

FountNursery Registration Form

Registration Fee

Prior to starting at either FountNursery, a registration fee is required of £75 to secure your child's place on our waiting list. Please see terms and conditions at the end of this form. This fee is non-refundable.

I would like my child to attend:

FountNursery

Requested Start Date:

How did you find out about FountNursery?

Personal Details

Child's Full Name:

Child's Date of Birth:

Child's Gender:

Name of Parent 1:

Name of Parent 2:

Address:

Home Telephone:

Parent 1 Mobile:

Parent 2 Mobile:

Parent 1 E-mail:

Parent 2 E-mail:

Parent 1 Occupation:

Parent 2 Occupation:

Parent 1 Work Address:

Parent 2 Address:

Attendance Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day					
Parent 1 Signature			Parent 2 Signature		

Note: This registration form incorporates the terms and conditions overleaf. Upon signing this form, the parents are deemed to have read, understood and agreed the same. The parents have therefore enrolled at FountNursery, and terms and conditions can be applied.

Data Protection: In compliance with current UK Data Protection legislation, any information you provide here will be kept secure and treated confidentially. The data collected will only be used by FountNursery and it will not be disclosed to any external sources without your prior consent.

FOR OFFICE USE ONLY	Deposit Paid:	Date:
	Customer Code:	Registration Fee Paid:

General Terms and Conditions of Registration

- I enclose a registration fee of £75/£45 for siblings which places my child on the waiting list. By signing this form, I confirm that I understand that this fee is non-refundable and does not guarantee my child a place. If I am registering an unborn child, I understand that I must provide my child's date of birth to FountNursery as soon as practicably possible following my child's birth.
- FountNursery require parents/carers to notify the nursery of any change in registration details, including telephone numbers, and provide necessary information requested concerning their child's care.
- A deposit of one month's fees in advance of the commencement date is required upon your child starting at FountNursery. Your child is unable to commence until fees and deposit are received.
- All fees are invoiced one calendar month in advance, payment to be made direct debit. Please note we do not except withdrawal notice at any other time apart from your commencement date.
- Any extra sessions or hours will be added to the next month's invoice.
- A surcharge of £10 will be made for any payments not received by the set day. If payment is still not received within the week following this date then a fine of £5 per day will be made until payment is received or the space at the nursery will be suspended until the account has been settled.
- Recurring overdue fees will result in immediate termination of registration without prior notice and action will be taken through a debt collection agency to recover any outstanding fees to the nursery.
- FountNursery will adopt the policy that the fee structure will be reviewed at the beginning of each financial year, thus being the month of April.
- For late collection of children from the nursery a surcharge of £15 for up to every 15minutes late and £20 thereafter for every 15minutes late will be incurred, with no exceptions, and added to the next invoice.
- If there are any absences, due to child or parent/carer illnesses or missed sessions, then the full contracted fee is still payable.
- This agreement is subject to change in part or whole by FountNursery with one month's notice. All parents will be notified via letter within two weeks. FountNursery will not be held liable for any unread notifications
- Your registrations form is your contract with FountNursery. Please take note on all the above conditions, to prevent upset should we need to apply any of these conditions.
- Please also keep a copy of this for your own records.

IMPORTANT: One month's notice is required, in writing, if you wish to withdraw your child from the nursery. One month notice should be served from your commencement date.

**Please make your Registration Fee Payment of
£75**

**Direct to our Bank Account:
HSBC**

Account Name: FountNursery
Sort Code: 40-01-18