and conditions no refunds are given for sessions missed due to sickness or holidays or unavoidable nursery closure.

Lateness to collecting your Child

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 a standard half hourly rate. Un-notified late collection will be charged at a different rate per quarter hour to cover emergency staffing and other arrangements.

Opening times

The Preschool opens from 7:30am to 1:40pm. Afterschool care for Preschoolers runs from 2:00pm to 5:00pm. The Preschool operates a termly calendar with a period of holidays at the end of each term.

The Daycare session runs from 07:30am to 5:00pm. Care from 5:15pm to 5:45pm is by arrangement only. The Daycare is open all year except on public holidays, Easter Holidays and two to three weeks holidays for Christmas & New Year.

Termination of Agreement

Early Starters reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a Parent, Carer or Child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be accepted and may result in immediate termination.

Personal property and belongings

The Nursery cannot be held responsible for any loss or damage to any Parent’s, Carer’s or Child’s property or belongings. Every reasonable effort will be made by the Nursery 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

We accept no liability for any loss suffered by parents arising directly or indirectly, as a result of the Nursery being temporarily closed or the non-admittance of your child to the Nursery for any reason. We accept no responsibility for children whilst in their parent’s care on Nursery premises. We will not be liable to Parents and/or Children for any economic loss of any kind, or 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

Early Starters 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 Nursery will make all reasonable attempts to contact the Parents but if this is not possible we would act on behalf of the parents and authorize 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 Nursery 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 Nursery. We may also ask Parents to withdraw their Child from the Nursery 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. Parents must inform the Nursery if the Child is suffering from any illness, sickness or allergies before attending the Nursery.

We are mindful of the needs of working Parents and will endeavor to provide as much continuity of quality service as possible within the recommendations and requirements of the National Policy on Integrated Early Childhood Development in Nigeria.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the Parents (including other Carers) and Early Starters. We reserve the right to update or amend these Terms and Conditions at anytime. 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.

Name:.....

Signature:.....

Date:.....