

FOR OFFICE USE ONLY

Fee's Paid: £ Date Paid: ___/___/___	FF2 <input type="checkbox"/> Code: _____
ASH <input type="checkbox"/> SITT <input type="checkbox"/> FOL <input type="checkbox"/>	Start Date: ___/___/___
Checked By: (staff name)	F/T <input type="checkbox"/> T/T <input type="checkbox"/>
Date of Birth Evidence: Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/>	Date Document Seen: ___/___/___
Document Identification Number:	Meal Option: Packed Lunch Only
Discount:	<input type="checkbox"/> Staff <input type="checkbox"/> NHS <input type="checkbox"/> Sibling



ENROLMENT FORM v.21

REGISTRATION FEE: £35.00 - There is a **non-refundable** registration fee required to secure your space, no fee is required for any children accessing a totally free childcare space.

DEPOSIT FEE: £50.00 - No deposit is required for any children accessing FF2 funding. Any other enrolment will require a non-refundable deposit of £50.00 to secure a place, this would be returned in full in the event of non-acceptance of a child by Goldilocks Nursery. The deposit will be refunded on to your first month's invoice or within six weeks of your child's agreed start date (whichever comes first). The parent and or guardian's attention is drawn to the full Terms and Conditions of enrolment attached and to the Nursery Policies and Procedures.

PLEASE COMPLETE IN **BLOCK CAPITALS**, SIGN AND RETURN WITH THE TERMS AND CONDITIONS ATTACHED. UNSIGNED FORMS WILL NOT BE ACCEPTED. THANK YOU.

Child's Full Name			Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth	___/___/___	Home Tel. No.		
Home Address:		Post Code: ___/___/___		
Country of Birth:	First Language:			
Nationality:	Ethnicity:			

PARENT 1 / GUARDIAN 1		PARENT 2 / GUARDIAN 2	
Name:		Name:	
Relationship:		Relationship:	
Parental Responsibility?	Yes / No	Parental Responsibility?	Yes / No
Has Legal Contact?	Yes / No	Has Legal Contact?	Yes / No
Mobile Tel. No.		Mobile Tel. No.	
Email Address:		Email Address:	
Home Address: <input type="checkbox"/> (tick if same as above)		Home Address: <input type="checkbox"/> (tick if same as above)	
Post Code:		Post Code:	
Place of Work:		Place of Work:	
Work Tel. No.		Work Tel. No.	

Invoices are sent via email so please provide us with your email address.

Please indicate hours and days you wish your child to attend: **(Minimum of 2 sessions per week)**

Mon		Thu	
Tue		Fri	
Wed			

Please provide an “Emergency” contact number (other than yourself), where a Friend, or Relative can be contacted during nursery hours:

EMERGENCY CONTACT 1	EMERGENCY CONTACT 2
Name:	Name:
Relationship:	Relationship:
Home/Mob Tel. No.	Home/Mob Tel. No.

Persons authorised to collect the child <i>(Proof of identity or password maybe needed)</i>	
Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

Has your child had a 2-Year-Old Progress Check? Yes / No <i>(Please delete as appropriate)</i>
I give / do not give my consent for my child to have a 2 Year Old Progress Check <i>(if appropriate)</i>

Does your child have any dietary requirements or food allergies? (please give details)
If Yes please also complete an Allergy and Dietary form

Does your child have any long-term medical condition, or non-food allergies? (Please give details)
If yes please also complete an Individual Health Care Plan

If yes has your child been prescribed medication to counter any allergy or treat a medical condition?) for example Epipen, Piriton, inhaler, insulin)

(If yes; all medication must be provided labelled by a doctor)
Please also complete an Individual Health Care Plan

Does your child have any additional needs or disability? (Please give details)

If yes, what support do you think your child will need in our setting?

Please give the names of any professionals involved with your child (e.g., speech & language therapist, physio, occupational therapist, social worker, family support worker)

Name:	Role:
Agency:	Contact Details:
Name:	Role:

Agency:		Contact Details:
Name of Doctor		
Name of Surgery/Clinic		
Tel. No. of Surgery/Clinic		
Health Visitor & Tel. No.		
Social Worker & Tel. No.		

Immunisation Details and Medical History				<i>(Please tick all received)</i>	
1 st Diphtheria, Tetanus, Pertussis, Polio, Hib, Hep B	<input type="checkbox"/>	2 nd Diphtheria, Tetanus, Pertussis, Polio, Hib, Hep B	<input type="checkbox"/>	3 rd Diphtheria, Tetanus, Pertussis, Polio, Hib, Hep B	<input type="checkbox"/>
1 st Meningitis C	<input type="checkbox"/>	2 nd Meningitis C	<input type="checkbox"/>	HIB, Meningitis C	<input type="checkbox"/>
1 st Men B	<input type="checkbox"/>	2 nd Rotavirus	<input type="checkbox"/>	Booster: Men B	<input type="checkbox"/>
1 st Measles, Mumps and Rubella (MMR)	<input type="checkbox"/>	2 nd Measles, Mumps and Rubella (MMR)	<input type="checkbox"/>	Booster: Pneumococcal Infect	<input type="checkbox"/>
1 st Rotavirus	<input type="checkbox"/>	2 nd Pneumococcal Infect	<input type="checkbox"/>	Annual: Children's Flu Vaccine	<input type="checkbox"/>
1 st Pneumococcal Infection	<input type="checkbox"/>	2 nd Men B	<input type="checkbox"/>	Booster: Diphtheria, Tetanus, Pertussis, Polio,	<input type="checkbox"/>

PLEASE NOTE:

This Enrolment Form incorporates the Terms and Conditions attached. Upon signing this form the Parents/Guardian are deemed to have read, understood and agreed the same.

TERMS & CONDITIONS

Note: throughout this policy, the term 'Funding' refers to Free for 2, Free Early Education and/or 30 hours Free Childcare

- **When Fees are Due** – fees are payable weekly/monthly in advance, on the first session your child attends. Should you fail to pay fees by their due date, Goldilocks Nursery reserves the right not to accept your child into the nursery with no notice and will notify you on the day that your child is refused entry to the nursery that one month's notice will have been served to you on that day and fees for the months' notice will have to be paid.
- If a child receives Funding; this will usually be allocated to the first number of booked hours of the week. Any sessions booked over and above the funded hours will be charged for accordingly.
- Should a parent / carer fail to complete a Parental Declaration form for Funding; they will become liable for the cost of any care provided.
- Should the Local Authority withhold payment of Funding for any reason, e.g., the child has previously been claimed for at another setting, the parent / carer will be liable for the full cost of the care already provided.
- Funding covers up to 570 hours per year (or 1,140 for '30 hours' funding). This equates to 15 (or 30) hours per week over 38 weeks (term time offer) unfortunately we do not offer stretched funding.
- We have a shutdown over the Christmas and New Year period, and are closed for Bank Holidays (no charges apply). Please refer to our Term Dates for any other closures that may affect you, such as Staff Training Days etc.
- Please ask at setting office for current fees.
- **Registration Fees** - £35.00 (Non-Refundable) Registration fees are due once your space is confirmed & paid alongside your deposit.
- **Deposit** - No deposit is required for any children accessing **FF2 funding**. Any other enrolment will require a non-refundable deposit to secure a place, any cancellation by parent/s before the child starts is non-refundable, however this would be returned in full in the event of non-acceptance of a child by Goldilocks Nursery. When your child's sessions commence the deposit will be refunded on to your first month's invoice or within six weeks of your child's agreed start date (whichever comes first).
- **Late Payment of Fees** - Invoices are generated on a monthly basis. Failure to meet the Payment Due date (10 days from the start of the month) will result in a Late Payment Charge of **£20.00**. After this, a minimum of one week's grace will be given to settle the debt before the place is withdrawn (at Management discretion). Reminders are not necessarily issued.
- If an invoice is not received during the first week of the month (either emailed or sent home via the child), then parents / carers may request a copy from the setting Manager / Accounts.
- If a receipt is required immediately at the time of payment, the parent / carer will need to see the Manager. Otherwise, receipts will be issued and sent home via the child in due course.
- Weekly Payment Plans can be arranged with the Accounts Manager. Should there be arrears at the Payment Due date, the Late Payment Charge will apply and usual procedure followed.
- Payment Plans and balance requests are dealt with by the Accounts Manager only.
- We offer a selection of children's embroidered clothing (with our logo), in a variety of sizes. Current prices and stock availability can be given on request from the setting office. Payment for this is required at the point of order or purchase.
- **Methods of Payment** - Payment is accepted via cash, debit / credit card (charges may apply), BACS or standing order. Our bank details can be found at the bottom of the invoice. Any overpayments are automatically credited to the next invoice.
- We accept a vast majority childcare vouchers and we are able to register with additional companies should the need arise.
- We offer a Sibling Discount (for two or more siblings), attending the same sessions. This is 5% off the invoice total for the oldest child.
- Our fees charged are based on a child's age, in line with our statutory adult: child ratios and other factors. A two-year old's invoice amount may alter mid-month dependent on the date (1 week after they turn three).
- **Review of Fees** - the nursery reserves the right to review fees at any time with one month's notice for fee changes.
- **Charges for Late Collection of Children** - whilst we appreciate that delays can be unavoidable, to cover our costs caring for children when parents are late, we reserve the right to charge £10.00 for the first 10 minutes late, £20.00 for the next 10-20 minutes, £30.00 for 20 -30 minutes and if your child remains uncollected over 30 minutes the Manager/Deputy Manager will contact Social Services if they have been unable to contact a Parent/Guardian. For late collection after 6:00pm the charge rises to £25.00 every 15 minutes and every 15 minutes thereafter. Late collection charges will be automatically added to your account. Please be aware that the nursery wishes to close on time and the late fee system should not be abused.
- **Holiday Leave** - Fees must still be paid for any time off, such as for holidays, sickness or in any other situation when the parent / carer chooses not to send the child in whilst we are open.
- **Unforeseen Closures and Absences** - Should we be unable to open due to events or circumstances beyond our control (e.g., extreme weather or unforeseen circumstances), fees will be payable in full and we will be under no obligation to provide alternative childcare.
- We are unable to offer any days in lieu of absences. In case of serious illness or confinement in hospital (proof will be required), exceptions to normal payment agreements may be made. However, we do not charge for immediate family bereavement.
- **Settling-in Sessions** – Minimum of 2 settling in sessions are required to be completed, failure to do so will result in forfeiture of place including Reg. & deposit fees, only then will the setting manager/deputy consent to commencing requested sessions, 4-week termination notice clause will then apply, should the child not settle well, both parties can agree to end the agreement, reg. & deposit fee terms apply.
- **Termination of Placement** - we require one month's notice in writing, or payment in lieu of notice, if you wish to terminate your child's placement. Fees are payable during the whole of this time, (not applicable to any child accessing a totally free child care space).
- If a child is absent without notification for three weeks or more; we will automatically withdraw the place.
- **Session/Placement Changes** - requests to decrease your child's sessions require one month's notice and in writing. Fees are payable for the whole of this time. If you wish to increase your child's sessions or change the days on which your child attends, the nursery will arrange this as soon as a vacancy arises.
- Charges and opening hours are determined by our own term dates. It is the parent's / carer's responsibility to check these against their Primary/Secondary school's term dates for any inconsistencies.
- Should a child deliberately damage setting property, we may ask the parents / carers to cover the cost of repair or replacement
- **If a child leaves the setting with an outstanding account, and we do not receive full settlement within a reasonable time, we will pursue the debt through the Money Claim Online service.**
- **Legal Contract** – The offer of a place and its acceptance by the parents gives rise to a legally binding contract on the terms of these 'terms and conditions'. These terms and conditions are governed exclusively by English & Scottish Law.

HOURS OF PLACEMENT

PLEASE CONSIDER CAREFULLY the hours you will require when enrolling your child, as we have a duty to maintain staffing ratios at all times. We are open Mon to Fri from 7:30am to 6pm - 51 weeks of the year (closed between Christmas and New Year) except Bank/Public holidays. Children should not be dropped off before their appointed starting time. All children must be collected from the nursery by 6pm. Not only have your children had a long day, but also staffs are entitled to finish their day on time. If you require extra hours from time to time or are going to be late collecting your child please telephone or ask so that we can make appropriate staffing arrangements to accommodate alteration of hours. Once children have been collected, parents /carers are wholly responsible for their children while they are on the nursery premises

GOLDILOCKS NURSERY FEE STRUCTURE TO DATE –

Age Group	Sessions	Fees	Description
0 - 3 years old	Full time 8am-6pm	£ 340.00 per week	Including refreshments (T & Cs apply)
	Daily fee 8am-6pm	£ 70.00 per day	Including refreshments (T & Cs apply)
	8:00am – 3:30pm	£ 56.25 per day	Including refreshments (T & Cs apply)
	8:00am – 1:00pm or 1:00pm – 6:00 pm	£ 37.50 per session	Including refreshments (T & Cs apply)
	Extra hours	£ 7.50 per hour	For pre-arranged extra hours
	Early Start 7:30am	£ 4.50 per session	For early any morning session covering 07:30 – 08:00
3 - 5 years old	Full time 8am-6pm	£ 305.00 per week	Including refreshments (T & Cs apply)
	Daily fee 8am-6pm	£ 63.00 per day	Including refreshments (T & Cs apply)
	8:00am – 3:30pm	£ 52.50 per day	Including refreshments (T & Cs apply)
	8:00am – 1:00pm or 1:00pm – 6:00pm	£ 35.00 per session	Including refreshments (T & Cs apply)
	Extra hours	£ 7.00 per hour	For pre-arranged extra hours
	Early Start 7:30am	£ 4.50 per session	For early any morning session covering 07:30 – 08:00
0 - 5 years old	Late Collection Charge	£ 10.00 per each 10min. Or part thereof	Late collection for enrolled sessions ending before 6pm
	After 6pm Late Collection Charge	£20.00 / 15 min. Or part thereof	Late collection charge for children collected after nursery closing time at 6pm

- For tailored sessions please ask the Manager for details. Spaces for tailored sessions are (very) limited

- Fees for 3-5 year-olds apply the week after your child's third birthday

- Parents should provide formula milk, nappies and wipes
- We supply fresh cow's milk for free

FREE EARLY EDUCATION FOR 9+ Months, 2, 3 AND 4-YEAR OLDS

- Free Early Education funding becomes available in the school term following your child's eligibility birthday. This funding is applied to the invoice each month. For FF2 (Free for Two) Scheme, please read the eligibility criteria below
- Entitlement is up to a maximum of 30 hours per week (subject to eligibility) for 38 weeks a year
- If you access additional hours outside your Free Early Education, you will be required to pay the extra cost yourself and will be charged as normal based on the nursery's current pricing structure
- To verify your child's identity and eligibility, we would request to see your child's birth certificate or passport the term before your child's Free Early Education starts

Eligible 2-year-olds can access up to 15 hours per week, 38 weeks per year of Free Early Education under the following eligibility criteria:

- they come within the criteria used to determine eligibility for Free School Meals
- their families receive Working Tax Credits and have an annual gross income of no more than £16,190 per year
- they have a current statement of Special Educational Needs or an Education, Health and Care Plan
- they are entitled to Disability Living Allowance
- they are looked after by a local authority
- they are no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangement order which specifies with whom the child lives

Your child's 15/30 hours Free Early Education can only be accessed in line with our Fee/Session Structure

NURSERY MEALS

Private Paying Places & Funded Children

Goldilocks (Folkestone) Ltd operates as a Packed Lunch only nursery.

Please ensure that you provide your child with an adequate amount of food for the day and that this is kept cool using an ice pack.

If your child is attending a full day session, please provide them with a lunch and a tea this can be provided in the same lunch box or separately. If your child is here for less than a full day session, please provide them with lunch or tea.

We will provide all children with breakfast and snacks throughout the day. As well as milk and fresh drinking water but feel free to bring your child in with a named bottle of water.

Please read the following terms and conditions:

- We will be unable to allow children to bring in any nuts or products containing nuts.
- Please ensure your child has a range of healthy food more information can be found on <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>
- Please ensure that your child's lunch box is named.
- Please do not bring in any chocolate, sweets or juice.

HOT FOOD

For children who are weaned we will be unable to reheat meals so please ensure you provide your child with a cold packed lunch and/or tea. You may bring a hot meal in a thermos food flask for your child that will be given to them at lunch time.

For children who are weaning we will heat up food. However due to risks of food poisoning we will only heat up jars, or meals such as little dish, Heinz or similar.

PHOTOGRAPHS AND USE OF VIDEO

From time to time, we photograph the children taking part in their activities for display purposes, and for evidence of progress and assessment. A video camera may be used for the parent's benefit to enable parents to see what their child gets up to during their day and may be played for parents to see at parent's evenings. If you do not wish your child to be photographed or video taken, please inform the nursery in writing.

ILLNESS AND MEDICATION

If your child needs medication for any reason, you will be requested to complete a consent form for us. We would ask that you make yourself familiar with our policy on the Administration of Medication. Please consider that if your child is on medication s/he may not be well enough to be in nursery. If your child has any infectious illness you are requested to check our Exclusion Policy to ensure that appropriate action is taken. Should a child be left at nursery and we later discover that they have an illness that is covered in our Exclusion Policy we will contact you immediately and ask you to collect your child. If you are in any doubt about your child's health, please consult your GP before bringing your child to nursery.

CLOTHING AND PERSONAL BELONGINGS

We encourage your child to experiment with a variety of materials and be creative. In doing this, they may get messy - even though we insist on aprons. Parents are requested to provide sensible clothing, clearly labelled to avoid items going missing or being misplaced.

The nursery takes no responsibility or offers any financial compensation for loss and/or for any accidental damage to personal clothing or articles. Articles left in the nursery premises including pushchairs and prams are left at owner's risk.

Please provide all nappies, wet wipes and any cream required and a spare set of clothes should be supplied at all times.

PERSONAL TOYS

Children are not to bring jewellery, money or other valuables into the nursery. Children's comforters can be brought into the nursery but personal toys are discouraged as these can be lost or damaged and cause your child to become distressed. They may also cause interest amongst other children and have to be removed until you collect your child. Therefore, children should not bring personal toys into the nursery at any time. The nursery will not take any responsibility for toys that are either lost or damaged when brought into the nursery.

SUNSCREEN

We anticipate that you will apply sun and nappy rash creams before arrival for your child's session, however, we are happy to reapply sun and nappy creams when necessary and when supplied by you. We deem your signature on this document to be a written and formal consent for the application of such protective lotions and failure to offer your consent may result in the restriction of your child's outdoor play.

COLLECTING CHILDREN

Goldilocks Nursery have a system set in place should a parent/authorised adult fail to collect a child at the end of the session, to ensure that a member of staff will look after and carry out the correct procedures to keep the stress of children and parents to a minimum.

Please notify a member of staff if someone different will be collecting your child. There is a password system in operation. We will never let your child leave with a person for whom we have not received authorisation.

Parent should collect their child promptly at the end of their session. If you are delayed in collecting your child, please telephone the nursery giving an expected time of arrival. If a child is not collected within 10 minutes of the end of the session a member of staff will contact the parent to say that their child is waiting to be collected. After waiting for 20 minutes with no response the emergency contact person for the child will be telephoned.

If there is no response and the child has not been collected after one-hour, social services will be contacted.

LOST OR MISSING CHILD

To ensure that where a child does not arrive at Goldilocks Nursery or for collection or goes missing during the course of a session, appropriate action is taken to locate the child and the relevant people notified. All members of staff check the register of attendance in each session and familiarise themselves with the number of children in their care during that period of time. During the course of the session, a series of headcounts will be carried out as the children move between activities. This ensures awareness that no child has become lost. Our registers are diligently kept and allow staff to see at what time children have arrived and the time that they were collected. Where an activity poses a higher degree of risk, such as an outing, adult to child ratios will be boosted with the help of volunteers. In the unlikely event of a child going missing within/from the nursery, Goldilocks Nursery will ensure that the Missing/Lost Child procedure will be implemented immediately.

Child Protection/Safeguarding

We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care. We respect your child's human rights and freedom which must however, be balanced with the lawful needs and rules of our nursery and rights and freedom of others.

Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or in connection with the child's health and welfare.

It is understood that Goldilocks Nursery is under an obligation to report any incident where we consider a child may have been abused or neglected to the relevant authorities. We may do so without your consent and/or without informing you.

DECLARATION AND CONSENT

- I/We agree to make payment of fees promptly when they are due as detailed in the policies and accept that an additional late payment charges of 7.5% for each day payment is overdue based on the cost of a full day session may be applied to the account. I/WE agree to pay any charges incurred by Goldilocks Nursery because of a failed or returned payment by myself.
- I/We have read and understood the prospectus and Terms and Conditions of the Nursery attached with this form and agree to comply with them and any other conditions, which may be required in the future.
- I /We understand that the accompanying information undergo reasonable changes from time to time as circumstances require and will apply in all our dealings with Goldilocks Nursery. Goldilocks Nursery will give at least one month's written notice of such changes.
- I/We confirm that I/WE have read and understood the information on the Nursery Policies and Procedures and have made us aware of all other policies relating to the care of our child/ren.
- I/We accept childcare may only commence once payment of the first invoice, or a minimum of one month's fees has been made in full.
- I/We accept that any cancellation after confirmation of booking either verbally or in written form must be paid for in full and that I/WE must give one month's notice, or payment in lieu of notice, to terminate this agreement.
- I/We understand that Goldilocks Nursery will not be in breach of these terms or otherwise liable to us by reason of any delay in performance or non-performance of its obligations due to an event outside its reasonable control including 'acts of God', fire, flood, lighting, war, act of terrorism, strikes or other industrial action.

This agreement must ONLY be signed by all persons with Parental Responsibility and/or those who are accepting responsibility for paying fees.

Parent 1/Guardian 1 Signature:
Parent 2 /Guardian 2 Signature:
Date Signed:

Goldilocks Nursery has a number of **Parental Consent Forms**, which you need to sign as part of our care provision for your child. Please read these documents carefully before deleting and signing where indicated.

Please State How You Heard About the Nursery:

CHECKLIST:

(Please tick)

Completed Enrolment Form with Terms and Conditions signed	
Reg. & Deposit Fee for each child enrolled (as per notification box on page 1)	
Permissions Form – all sections completed and initialled by parent/guardian	
We need to see proof of child's identity such as birth certificate or passport	

To be completed by the Manager or Person-in-Charge: Please check all sections of the relevant documents are completed and signed.	Signature:
	Date checked: