



**Ground of Cricket Club
12 Woolmer Close.
Canterbury.
CT1 3BU**

07958160746

hello@4dnurseriesandpreschool.co.uk

Oftsted Registration Number 2744578

This form must be returned before your child starts with us. We also need to see your child's birth certificate or passport.

Child's Full Name	
Known as	
Collection password	
Address	
	Postcode:
Date of Birth	
Gender	
First Language	
Nationality	
Religion	
Ethnicity	

Name of parent/carer 1	
Title: (Mr, Mrs, Miss, Ms, Dr, other)	
Address if different to child	
	Postcode:
Does this parent have parental responsibility?	
Does this parent have legal access to the child?	

Place of work	
Address of work	
	Postcode:
Home No	
Work No	
Mobile No	
Email address	

Name of parent/carer 2: Title: (Mr, Mrs, Miss, Ms, Dr, other)	
Address if different to child	
	Postcode:
Does this parent have parental responsibility?	
Does this parent have legal access to the child?	
Place of work	
Address of work	
	Postcode:
Home No	
Work No	
Mobile No	
Email address	

Legal Guardian if different to parents	Title
Address if different to child	
Mobile No	
Home No	
Work No	
Email address	

Please nominate two people who can collect your child (and know your password) if your child is unwell and you are not able to be contacted.

Alternative Emergency Contact 1 Name	Title
Relationship to child	
Home No	
Work No	
Mobile No	

Alternative Emergency Contact 2 Name	Title
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Relationship to child	
Home No	
Work No	
Mobile No	

Funding

Is your child in receipt of or will you be applying for any of the following funding?

	Applied for	In receipt of	Code	NI number	DOB of parent/carer applied
Care to Learn					
Free for 2					
3 & 4 year old free entitlement					
30 hour funding					

Day of the week	Full Day	½ Day (8-1)	½ Day (1-6)	9-3	Meals	3 hour block (8:30-11:30)
Monday					N/A	
Tuesday					N/A	
Wednesday					N/A	
Thursday					N/A	
Friday					N/A	

Prices (From January 2024)	0-2 years	2-3 years	3-5 years	Meals only (added for funded children)
Full day (8 – 6)	£64	£58	£55	N/A
½ Day (8-1) (1-6)	£32	£29	£27.5	N/A
9-3	£38.40	£34.80	£33	N/A

What date would you like your child to start?	
Does your child attend another early years setting? If so, please let us know where	
Any other information?	
Please let us know anything else about your child or family which may be important to us providing care and education for them	

Marketing Purposes: How did you hear about us.	
Online	
Recommendation	
Social Media	
Any other	

Signed	
Date	

Office Use Only	
Date of Entry	
Date of Leaving	
Birth Certificate/ Passport Number	
FEE / FF2 PLACE	Yes / No
FEE / FF2 ELIGIBILITY SEEN:	Yes / No
Holding Fee:	
Date holding fee made:	
Payment method:	

Please provide proof of Eligibility for Free for Two Funding with your application form.



4D's Nurseries Application Form

4D's Nurseries and Parent/ carers commitment

These terms and conditions govern the basis on which we agree to provide childcare services to you.

1 4D's Nurseries commitments, we will:

1.1 informs you as soon as possible whether your application for a Nursery place has been successful. You must confirm within one week of receiving notification that you still wish to take up the place. If you do not, the place may be withdrawn;

1.2 Provides the agreed childcare facilities for your child at the agreed times (subject to any days when your child's Nursery is closed). If we change the opening hours of your child's Nursery, we will give you as much notice of our decision as possible and, if necessary, work with you to agree a change to your child's hours at the Nursery.

1.3 Try and accommodate any requests you may make for any additional sessions and/or extended hours of childcare at the Nursery;

1.4 Provide you with regular verbal updates as to your child's progress upon request;

1.5 Notify you as soon as possible of any days on which your child's Nursery will be closed,

1.6 Try to make available to any of your other children a place at the same Nursery. However, we cannot guarantee that a place will be available.

2 Parent Commitments, As a Parent / Carer, you will:

2.1 Complete and return to us our standard health record before your child can start at our nursery and immediately inform us of any change to the information provided in that health record;

2.2 Complete a medicine consent form if you require us to administer any medicines to your child

2.3 Immediately inform us if your child is suffering from any contagious disease for the benefit of the other children in the nursery/setting. You must not allow your child to attend the nursery if they are suffering from a contagious condition or disease, which could easily be passed on to another child during normal daily activities of the nursery;

2.4 Immediately inform us of any changes to your contact details;

2.5 Keep us informed as to the identity of the persons who will be collecting your child from us. If the person collecting your child is not usually responsible for collecting them we will require proof of identity along with the previously disclosed password. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release your child into their care.

2.6 Inform us if your child is the subject of a court order and provide us with a copy of such order upon request.

2.7 Immediately inform us if you are unable to collect your child from nursery by the official collection time.

2.8 Inform us as far in advance as possible of any dates on which your child will not be attending the nursery; and

- a) Provide us with at least one months' notice of your intention to decrease the number of hours your child spends at the nursery or to withdraw your child from our nursery and end this Agreement. If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of any change as if their hours had not decreased. ******(not applicable if your child attends FF2/FEE sessions only).

Parents in Partnership with Practitioners

Your child's key person will devote many hours to recording your child's experiences within their learning journey. We ask parents to respect this commitment and actively engage by contributing at least once a term or more often if they so wish.

3 PAYMENTS

3.1 Our fees are based on a monthly fee which shall be notified to you in advance of your child starting at the nursery. We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one month's notice by completing our notification of leave date form, which can be obtained from the manager. ******(not applicable if your child attends FF2/FEE sessions only).

3.2 Fees must be paid on a monthly basis, by the date of the 25th of the month the invoice is issued. Your monthly invoice is calculated based on the sessions booked within the calendar month. We will only accept one monthly on line bank payment per month (additional payments via tax free childcare account and childcare voucher companies are acceptable to pay the difference) It is important to keep payments to a minimum to avoid excessive bank charges and administrative time which in turn have an impact on the fees charged and cost of delivering the service.

Once your child is eligible to claim the government Free Early Education (FEE) for 3 & 4 year olds or if your child is in receipt of Free For 2 funding (FF2), we will amend the billing calculations in order to comply with the Local Authority Provider Agreement and your child will receive up to 12 or 23.75 hours of childcare per week, for 48 weeks, of the year. Our delivery pattern of funding

consists of wraparound fees depending on which sessions you choose for your child. Please confirm that you have been shown and understand how 4D's offers FFE funding.

Late fees

Please note that if you are late to collect your child, late fees will be charged. In exceptional circumstances these may be waived, at the discretion of the Manager. Please phone to advise if you will be late to collect your child. Late fees will be charged as follows: £10 for first 15 minutes, £5 per each five minutes thereafter.

Notice Period

One month's notice must be given in writing of a child reducing sessions or leaving The Nursery. A receipt will be issued to you when your written notice has been given to a member of staff or the Manager. Failure to give appropriate notice will incur charges for this period.

The Nursery does not refund absences regardless of how they are caused, including sickness and holidays.

For children in receipt of 2, 3 and 4 year old entitlement funding, funding can only be transferred to another nursery at Christmas, Easter and summer.

Please note that is not The Nursery policy to exchange booked sessions to alternative sessions due to absence.

Please sign to confirm the information on this registration form is correct and that you agree to pay your child's nursery fees and any late fees by the due date on the invoice.

You will be notified in writing, one month in advance, of any changes to the calculation of your bill.

3.3 All payments made under this Agreement must be by online payments or debit card transactions via the phone. Under exceptional circumstances we may agree to payment by cash to the manager, but it is your responsibility to obtain a receipt from us as proof of payment.

3.4 If you fail to make payment in full by the due date, which is the 25th of each month, this will result in an additional charge of £35 being added to your next invoice for late payment. Any failed payment; we will charge a £20.00 administration fee.

3.5. 4D's charges for the provision of a Nursery space and not your child's attendance. However, to accommodate for family annual holiday, half fees will be charged for whole weeks taken as holiday, up to four weeks in any one calendar year for all children, the Nursery must be notified in writing four weeks prior to the holiday being taken.

4. SUSPENSION

We may suspend the provision of childcare to your child, and add on one month's notice, at any time if:

4.1 You have failed to pay the required monthly fees in full by 25th of the month;

**** (not applicable for those in receipt of FEE or FF2) However, any wrap-around care beyond FEE or FF2 funded hours will be suspended**

4.2 Your child's behaviour at the nursery is deemed by us to be unacceptable or endangers the safety and wellbeing of the other children at the Nursery. The suspension shall continue whilst we try and address these problems with you.

4.3 If your child is suspended part way through a month, under the conditions stated in clause 4.2, we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This credit may be offset against any sums payable by you to us.

4.3 If the period of suspension exceeds one month, either of us may terminate this Agreement by written notice. **

5. TERMINATION

5.1 You may end this Agreement at any time, giving us at least one month's notice, by completing the notification of leave date form. (not applicable if your child attends FEE/FF2 sessions only).

5.2 We may immediately end this Agreement if:

5.3 you have failed to pay your fees; **; (Other than those in receipt of FEE or FF2, whereby any wrap-around hours provided beyond the funded hours will be terminated)

5.4 you have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time of us asking you to;

5.5 You behave unacceptably. 4D's will not tolerate any physical or verbal abuse towards staff.

5.5 Your child's behaviour is unacceptable or endangers the safety and wellbeing of any of the other children at the Nursery; or

5.5 we take the decision to close your child's Nursery. We will give you as much notice as possible of such a decision.

5.6 You may immediately end this Agreement if:

5.7 we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention; or

5.8 we suffer any event of insolvency.

*****if accessing free early education or Free For 2 and wraparound hours it's the wraparound hours beyond 12/23.75 or 15 hours that we may suspend or terminate.***

6. EMPLOYMENTS OF STAFF

6.1 If, during this Agreement and for a period of 6 months after the termination of this Agreement, you (directly or indirectly):

6.1.1 Employ or otherwise engage the services of any member of our staff who has had contact with your child under this Agreement in the last 6 months; and/or

6.1.2 Allow or permit the provision of any childcare services to your children by any member of our staff who has had contact with your child under this Agreement in the last 6 months; then you shall pay to us a figure representing 20% of the relevant member of staff's gross annual salary at the time they left our employment and/or services. This figure represents the costs to us of recruiting a suitable replacement member of staff.

7 GENERAL

7.1 We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.

7.2 If the nursery that your child attends has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities to you. If the closure exceeds 3 days in duration (excluding any days when the Nursery would otherwise be closed), we will credit you with an amount that represents the number of days the nursery is closed in excess of 3 days.

7.3 If you have any concerns regarding the services we provide, please discuss these with your child's key worker. If these concerns have not been resolved to your satisfaction, please contact the Nursery Manager. Customer satisfaction is of paramount importance to us and any concerns/complaints will be reported to the appropriate Company Director for review.

7.4 We carry a wide range of toys and equipment at our Nurseries. Unless we specifically request otherwise your child should not bring any of their own

toys to nursery. If they do bring toys with them, we accept no responsibility for any loss or damage to those toys.

7.5 From time to time we may have photographs taken of the children who attend our Nurseries. These photographs may be used for promotional purposes. If you do not wish your child to be included in these photographs, you should write to the nursery manager.

Name of Child.....

Name of Parent/Carer.....

Signature.....Date.....

Managers Signature

Information for parents

- To encourage your child's independence, we like the children to have footwear that they can manage independently ie Velcro fastenings. Of course, we will always offer help and encouragement.
- Soft shoes or slippers are to be worn indoors. Please supply a pair of slippers (named if possible) that can be left at nursery in the peg bag on your child's peg.
- Please ensure your child has a change of clothes with them at all times in case of accidents. Also, wet weather gear including willies and raincoat. In summer a sun hat is advisable, however we do supply sun cream (at a small charge at the beginning of the summer) please mark all clothes and shoes with your child's name.
- If your child is taking an interest in learning to write their name we will start with the capital letter and then move onto each letter (lower case) with the correct formation. If you would like more information please speak to a member of staff.
- We encourage pre-reading and writing skills through play, laying the foundations for school. This includes developing a love for books and how they work, developing the muscles needed for manual dexterity (holding a pencil correctly) and all motor skills. This is done through all aspects of play
- If you have any queries about any of the above please don't hesitate to speak to your child's keyworker or any member of staff.

Signed	
Date	