



Silverhill School and Day Nursery

Nursery Agreement

Registration Pack

July 2019



Sessions and Fees List

Academic year 2019-2020

Registration fee	
Payable on registration and non-refundable	£35.00
Deposits	
Please see the Nursery's <i>Terms and Conditions</i> for information on how and when the Acceptance Deposit may be refunded.	
Acceptance Deposit Payable by the parents of each child on acceptance of a place.	£250.00
Fees List	
Babies All Day 8am – 6pm	£62.70 per day
Babies School Hours Session 8am – 3.30pm	£51.10 per day
Babies School Hours Session 8.30am – 3.30pm	£47.40 per day
Babies 8am – 1pm (lunch provided)	£37.00 per day
Nursery All Day 8am – 6pm	£59.70 per day
Nursery School Hours Session 8am – 3.30pm	£45.30 per day
Nursery School Hours Session 8.30am – 3.30pm	£42.00 per day
Nursery Morning Session 8am – 1pm (lunch provided)	£32.00 per day
Included in all the fees are meals (including breakfast, lunch, tea and snacks) and resources, Personal Accident Insurance and other age-appropriate activities such as Baking, Yoga & Forest School.	
A sibling discount of 5% is applicable to the fees for the first the sibling and 10% to the fees for the second and subsequent siblings of the same family.	

Please see the Nursery's *Terms and Conditions* for further information about the payment of Fees.

The Nursery's *Terms and Conditions* are available on request from the Front Office.

Application form

Please complete this form in as much detail as possible. We need this information to be able to process your application for a place for your child.

Information which is mandatory for you to provide is indicated below by a *.

If you do not complete the mandatory sections in full this may jeopardise or delay your application.

Your child			
Surname of your child*			
First names* (underline preferred name)			
Date of birth*			
Proposed date of entry			
Nationality			
Religion			
First signatory			
Title*			
Full name*			
Relationship to child*			
Home telephone number*		Mobile*	
Email address*			
Address* (including postcode)			
Occupation			
Work contact number*			

Second signatory			
Title *			
Full name*			
Relationship to child*			
Home telephone number*		Mobile*	
Email address*			
Address* (including postcode)			
Occupation			
Work contact number*			
Other people with parental responsibility*			
Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility) for the above named child. Their consent to the child attending the Nursery will be required if an offer of a place is made.			
Title			
Full name			
Address (including postcode)			
Alternative collector's name and contact details			

Please complete the attached Confidential Information Form, if applicable, in order to assist us with making any special arrangements which are required for Nursery visits and / or entrance assessments*

Please state the name and address of the previous/present setting if applicable (with dates of attendance)

Name and address of setting*	
Dates of attendance*	
Name of Lead*	

Please tick sessions required*:

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
8:00-1:00					
8:30-3:30					
8:00-3:30					
8:00-6.00					

How we will use the information provided in this form

This information will be used by the Nursery during the admissions process.

For example:

we may contact other people with parental responsibility to check that they consent to your child joining the Nursery;

the Confidential Information Form will be used to ensure that we have made any reasonable adjustments / suitable arrangements for your child when they visit the Nursery or during any entrance assessments and subsequently if they are offered a place;

we may share your information with credit reference agencies.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

If your child joins the Nursery we will use the information on this form in accordance with our privacy notice for children, parents and carers. This document is published on the Nursery's website.

I / We have paid by bank transfer * / credit card * / debit card * the non-refundable Registration fee of £35.00 before returning this completed application form duly signed by me / us.

Bank Account details: Barclays Bank / Account name: Careernature T/a Silverhill School and Day Nursery

Sort code: 20-13-45 / Account number: 90559822

Signatures

	First signatory	Second signatory
Signature*		
Name in full* (please include all names)		
Relationship to child*		
Date		

Confidential Information Form

All information received in this form will be treated in confidence.

Child's full name	
Name of first signatory (as appears on the registration form)	
Name of second signatory (as appears on the registration form)	

Please disclose any medical condition, health problem or allergy affecting your child.

If applicable to your child, it will also help us plan for their arrival, if you can let us know of any:

learning difficulty

special educational need

disability

behavioural, emotional and / or social difficulty.

The information provided in this form will enable the Nursery to consider any adjustments that it may need to make to assist your child to partake in the Nursery's admissions procedure or when your child enters the Nursery.

Please provide us with as much detail as possible in the space below. Where possible, please provide any relevant documentation such as medical reports, assessments etc.

Prior to the commencement of the admissions process, we will contact you about any special arrangements your child may require.

The information requested on this form is needed because the Nursery has contractual and statutory duties towards your child. For more information about how the Nursery will use your information, and your child's information, please see our privacy notice for children, parents and carers. This document is provided with the letter of offer and published on the Silverhill School's website: <http://www.silverhillschool.co.uk>