

Bridge Lane Nursery Registration Form

PERSONAL DETAILS

Full name of father.....
 Full name of mother.....
 Address.....
Post Code.....
 Home phone No..... E-mail contact
 Father's work phone No.....Father's mobile No.....
 Mother's work phone No.....Mother's mobile No.....

Next of kin full name:.....
 Telephone number..... Relation to child.....

Child's Surname.....GIRL/BOY
 Other names.....
 Date of Birth.....

ATTENDANCE SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning					
Afternoon					
Full day					

My child will attend Bridge Lane Nursery, **starting on**.....

OUR TERMS AND CONDITIONS

- Fees and terms of condition are subject to revision. Our contract is a one-month rolling contract.
- Up-to-date rates can be obtained on application to Bridge Lane.
- Bridge Lane is open 51 weeks a year. The nursery closes for one week at Christmas and all bank holidays.
- Fees are payable in advance on or before the first day of each month by **Direct Debit Instruction**.
- The nursery does not permit the pro-rata reduction of payment of fees if the child is absent from the nursery due to illness or holidays whilst the nursery is open.
- The fee payable by the parent/guardian are calculated by taking the Childs weekly attendance fee, multiply the same by 51 being the number of weeks the nursery is open and dividing by 12 to give a monthly payment.
- Unless one calendar month's written notice is given of any alteration or cancellation, then a cancellation/alteration fee to one month's fees is payable.
- Reservations will only be accepted if accompanied by payment of a booking fee, which is **not** returnable in the case of cancellation.
- If a parent/guardian employs one of our staff within six months of the staff's departure from us, then the parent will be subject to our recruitment fee of 12.5% of their gross annual salary.
- Bridge Lane has the right to exclude any child without giving a reason.
 - In the event of any accident or emergency medical treatment we will contact Emergency Service "999" on your behalf.

REGISTRATION FEE

A non-returnable 'one-off' administration fee of £50 is required upon registration. To change the days of attendance or the number of days of attendance we require one month's written notice.
 Having read and understood the Terms and Conditions Overleaf, I/We hereby make an application for a place for.....at Bridge Lane Nursery.

SIGNED:..... **Date:**.....
 (PARENT/GUARDIAN 1) (PARENT/GUARDIAN 2)

Office Use Only:

() Place offered () Booking Fee paid () First Steps () Welcome letter Date