Ramillies Hall Nursery

Ramillies Avenue, Cheadle Hulme, SK8 7AJ Tel: 0161 485 3804

Email: nursery@ramillieshall.co.uk

Nursery Registration Form

**Completion of this form in full, together with payment of £50 registration fee (non-refundable) will secure your child’s place at the nursery at the time at which you would like them to start with us.**

**Child’s Full Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth / Due Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Entry**\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Date of Entry, and any change to this date must be agreed with the Nursery Manager.

**Parent 1**

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Contact Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Parent 2**

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Contact Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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By signing this form you are agreeing that:-

1. The signatories below are jointly responsible for paying the fees, which are payable at the start of each month to which they relate.
2. No remission of fees can be made in cases of absence.
3. Notice periods: for removal of a child from Nursery, one month’s notice must be given. Any parent/carer failing to give such notice will be liable for the full fees for the following month.
4. If taking up of a place is deferred (past the above agreed date), there will be a retainer fee of £50 per month payable to keep the place open.

**Parent 1 Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Parent 2 Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete expected attendance overleaf

**Expected attendance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DAY** | **Breakfast club 7.30-8** | **AM (8-1)** | **PM (1-8)** | **ALL DAY (8-6)** |
| **Monday** |  |  |  |  |
| **Tuesday** |  |  |  |  |
| **Wednesday** |  |  |  |  |
| **Thursday** |  |  |  |  |
| **Friday** |  |  |  |  |

**TERM TIME / ALL YEAR** (Please delete as applicable)

The data on this form will be used solely for the purposes of planning admissions, maintaining our waiting list and for contacting the parents named on this form to make arrangements relating to the child named starting at the nursery. The form will be stored in a locked cupboard in the nursery office, accessible only to senior managers, until such time as the child leaves the nursery or in the case of non-attendance, one year after agreed start date if no subsequent arrangement has been made. The form will be shredded once no longer stored. If the persons named on this form wish the data to be destroyed prior to this time, then this can be requested by telephoning or emailing the nursery office.