



Nursery Booking Form  
Filey Childcare,  
Filey Children's Centre, Padbury Avenue,  
Filey  
01723 516111  
Email: [info@fileychildcare.co.uk](mailto:info@fileychildcare.co.uk)

I would like my child to attend Nursery/Pre-school starting on:

Name of child		
Date of Birth		Boy/Girl
Bill payer name		
Address & Postcode		
Email		
Telephone number		

Sessions requested (subject to availability – please see price list to complete form)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Coracles (3months – 2)					
Tugs (2-3)					
Toppers (3- full time school)					

Term time only (not available in coracles) - Yes/No

Signature: (Parent/guardian) -

You will be asked to complete a full registration form online through Parent Admin

Are there any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Care Order, Contact Order, injunctions etc.) Is there any information from these orders that our setting needs to be aware of which will help us to care for your child?
Is or has your child been on the Child Protection Register?
Are there any other factors which may impact on the safety and welfare of your child?

**Terms and Conditions**

## **Please see full admissions policy**

### **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 Filey Childcare. Data will be stored in paper form and electronically, data will not be disclosed to any external sources without your prior consent. From time to time we may wish to contact you regarding new services. If you do not wish to receive further information from us then please tick this box.  Please see full privacy notice.

### **Payments**

A registration fee of £25 is payable to secure your child's booking this is non-refundable (not applicable for funded only spaces) Standing orders or BACS payments are the preferred method of payment. Alternatively, we welcome payment by nursery voucher schemes or by cash, credit/debit card. Filey Childcare reserves the right to charge a fine of £25 if payment is made after 10th of the month. Invoices will be issued on the 1<sup>st</sup> of each month for the month ahead.

### **Late Collection**

Filey Childcare reserves the right to charge for payment if you are late collecting your child. A charge of £25 will be payable for late collection, although a 5-minute grace period will be allowed (persistent lateness will result in a charge)

### **Sickness**

Fees are still payable if your child does not attend through illness, although this is at the managers discretion.

### **Holidays**

Children who access a fully paid space in nursery all year round are entitled to a funded holiday allowance of 2 weeks' pro rata. For example, a child who attends nursery 3 days a week will be allocated 6 days holiday a year. Holiday entitlement renews for every child on the 1<sup>st</sup> September, although a child must have attended nursery for at least 2 months before funded holiday is accepted. Children can take more holiday days during the year but only 2 weeks will be funded. Holidays must be booked through management and usually require 2-week notice.

Children accessing any type of funded space will not receive term-time holiday allowance due to the variation and flexibility of hours allowed in the school holidays. Meal prices will only be removed with a 48-hour notice period.

### **Notice**

Any parent who wishes to withdraw their child from any sessions should notify the Manager, in writing, giving 4 weeks' notice. In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the said child payment of FCC 4 Weeks fees, in lieu of notice will be required. Failure by the parent/guardian to provide one month's notice at all shall render the parent/guardian liable to FCC for one month's fees.

I hereby consent for my child to take a place at Filey Childcare, according to the terms and conditions set out. Full terms and conditions are set out within the group's policies and procedures. I have understood the expectations and obligations relating to both Filey Childcare, and myself and agreed to abide by them.

I understand that persistent late or non-payment of fees will jeopardize my child's continued attendance at Filey Childcare. This may also lead to being referred to an independent debt collection agency.

I confirm that the information given above is correct, and I promise to contact the Manager as soon as any of the detail changes.

I give permission for staff to seek any records or evidence of any orders etc. (including agreement for change of name,) from a previous setting.

I confirm that should I want to access the policies and procedures the setting uses particularly around safeguarding I know they are located in reception for me to view anytime.

Signature of parent/Guardian:.....Date.....

To return to Nursery	Tick
Parent Admin Completed	
Registration Fee	
Booking Form	
Birth Certificate	
Tapestry Form	
Funding Code	
Privacy Notice Acceptance	