



Application Form

Email: info@chigwelldaycare.co.uk

Contact no's: 07957 676885, 020 8076 0590

Please complete using capital letters

Child's Full Name: _____

Date of Birth: _____

Start Date: _____

Please bring Child's Birth Certificate along with the registration form _____

Password (If someone else is collecting your child) -----

Please send written message as well on the day if someone else is collecting

EEEE2 code _____

Child's 30 Hours Funding Code (From 9monts onwards if eligible)

£50 Registration fee (non-refundable) is payable when you return the application

Deposit – One Month's Fees

Our Account details:

Sims childcare Ltd.

Account no: 71550624

Sort code: 40-09-07

Please tick the Days and Sessions

	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day 7:30am to 6:30pm					
Five hour sessions: 8am-1pm ____ 9:30am- 2:30pm ____ 1pm-6pm ____					
15 hour session 9:30am-12:30pm ____ 3:30am to 6:30pm ____					
30 hour funded session 9:30am to 3:30pm					

Please tick if your child is Term time only: _____

Let us know if the child is involved in any Social or Health Care:

Or the child has any additional needs e.g., Special educational needs etc.

FOR OFFICE USE ONLY:

SETTLING IN SHEET ATTACHED:

ALL ABOUT ME ATTACHED AND SHARED WITH (Room Leader) _____

THIS FORM IS DOUBLE CHECKED BY (Deputy) _____

CHILD'S DETAILS

Child's Full Name:
Gender: (Please Tick) Boy: Girl:
Home Address:
Post code:
Main contact number:
Home Language:
Ethnicity/ Country of origin:
Religious Beliefs:

1. PARENT/ CARER DETAILS**2. PARENT/CARER DETAILS**

Full name: Mr/Mrs/Ms	Full name: Mr/Mrs/Ms
Relationship to child:	Relationship to child:
Occupation:	Occupation:
Home address:	Home address:
Post code:	Post code:
E-mail:	E-mail:
Contact number:	Contact number:
Work address:	Work address:
Post code:	Post code:
Phone No:	Phone No:
NI no:	NI no:

Name of person/s with legal parental responsibility:
--

Medical details and contacts for your child

Doctors Name and Address:	
Postcode:	Telephone:

Please specify:
Any Medical requirements: _____
Any Dietary requirements: _____

Do you allow the following permissions without having to contact you?

	Calpol	Piriton	Sun cream	Nappy cream	Face paint	Outings	Photos/vi deos	First Aid	Observ ations
	From home	From home	From home	From home	Some times	Nature walk or on pitches	For observing	Small cuts or bruises	
I give permission for									

Who can we contact in an emergency if you are unavailable?

Emergency contact 1

Full name/ relationship:
Mobile number:
Work number:

Emergency contact 2

Full name/ relationship:
Mobile number:
Work number:

Emergency contact 3

Full name/ relationship:
Mobile number:
Work number:

Person responsible for paying nursery fees:

Parent/ Carer Full Name: _____

Parent/ Carer Signature _____

Date: _____

TERMS AND CONDITIONS

The following pages contain our terms and conditions. Please ensure you read them fully before you sign to agree to our terms and conditions.

Admission

A completed Childcare Agreement Form and Registration fee and deposit are required to secure your child's place.

1. Registration Fee and Deposit

1.1 One month deposit is required to secure a place at Chigwell Day Care And Pre-School, once a place has been offered this deposit will be used for your child's final month providing a minimum period of three months attendance and appropriate notice has been given. Deposit cannot be used for your child's first month.

2. Fees and invoices

2.1 Childcare accounts are payable monthly, in advance for a calendar month of childcare. Chigwell Day Care And Pre-School request that payments are made by bank transfer, standing order or cash. We have no facility to accept debit or credit card and we do not accept cheque. Childcare vouchers are also welcome.

2.2 Invoices will be issued in the week preceding the start of the month and will be due for payment on the 1st of the month. Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding after 5th of the month.

2.3 Any parent/carer whose fees remain unpaid after 5th of the month, without prior agreement of the Nursery Manager, risk their child's place at the nursery being withdrawn. All booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness of holidays or unavoidable nursery closure. E.g.(close due to snow, flooding, gas leakage, electricity, pipe burst, or any other

occasion payment is non-refundable). Be aware that the number of days childcare provided each month may vary. Staff training days will not be charged for.

2.4 On late payment or cancelled standing orders Chigwell Day Care And Pre-School reserves the right to charge an interest fee at 8% under the Late Payment Act.

2.5 Chigwell Day Care And Pre-School reserves the right to increase fees annually. The nursery will give parents and carers two months' notice of increase of fees which will normally be reviewed in April.

2.6 Chigwell Day Care And Pre-School reserves the right to close its nursery for an inset day for staff training. This day will be confirmed ongoing of each year.

3. Refund

3.1 If you take up a place with the nursery and decided to take your child out within a month, you forfeit your deposit to us.

3.2 Children over 9 months are eligible for free entitlement 30 hour funding (For all working families from September 2025) and this may be assessed until they maintain a school place.

3.3 Chigwell Day Care And Pre-School is reimbursed by Epping Forest District council for free entitlement hours that may be claimed which is why these hours are delivered at no cost to parents. This has no monetary value to parents and the invoice therefore represents the cost of unfunded hours for services that you have agreed to pay for.

3.4 Commitment to a place is validated by parents completing and signing a parent declaration form.

4. Safety and well-being

4.1 No child will be accepted into the nursery with diarrhoea, vomiting or any other infectious illness. 48 hours must have elapsed after the diarrhoea or vomiting has stopped before the child can be readmitted to the nursery. If a child infers the age of 1 year is taking a prescribed medication for the first time they must stay absent from nursery for at least 48 hours. If the child is over 1 year they must stay absent for 24 hours, the reason for this so the child can be observed for any side effect.

4.2 Chigwell Day Care And Pre-School will not take responsibility or accept liability for any allergic reaction, or any deteriorating symptoms caused due to food provided by parents.

4.3 Chigwell Day Care and Pre-School will not take responsibility for the theft/loss/ damage/ scratches/ of bikes, scooters, toys, helmets left at nursery premises by parents of carers. If such items are brought to the nursery parents will be held fully responsible.

5. Medication

5.1 Chigwell Day Care And Pre-School will not administer any medication that is not prescribed by your doctor and prior written consent is given for each and every medicine. Chigwell Day Care and pre-school cannot be held responsible for any allergic reaction that your child may have or develop based on the instruction given to Chigwell Day Care And Pre-School by you when administering any medication, lotions or creams.

6 Lateness

Parents arriving after 6.30PM will be charged late fee of £20 for every 15 minutes of lateness as we are neither registered nor insured. Late payment fee will need to be paid to staff that are caring for your child at the time. This charge may be waived at the discretion of the manager, If parents fail to notify Chigwell Day Care and Pre-School their late arrival 15 minutes before the agreed closing hours, this will then fall in line with the non-collection child policy.

7 Non collection of children

- ☐. In an event of a child not being collected by an authorised adult at the end of a session the manager will attempt to contact the parents and emergency contacts stated on this form to arrange for the child to be collected. If no contact has been established after 30 minutes at the end of nursery closing hours, the manager will then make the decision whether to contact social services.

8 Absence

- ☐. The monthly fee included bank holidays, family holidays, sickness and Christmas period (when the nursery is closed) and any other absences. All children joining the nursery and throughout the duration of their place at Chigwell Day Care and Pre-school must be registered for a minimum of two (2) days a week.
- ☐. Chigwell Day Care and Pre-School does not allow days to be swapped.
- ☐. Due to temporary closure full fee still will be charged.

9 Notice period, termination, cancellation and change of sessions

One terms notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the

notified start date is changed by the parent, we reserve the right to change from the original start date notified on the Agreement form.

The nursery reserve the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent/carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause, intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

Liability

The nursery accepts no liability for losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parents care on nursery premises. We 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.

Agreement

These Terms and conditions represent the entire agreement and understanding between the parents/carers and the nursery. Any other understandings, agreements, warranties, conditions terms and representations, whether verbal or written, expressed or implied are excluded to be fullest extent permitted by law. We reserve the right to update/amend these Terms and conditions at any time. One month notice will be given of any changes made. Full Term's notice will be required to leave the nursery.

I have read and understand these Terms and conditions and agree to be bound by them. Where two legal parents or guardians are responsible for the child both parties must sign the consent.

"At Chigwell Day Care and Pre-School, safeguarding is our highest priority. We are committed to ensuring every child feels safe, supported, and protected."

Full name of Parent/Carer _____

Signature _____

Date _____