



Childcare Registration and Agreement Form

Please complete this form and return it with the registration fee (N10,000), birth certificate, immunization records and passport photograph of child. This form must be completed by someone who has parental responsibility.

Family Details

Child's full name			
Preferred or familiar name			
Date of birth			<i>Birth Certificate presented?</i>
Parents / carers names	Mother		
	Father		
	Others (specify)		
Parent/carer addresses <i>Please provide names and addresses for each parent and carer known to the nursery (continue on separate sheet if required)</i> <i>Please indicate your child's usual address</i>			
Other people allowed to collect your child? <i>Must be over 18 years of age (Pls submit ID)</i>		Names and addresses:	

Contact Details

Telephone Home	
Mum Work	
Dad Work	
Mobiles	
Email address (for your invoice to be sent to)	
Password (for collection and to retrieve your invoice)	

Legal Responsibility and Contact Details

Who has Parental Responsibility for your child? E.g. the parent/carer who is your child's main carer(s)	Name
Who has Legal Contact with your child? E.g. a parent who lives at a different address	Name

Daytime Emergency Contact Details

Mother	
Name	Telephone no:
Father	
Name	Telephone no:
1 st alternative contact (required)	
Name and relationship to child	Telephone no:
2 nd alternative contact (required)	
Name and relationship to child	Telephone no:

Health Information

Doctor's name, address and telephone no:
Health Visitors Name and telephone no:
Does your child have any special health requirements?
Any known allergies ?(e.g. food, animals, plasters, medication, etc)
Does your child have any special dietary requirements, preferences or food allergies?
Are all childhood vaccinations up to date?

Consent Information

Please sign that you are willing to give your consent for	Signatures:
Outings	
Holding personal information (paper and computer based)	
Sharing information with other professionals, e.g. Health Visitor or Speech therapist	
Photography to be used in-house only, e.g. photo observations for child's folder	
Photography to be used in nursery publicity material, including on the internet (children's names will NOT be used on any website or in any publicity)	
First aid and emergency medical treatment, including the administration of Paracetamol should your child's temperature rise suddenly above 39°C	
Use of child's own provided sun cream or a named brand supplied by the nursery	
Use of plasters	

Other Information

Other languages used at home:
State of Origin:
Festivals celebrated at home:
Details of any other settings or childcare attended:
Details of any other agencies or professionals working with your child and their role:
Any other details or information it may be useful for us to know? <i>E.g. What your child likes, what their fears may be, any special words they use, what comforters they may need and when.</i>

Childcare Requirements

Required Start date?	Please mark the days and any extra services you require below				
AM Session (7:00am – 1:00pm)	Mon	Tue	Wed	Thur	Fri
PM Session (1:00pm – 6:00pm)	Mon	Tue	Wed	Thur	Fri
Full day (7:00am – 6:00pm)	Mon	Tue	Wed	Thur	Fri
Extended PM session (6:00pm to 9:00pm)	Mon	Tue	Wed	Thur	Fri
Nursery lunch required?	Mon	Tue	Wed	Thur	Fri

Other Information

How did you hear about Jessica's Home Day Care? Please tick appropriate box			
Magazine	Children's Info Service	Social Media	Flyer
Website	Word-of-Mouth	Sign outside	Other
Did you look at any other Home Day Care?	Why did you choose Jessica's?		

Important

We ask that you keep us informed of any changes to your details. Periodically we may ask you to confirm your details for our records.

Jessica's Home Day Care Terms and Conditions

Admission

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

Registration Fee and Deposit

The registration fee of N10,000 covers administration and settling sessions. A one quarter tuition deposit is required at time of admission. The deposit is non-refundable no matter length of stay or child's leaving date. A minimum period of three months tuition is allowed.

Fees and Invoices

Childcare accounts are payable quarterly, in advance for childcare. Accounts are payable by bank transfers, POS, Online, Cheque made payable to "Solution Finders Ltd", Diamond Bank, Acct No: 0059835320. We do not accept cash payments at the office. Invoices will be issued two weeks preceding the start of a new quarter and will be due for payment on the 1st day of the new quarter. Unless there is a prior arrangement, a charge of N20,000 will be made for fees outstanding after 5th of the month. Cheque payment will not be accepted after 3rd of the month, cash/credit/debit card payment will be required. Any parent or carer whose fees remain unpaid after 5th of the month, without prior agreement of the Day Care Manager, risks their child's place at the nursery being withdrawn. Any payments that are cancelled or returned from the bank will incur a N5,000 administration charge, and the parent/carer will be asked to pay by credit/debit card in future. A sibling discount is applied to the costs for the eldest child for the jointly attended sessions. All discounts are applied to core childcare provision only and do not apply to extra sessions, lunches or other services.

Unless we are in breach of these terms and conditions all tuition must be paid for regardless of child's attendance. No refunds are given for sessions/months missed due to sickness or holidays or unavoidable nursery closure. Be aware that the number of days childcare provided each month may vary. Federal holidays and staff training days will not be charged for. We observe Christmas and New Year closure

If you expect to be late collecting your child please notify the nursery as soon as possible. If notified, the additional time will be charged at the standard hourly rate of N5,000/hr. Un-notified late collection will be charged at a rate of N10,000 per hour to cover emergency staffing and other arrangements.

In case of default on payment the nursery reserves the right to apply a N50,000 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate. The nursery is not responsible for collection of fees from any third parties. The nursery will give parents and carers two months notice of increase of fees which may be reviewed yearly.

Opening times

The nursery sessions run from 07:00am to 6:00pm. Care between 6:00pm–9:00pm is by arrangement only. The nursery is open all year except Federal holidays, Christmas & New Year closure and occasional inset days.

Termination, cancellation and change of sessions

One month 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 charge from the original start date notified on the Agreement form.

The nursery reserves 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.

Insurance

The nursery has extensive insurance cover for nursery based activities and outings. Details of the insurance may be requested from the nursery manager.

Personal property and belongings

The nursery cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

Liability

The nursery accepts no liability for any 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 parent's 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.

Accidents and illness

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required the nursery will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent form.

We may require parents to withdraw their child from daycare in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend daycare. We may also ask parents to withdraw their child from the daycare if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Health Illness and Emergency Policy regarding exclusion and incubation periods by which we are bound. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at anytime. One month notice will be given of any changes made. The nursery is operated by Jessica Home Day Care powered by Solution Finders Ltd

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed (parent)

Print name:

Date: