



Teddy Wilf's Nursery School

St Wilfrid's Church Community Hall, Durnford Close, Chichester, West Sussex, PO19 3AG

Tel: 07881740168

E-Mail: enquiries@teddywilf.co.uk

Web: www.teddywilf.co.uk

Ofsted Registration No: EY 409959

Formal Registration Form

Child's First Name:		Known As:	
Child's Middle Name:			
Child's Surname:			
Gender:	Male / Female	Date of Birth:	
Address Line One:			
Address Line Two:			
City:			
County:			
Postcode:			
Home Phone Number:	Please include the area code		

Primary Parent Information

Title:			
First Name:			
Surname:			
Relationship to Child:	Do you have Legal Parental Responsibility? Yes / No *		
Mobile Phone Number:			
Email Address:	This email address will be used to create your log in for our Family App and will allow you to receive reminders, pictures, invoices and instant messages. It should be an email address you access regularly.		
Occupation:			
Place of Work:	Hours of Work:	E.g. 9am - 1pm, Tuesdays & Fridays	
Work Phone Number:	Can we contact you at work? Yes / No / Emergencies Only		
Can this Parent be contacted in an emergency?	Yes / No	Is this Parent allowed to collect?	Yes / No *
Is this Parent responsible for paying Nursery Fees?	Yes / No	Chosen Collection Password:	*

* Please see page 3 for Useful Information

Second Parent Information - Please include this information even if they do not live with the child/do not have regular access

Title:			
First Name:			
Surname:			
Relationship to Child:	Do you have Legal Parental Responsibility? Yes / No *		
Does this person live with the child?	Yes / No	If no, please write their address and phone number overleaf	
Mobile Phone Number:			
Email Address:	<i>This email address will be used to create your log in for our Family App and will allow you to receive reminders, pictures, invoices and instant messages. It should be an email you access regularly.</i>		
Famly Log In:	Are you happy for this person to be given a log in to your child's Family Account? ☐ Yes		
Occupation:			
Place of Work:		Hours of Work:	
Work Phone Number:	Can we contact you at work? Yes / No / Emergencies Only		
Is this Parent responsible for paying Nursery Fees?	Yes / No	Is this Parent allowed to collect?	Yes / No *
Can this Parent be contacted in an emergency?	Yes / No	Chosen Collection Password:	*

Emergency Contacts: We will always try to contact a child's Parents first, but in the event we are unable to reach them, we will phone each emergency contact in turn until we manage to reach someone to notify them of an emergency. You do not have to use all 5 options. There may be adults you are happy to collect your child that you would not want to be contacted in an emergency.

	Additional Contact 1	Additional Contact 2	Additional Contact 3
Name:			
Relationship to Child:			
Where do they live?			
Home Phone Number:			
Mobile Phone Number:			
Work Phone Number:			
Can this Person be contacted in an emergency?	Yes / No	Yes / No	Yes / No
Chosen Collection Password:			

* Useful Information *

Parental Responsibility: Please only select yes if the person is named on the child's birth certificate, or has been awarded Parental Responsibility by the Courts. Grandparents and Step Parents do not automatically have Parental Responsibility.

Email Addresses: Please ensure that all e-mail addresses are written clearly and any special characters (such as - or _) are recognisable. Please ensure you ask permission before giving us other peoples e-mail addresses.

Collection by Parents: Please be aware that, unless there is a court order prohibiting contact or collection, we will be legally obliged to release your child to their Parents. We have procedures to support Parents if they do not wish their Partner to have access to the children, but we have to comply within the legal requirements. Please speak to a member of the Nursery Management Team for further information.

Collection by Other Adults: You can choose whether or not other adults are permitted to collect your child. Please select Yes or No for any further adults listed on this form. **Please Note** - if you would like someone to collect your child, and they are not listed on this form, you will need to phone the Nursery to notify us. If someone arrives to collect your child and they are not listed and we have not been notified, we will not release your child until we have had confirmation from you.

Collection Passwords: Please choose a password for each adult who will be collecting your child from Nursery. This could be an identical password for every adult, or this could be an individual password memorable for each specific adult .

Password for Collection by Unknown Adults

As an additional security measure we ask all families to provide an emergency Password which should be given to any adults who come to collect your child, but are NOT named opposite. The password should only be given to trusted adults who come to collect your child in an emergency situation when you, or any of the people authorised to collect your child, are unable to do so.

Password:	
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Do not use information which could easily be obtained by others e.g. Names of children, parents or siblings etc. The password can be changed by speaking to the Nursery Manager at any time. We recommend changing the password after each use.

Medical Information

GP Surgery:	
Address of Surgery:	
Phone Number:	

Does your child have any allergies that staff need to be aware of?		
Name of Allergen	Date of Diagnosis	Severity of Allergy
		High / Medium / Low
		High / Medium / Low
		High / Medium / Low

Does your child have any specific dietary requirements?		
Name of Requirement / Foods to be Avoided	Start Date	Type of Requirement
		Medical / Parental Preference
		Medical / Parental Preference
		Medical / Parental Preference

** Please rest assured - Nursery staff will not be any less vigilant if a dietary requirement is as a result of parental preference **

Does your child have any medical conditions that staff need to be aware of?

Does your child take any prescription medication on a regular basis?

This includes inhalers for those children with Asthma

Please be advised that you will need to complete an additional Medication Record for each medication staff are required to administer during the Nursery day. Your child may also require a Healthcare Plan whilst they are at Nursery. Please speak to the Nursery Manager for more information.

Does your child have any disabilities or special educational needs that staff need to be aware of?

These may, or may not, have been formally diagnosed - please just note whether they are a confirmed diagnosis.

Teddy Wilf's Nurseries are extremely inclusive and are happy to support children with additional needs, however, it is essential that Parents are honest with us at the point of entry so we can assess whether or not we are able to meet the needs of all children. Please be aware that we only have limited capacity for children with SEN and failure to notify us of any additional needs may result in a child's place being withdrawn if we are unable to meet their needs.

Has your child had the following Vaccinations/Immunisations?

Age of Immunisation	Type of Immunisation	Yes	No	N/A
2 months old	Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio, Hib, Hepatitis B			
	Pneumococcal			
	Meningococcal Group B			
	Rotavirus Gastroenteritis			
3 months old	Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio, Hib, Hepatitis B			
	Rotavirus Gastroenteritis			
4 months old	Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio, Hib			
	Pneumococcal			
	Meningococcal Group B			
Around 12 months old	Hib, Meningitis C			
	Measles, Mumps and Rubella			
	Pneumococcal			
3 years and 4 months (Approximately)	Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio			
	Measles, Mumps and Rubella			

Support from Outside Agencies

At Teddy Wilf's Nurseries we are used to working with a range a range of outside professionals to support you and your family. It is helpful for us to know if you are working with any outside agencies, if you have had previous involvement or you feel you would benefit from some additional support. Outside agencies include, but are not limited to, Dieticians, Paediatric Consultants, Outreach Workers, Social Workers, Early Help Team, Speech & Language Team, Health Visitors and the Child Development Centre.

Please don't worry if you currently have, or have previously had, involvement with outside agencies - it doesn't matter!

Are there currently any outside agencies or professionals involved with your family?

Have there previously been any outside agencies or professionals involved with your family?

Do you have any worries about your child that you feel may need involvement from outside agencies or professional?

E.g. if you are worried about your child's speech and language, eating or their development but you aren't sure where to access support. Or if you aren't sure whether or not this it is something to even worry about! There is no handbook when it comes to Parenting and sometimes we all need some advice and guidance!

Is there anything else you feel we need to know about your child or your family that you haven't already share with us?

Session Booking

Preferred Start Date:	D D / M M / Y Y Y Y	We will always try our best to accommodate Parents wishes around their child's start date, but this may not always be possible. We will confirm your start date as soon as possible.
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Please note we cannot guarantee sessions until we receive a completed Registration Form and the £30.00 Administration Fee.
We will always do our best to accommodate families, but it is dependent on availability within the Nursery. Many Thanks

	AM Session 8:30am - 11:30am	Lunch Session 11:30am - 12:30pm	PM Session 12:30pm - 3:30pm
Monday	☐	☐	☐
Tuesday	☐		
Wednesday	☐	☐	☐
Thursday	☐		
Friday	☐	☐	☐

Please be advised that our Parklands Nursery is open from 8:30am - 11:30am on Mondays, Wednesdays and Fridays and 8:30am - 11:30am on Tuesdays and Thursdays during Term Time Only (38 weeks per year). We close for all School Holidays, all Bank Holidays and 5 Continuing Professional Development Days per the year. You will not be charged for these days and we will not claim any Early Years Entitlement Funding on these days.

We do offer Holiday Club services at our Westgate Nursery (based at the Westgate Leisure Centre, PO19 1RJ) which is less than a mile away. Holiday Club sessions can be booked on a regular or ad hoc basis depending on your needs. Please contact our friendly Head Office Team for more information.

Voluntary Consumables Charge

In September 2023 we took the decision to introduce a 'Voluntary Consumables Charge' for those children in receipt of Early Years Entitlement Funding (previously known as Free Entitlement Funding). This charge helps to cover the costs of your children's snacks, nappies, wipes and sun cream whilst they are at Teddy Wilf's, which West Sussex County Council have made clear are not covered by the Early Years Entitlement Funding. The current 'Voluntary Consumables Charge' can be found on our Fee List. *Please note the Consumables Charge does not apply to any sessions which families pay for as the cost of these items has already been factored into the session cost.*

The 'Voluntary Consumables Charge' will be listed on your invoice and is charged per core session (AM and PM sessions only, not breakfast, lunch or tea sessions) which are funded by the Early Years Entitlement. In return we provide all nappies, wipes, snacks and sun cream for children at Teddy Wilf's Nurseries.

Snacks should be provided in a clearly named container, separate from your child's lunch, that should be given to the member of Staff on the door at drop off time. If your child is in for a full day, you will need to provide two snacks. This can either be provided in two separate containers or in one single container (as long as there is enough for two portions). The snacks provided should consist of fresh fruit and or vegetables and a plain biscuit or savoury cracker so that children have something that is in keeping with their peers.

Sufficient nappies and wipes should be provided in your child's bag on a daily basis (at least three nappies for a single session and five for a full day) along with a clearly labelled bottle of sun cream. Unfortunately, we cannot store entire packets of nappies or wipes on site, but we can store bottles of sun cream over the Summer if this is easier for Parents.

However, we would also like to make families aware that if you fail to provide an appropriate snack, nappies, wipes or sun cream, we will provide them, you will be asked to sign an Extras Form and the 'Voluntary Consumables Charge' will be automatically added to your invoice.

☐	I would like to opt in to the Voluntary Consumables Charge and understand that I will be charged accordingly
☐	I would like to opt out of the Voluntary Consumables Charge and I will provide all of the snacks, nappies, wipes and suncream for my child during sessions which are funded by the Early Years Entitlement Funding

Free Entitlement Funding

Local Authority 2 Year Funding – for eligible 2 year olds

If your family is in receipt of certain benefits, your child is adopted, under a Special Guardianship Order, receives Disability Living Allowance or has an EHCP then your child may be able to access 15 hours per week of free childcare during term time. Children are eligible from the term following their 2nd birthday (1st September, 1st January or 1st April). You must apply to West Sussex County Council for this funding and they will confirm your eligibility. Once you have been awarded this funding it cannot be removed, even if your circumstances change.

15 hour Early Years Entitlement Funding for Working Families – for eligible children from 9 months

If any Parents living in the household are working at least 16 hours per week at minimum wage, all year, then you are eligible for 15 hours per week during term time. Children are eligible from the term following them turning 9 months old (1st September, 1st January or 1st April). You will have to apply online for this funding via www.childcarechoices.gov.uk and they will confirm your eligibility. You will then need to log in and reconfirm your eligibility every 3 months otherwise you will lose the funding.

15 hour Universal Early Years Entitlement Funding – for ALL 3 & 4 year olds

All children aged 3 or 4 years old are entitled to 15 hours per week of free childcare during term time. Children are eligible from the term following their 3rd birthday (1st September, 1st January or 1st April). You do not need to apply for this funding – we claim it on your behalf, we just need you to complete a 'Parent Declaration' which we will give you once your child is eligible.

15 hour Extended Early Years Entitlement Funding for Working Families – for eligible 3 & 4 year olds

If any Parents living in the household are working at least 16 hours per week at minimum wage, all year, then you are eligible for an additional 15 hours per week during term time, bringing the total to 30 hours per week. Children are eligible from the term following their 3rd birthday (1st September, 1st January or 1st April). You will have to apply online for this funding via www.childcarechoices.gov.uk and they will confirm your eligibility. You will then need to log in and reconfirm your eligibility every 3 months otherwise you will lose the funding.

For more information we recommend you visit www.childcarechoices.gov.uk or the **West Sussex County Council Website**.

Does your family qualify for Local Authority 2 Year Old Funding?	Yes / No / I don't know
If yes, what is your 6 digit Eligibility Code for 2 Year Old Funding?	
Does your family qualify for the Early Years Entitlement Funding for Working Families?	Yes / No / I don't know
If yes, what is your 11 digit Eligibility Code for EYEF?	

In order to process your child's Free Entitlement claim we will need the following information:

Parent or Carers full name:	
Parent or Carers date of birth:	
Parent or Carers National Insurance Number:	

You can access Early Years Entitlement Funding across more than one provider, but the total hours claimed each week cannot exceed 15 or 30 hours depending on your eligibility. If your child will be accessing Early Years Entitlement Funding at a second provider then please provide their details below so we can contact them to confirm the details for our Funding Claim:

Name of Provider:	
Contact Telephone Number:	

Tax Free Childcare - for eligible children aged 0 – 11 years old - something we flag to all Parents who are paying for childcare!

If you are working at least 16 hours per week at minimum wage, all year, and you are paying for childcare – the Government could help you by paying up to £2000 per year. For every £8.00 you pay into your Tax Free Childcare account, the Government will top it up by £2.00. This can be used in conjunction with Early Years Entitlement Funding and you apply through the same portal.

For more information please visit www.childcarechoices.gov.uk *Please note, it cannot be used in conjunction with Universal Credit.*

If your child is transferring to Teddy Wilf's Nurseries from another provider, please provide details:

Name of Setting:			
Address of Setting:			
Telephone Number:			
Name of Manager:			
Did you access FE Funding?:	Yes / No	If so, which funding?	2 Year / 3 & 4 Year (15 hours) / 3 & 4 Year (30 hours)
Reason for Leaving:			

Where did you hear about Teddy Wilf's Nurseries?	
What attracted you to Teddy Wilf's Nurseries?	

Is there any further information you would like to share with the Team at Teddy Wilf's Nurseries?

General Consents			
☐	I hereby give my consent for the staff at Teddy Wilf's Nurseries to apply hypoallergenic plasters to my child.		
☐	I hereby give my consent for the staff at Teddy Wilf's Nurseries to give my child Calpol. <i>Please see the Calpol Policy for more information regarding administration of Calpol at Teddy Wilf's Nurseries.</i>		
☐	I hereby give my consent for Staff at Teddy Wilf's Nurseries to apply any Nappy Cream I supply in my child's bag if they feel it is necessary.		
☐	I hereby give my consent for Staff at Teddy Wilf's Nurseries to apply any Teething Gel or Teething Crystals I supply in my child's bag if they feel it is necessary.		
☐	I hereby give my consent for the staff at Teddy Wilf's Nurseries to take my child on walking trips.		
☐	I hereby give my consent for the Staff at Teddy Wilf's Nurseries to take my child on Public Transport.		
☐	I hereby give my consent for my child to attend short Church Services for key festivals such as Harvest, Christmas, Easter and Remembrance Day. I understand my child will be accompanied by Nursery Staff at all times.		
☐	I hereby give my consent for my child's photograph to be taken by other Parents at Nursery Events such as the Christmas Performance and the Easter Bonnet Parade. I understand that I must not put any group photographs taken at these events on Social Media sites such as Facebook, Instagram or Twitter.		
☐	I hereby give my consent for photographs of my child to be used on the Nursery notice boards inside the Nursery and the external locking notice boards in the hallway leading to the Nursery. I understand that children will not be identifiable by name from any of the photographs or captions put up on the wall.		
☐	I hereby give my consent for photographs of my child to be put on the Famly App. I understand that children will not be identifiable by name from any of the photographs or captions put up on Famly. I also understand that these photographs can only be accessed by the Staff and Parents at Teddy Wilf's Nurseries.		
☐	I hereby give my consent for photographs of my child to be used on the Nursery website, in local advertising and in local and national press, on Nursery Social Media feeds including Facebook, Instagram and Twitter and in Nursery advertising campaigns, including leaflets, banners and social media. I understand that children will not be identifiable by name from any of the photographs or captions put up on in advertisements or local or national press.		
☐	I hereby give my consent for the staff at Teddy Wilf's Nurseries to apply sun cream to my child as required. I understand that I must provide my child's sun cream in a clearly labelled bottle, or Nursery staff will apply a supermarket own brand product to my child to ensure they do not burn. Any sun cream applied MUST be factor 25 or above.		
☐	I hereby give my permission for my child to have face paint applied at Nursery.		
☐	In the event of illness or accident, having parental responsibility for the above named child, I give permission for first aid to be administered when considered necessary by a trained first aider and/or medical treatment to be administered by a suitably qualified medical practitioner. If I cannot be contacted and my child should require emergency hospital treatment, I authorise the Nursery Manager/Owner or my child's Key Worker to sign on my behalf any written form of consent required by the hospital. However, I understand that every effort will be made to contact me as soon as possible.		
☐	I hereby give my consent for Staff to use massage, pressure points and weighted resources with my child.		
Signature:			
Print Name:			Date:

“Teddy Wilf’s @ The Westgate is committed to safeguarding and promoting the welfare of children and we expect all Parents, Staff and Volunteers to share this commitment.” This means that we have the Teddy Wilf’s Safeguarding Policy and procedures in place and all staff, including bank staff and volunteers must ensure that they are aware of these procedures. All staff and volunteers at Teddy Wilf’s Nurseries undergo checks by the Disclosure and Barring Service (DBS), are fully familiar with our Safeguarding Policy. Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child’s welfare. We will ensure that our concerns about our children are discussed with his/her parents first unless we have reason to believe that such a move would be contrary to the child’s welfare.

Terms and Conditions

1. Opening Hours

Teddy Wilf’s @ The Westgate is open from 8:00am - 5:30pm, 48 weeks per year. The Nursery closes for 5 Continuing Professional Development Days (Inset Day) per year, in line with Ofsted Regulations. Term Dates will be advertised on the Nursery Website and notice boards and copies will be available for families to take away. Any changes to the Term Dates will be advertised to Parents through the monthly Newsletter, additional correspondence, signage and the website.

2. Booking Sessions

- i. A Formal Registration Form must be completed in order to secure a place at Teddy Wilf’s @ The Westgate along with a £30.00 Administration Fee. The Administration Fee is non-refundable unless Teddy Wilf’s Nurseries is unable to offer your child a place. If you are only accessing free entitlement sessions, and do not access any additional services during your child’s time at Teddy Wilf’s, the Administration Fee will be refunded when your child leaves.
- ii. Sessions can only be booked or altered through the Nursery Manager and requests must be made in writing or by using a 'Change of Session Request Form'. The Nursery Manager will make every effort to meet a child’s or family’s needs but cannot guarantee that any requests will be successful. One-off session swaps will only be granted in extenuating circumstances and where there are sessions available for a child to swap in to.
- iii. Sessions will be offered on a first-come-first-served basis. Once all of the sessions have been allocated a Waiting List will be used. The Waiting List is arranged in Date of Birth order with priority given to the oldest children, however, additional criteria may be used to arrange the Waiting List - please see the Admissions Policy for further information.
- iv. One-off extra sessions can be booked using an ‘Extra Session Booking Form’ which should be passed directly to the Nursery Manager.

3. Fees and Payment

- i. The Nursery Manager issues invoices on a monthly basis, at the beginning of each month. Invoices are issued to all Parents regardless of whether or not they pay fees as we provide information regarding the Free Entitlement Sessions claimed. Parents are asked to check the invoice carefully and speak to the Nursery Manager about any discrepancies as soon as possible. A revised invoice or credit note will be issued within one week of any discrepancies being raised with Teddy Wilf’s Nurseries. One-off sessions booked through the Nursery Manager will be added to the following month’s invoice. Alternatively, Parents may pay for one-off sessions at the time the child attends.
- ii. All invoices issued will have a due date clearly displayed. Please ensure all fees are paid by this date. Any fees not paid within 7 days of the due date will be subject to a Late Payment Fee which will be added to the outstanding total. Parents will then have a further 7 days to pay the balance of the invoice (plus the Late Payment Fee) without incurring any further charges. If fees are still not paid, and the Parent has not contacted the Nursery Manager to explain their circumstances, the Nursery will pursue the fees through a Debt Collection Agency or Small Claims Court, and the child’s sessions will be suspended until the outstanding balance is paid. Please see the Teddy Wilf’s Nurseries Fee Policy for further information regarding the payment of Fees.
- iii. Nursery Fees can be paid by cash, cheque, debit or credit card, BACS transfer, direct debit, childcare vouchers or tax free childcare. All of our payment options are listed on the bottom of each invoice for your information.
- iv. Teddy Wilf’s Nurseries offers a sibling discounts for families with more than one child at the setting. These discounts are subject to availability and may be withdrawn at any time. Please see the Fee Policy for more information.

5. Illness

- i. Please inform Teddy Wilf’s Nurseries as soon as possible if a child will not be attending due to illness. Children who are not well should not be at nursery, even if they are not infectious. Staff will not admit any child suffering from a notifiable infectious disease because of the risk to other children. Staff also reserve the right to refuse admittance to any child who is deemed unwell or unfit to attend Nursery due to illness. If a child has had sickness or diarrhoea then they must not come into Nursery for 48 hours after the last bout of illness. Staff at Teddy Wilf’s Nursery will only administer Prescription medication to children, providing a Medication Record has been completed, all of the Terms and Conditions have been met and it has been signed by a Parent or Guardian. Where children have been prescribed antibiotics or a new medication, parents are asked to keep them at home for 24 hours before returning to the setting to ensure there are no adverse reactions or side effects. Please see the Illness Policy for more information.
- ii. Fees must still be paid if your child is absent due to illness. Invoices will not be altered, nor will credit notes be issued, for any sessions a child does not attend due to illness. However, if a child has an on-going medical condition which requires frequent medical appointments then please speak to the Nursery Manager about reviewing your invoices.

6. Contact Details and Family Information

All Parents are asked to keep Teddy Wilf’s Nurseries up to date with any changes in their contact details, circumstances and/or the involvement of any other professionals, agencies and/or services. It is essential that the Nursery has up to date contact details for all Parents and Emergency Contacts in the event of an emergency.

7. Family App

Teddy Wilf’s Nurseries uses an app called Family to communicate with Parents, issue invoices and securely store children’s information. The app is available from the App Store and Google Play or can be accessed through any internet browser. Families will be given a log in to Family once their children have completed their Settle Visits, prior to starting nursery. In order to access Family, Parents will need to have a valid email address which they access regularly. Multiple family members can have access to Family but each will need to have unique email addresses registered on the system. Unfortunately we cannot issue log ins to anyone without an email address.

8. Holidays

Full Nursery fees are payable at all times to maintain a child’s place. However, families will be permitted two weeks of holidays each academic year, during which they will only be required to pay 50% fees. Fees must still be paid if your child is absent due to a holiday. Invoices will not be altered, nor will credit notes be issued, for any sessions a child does not attend due to holidays. If a Parent refuses or fails to pay a child’s fees for the duration of a holiday, Teddy Wilf’s Nurseries reserves the right to reallocate any sessions which are not being paid for the remainder of the academic year.

9. Setting Closures

In the event Teddy Wilf’s @ The Westgate has to close unexpectedly, staff will notify Parents wherever practicable. If the Nursery is closed to children, Parents will not be charged for any sessions their child was due to attend, however, the Free Entitlement calculations set out above will still be used to calculate whether or not their invoice will be reduced. In the event that Teddy Wilf’s @ The Westgate is able to open but children are unable to make it to the setting, for example during snow, Parents will still be charged for all sessions missed. Please see the Adverse Weather Policy for further information.

10. Nursery Drop Off and Collection

Parents should ensure that their children arrive promptly for the beginning of each Nursery session. Parents should remain with their children until the door is opened and children are signed into our care. All Parents should arrive promptly to collect their children at the end of their session. If a child is collected late during the nursery day and a Parent has not contacted the Nursery to notify us, a Late Collection Fee of £5.00 will be added to the child's invoice every 5 minutes until the child is collected. If a child is collected late at the end of the nursery day and a Parent has not contacted the Nursery to notify us, a Late Collection Fee of £10.00 will be added to the child's invoice every 5 minutes until the child is collected. If a Parent notifies us they are running late and make it to the nursery within 10 minutes of their designated collection time, they may not be charged. In the event siblings are collected late, any fee will apply to both children.

11. Car Parking

The Car Park at The Westgate Leisure Centre is operated by Chichester District Council and vehicles are left their at their owners risk . Teddy Wilf's Nurseries accepts no responsibility for damage, accident or losses.

12. Insurance

- i. Teddy Wilf's Nurseries carries appropriate insurance cover. However, Teddy Wilf's Nurseries accepts no liability for any losses suffered by Parents arising directly or indirectly, as a result of the Nursery being temporarily closed or the non-admittance of a child to the Nursery for any reason. Teddy Wilf's Nurseries accepts no responsibility for children whilst in their parent's care on Nursery premises. Teddy Wilf's Nurseries 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.
- ii. Teddy Wilf's Nurseries cannot be held responsible for any loss or damage to any Parent'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 or child is not damaged. Please ensure that children's clothing is clearly labelled and staff recommend that all toys, books and equipment are left at home. If you have any questions about the Insurance Policy held by Teddy Wilf's Nurseries then please speak to the Nursery Manager.

13. Policies and Procedures

All Parents are advised to familiarise themselves with Teddy Wilf's @ The Westgate Policies and Procedures. These are located in the Main Nursery and available at all times. The Nursery can produce copies of the Policies for a small fee to cover photocopying costs.

14. Non-Solicitation of Staff

Parents hereby agree that whilst their child is enrolled at Teddy Wilf's Nurseries, and for the period of six months following its termination (howsoever terminated), they will not seek to employ, entice away or attempt to entice away from the employment of Teddy Wilf's Nurseries, any person or persons employed by Teddy Wilf's Nurseries. This also includes any person or persons who was employed by Teddy Wilf's Nurseries in the six months preceding the date of termination of the agreement between the Parent and Teddy Wilf's Nurseries. If the Parent does breach the aforementioned clause then they shall indemnify Teddy Wilf's Nurseries fully in respect of all and any costs, claims, damages and expenses incurred by Teddy Wilf's Nurseries as a result of the aforementioned breach to include the cost of replacing the said member of staff to include, but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by Teddy Wilf's Nurseries in replacing the member of staff together with all legal fees and disbursements.

15. Termination of Contract

Please be advised that Parents are required to give one calendar months written notice, or one calendar months fees in lieu of notice, if they decide to withdraw their child from Teddy Wilf's Nurseries. If a child is receiving Early Years Entitlement Funding and withdraws without notice, Teddy Wilf's Nurseries will claim four weeks funding in lieu of notice. This will be deducted from any monies forwarded to a new setting. All outstanding Nursery fees must be paid before withdrawing a child from Teddy Wilf's Nurseries, or the Late Payment Fee procedure will be initiated. However, this condition only comes into effect after a child has attended the setting for two weeks or more and has settled into the Nursery environment.

Agreement

This Parent Contract represents a legal agreement between the Parent(s) named herein and Teddy Wilf's Nurseries. Teddy Wilf's Nurseries reserves the right to revise or amend this Contract at anytime. This Contract will be renewed on an annual basis. One month's notice will be given of any changes made.

By signing this Contract you are agreeing to all of Teddy Wilf's Nurseries' Policies and Procedures.

I have read and understand this Contract and agree to be bound by them.



I hereby enclose the £30.00 Administration Fee to secure my child's place at Teddy Wilf's Nurseries.

- ★ I hereby confirm that the information I have given above is correct to the best of my knowledge.
- ★ I confirm I have read and understood all of the information and terms and conditions contained within this Registration Form.
- ★ I understand it is my responsibility to notify Teddy Wilf's Nurseries if any of the information contained within this Registration Form changes; including contact details, medical details or involvement with outside agencies.
- ★ I understand I have to provide proof of my child's Date of Birth as part of the Registration process.

Signature:	Parent / Guardian		
Print Name:		Date:	

OFFICE USE ONLY

Proof of Date of Birth:	Birth Certificate / Passport / National Identity Card
Child's FULL legal name:	
Reference Number:	