

Registration Form

Please complete ALL sections, and in BLOCK CAPITALS. Thank you

	<input type="checkbox"/> YS Portland Road	<input type="checkbox"/> YS Dyke Road	<input type="checkbox"/> YS Shoreham
Child's Surname			
Date of Birth			
Home Address			
Town			
County			
Post Code			
	Parent / Carer 1	Parent / Carer 2	

	First Names
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality	
Language(s) Spoken at Home	
Home Tel No	()

Relation to Child	
First Name	(Title)
Surname	(Title)
Mobile Tel No	()
Email Address	

Please ensure that you provide a current email address, and notify us immediately if it changes. Information will not be passed on to 3rd parties

Have you registered (or do you plan to) anywhere else? Yes No If Yes, where

		Mo	Tu	We	Th	Fr	
Early Start	08:00-08:30						Please indicate your preferred attendance with an "X". If any alternative sessions would be suitable should we be unable to offer your exact requirements, please indicate these with an "A"
Morning	08:30-12.30						
Afternoon	13:45-17:30						
School day	08:30-16:00						
Full day	08:30-17:30						
Late Finish	17:30-18:00						
							Preferred start date

How did you hear about Young Sussex?

<input type="checkbox"/> FIS	<input type="checkbox"/> Recommendation	<input type="checkbox"/> Passing by
<input type="checkbox"/> Yellow Pages	<input type="checkbox"/> ABC Magazine	<input type="checkbox"/> Local Knowledge
<input type="checkbox"/> Website/Internet	<input type="checkbox"/> Other (please specify):-	

I have read and accept the Terms of Business set out overleaf.
I enclose my registration fee (£20). Please make cheques payable to Young Sussex.

Signed Parent/Carer Date

Office Use Only

Registration fee	£	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Online	Initialled Manager
Date Received					
Date Place Offered		Start Date			
Date on Abacus		Leaving Date			

165 Portland Road
Hove, East Sussex, BN3 5QJ
01273 777001
aldrington@youngsussex.co.uk

191-193 Dyke Road
Hove, East Sussex, BN3 1TL
01273 736948
dykeroad@youngsussex.co.uk

302 Upper Shoreham Road
Shoreham, West Sussex, BN43 6BA
01273 440777
shoreham@youngsussex.co.uk

Terms of Business

The following terms apply to all those with children attending Young Sussex. By signing the registration form you are agreeing to these terms so please read them carefully to avoid any misunderstanding. *The wording in italics is for information and clarification only.*

Registration fee

The registration fee is charged to cover administrative costs and is non-refundable.

Deposit

A deposit equivalent to two weeks fees is payable in advance to secure a guaranteed place before your child starts nursery.

If, once a deposit has been paid, your place is not taken up for any reason, the deposit will be retained by the nursery.

This is to cover a small part of the cost of holding a place open until the agreed start date, when there may be others wishing to start earlier

Your deposit will be held in a separate account throughout your child's attendance. Please note: your first month's fees are due in addition to your deposit. Within 14 days of your child leaving Young Sussex, your deposit will be refunded in full if the following three conditions are met. If not the deposit will be retained:

- the minimum attendance of three months has been completed;
- the required notice has been given (see opposite);
- final fees and any outstanding charges have been paid in full.

The nursery is staffed according to future occupancy and attendance. We do not wish to withhold any deposits unnecessarily, though we must ensure that our associated costs are covered.

At the nurseries discretion, the value of the deposit held may need to be revised during your child's attendance if there is a substantial increase in the number of sessions attended.

Fees

Fees are charged calendar monthly, and are payable in advance, no later than the first day of the month. A late payment charge of £20 will be payable to cover additional administration if fees are not paid by the 5th of the month. Any parent/carer whose fees remain unpaid after this date, without prior agreement, risk their childcare place being withdrawn with immediate effect.

For security, online BACS payments are the preferred method of receiving payment. Voucher payments, as well as cash and cheques, are accepted. It is the parent's responsibility to ensure that all payments (including vouchers) are received on time.

Additional charges will be made for late collections. A discount is available to siblings. Fees will increase on 1st January each year.

Non-payment of fees will result in you place at nursery being withdrawn immediately. Any balance owed will be recovered through HM Court's MCOL facility, and individual's details passed on to the local authority and other providers in the area.

Admission policy

Your child can start only when the required paperwork has been completed and the deposit paid. A minimum of two sessions must be booked to ensure consistency of care for your child.

Young Sussex reserves the right to refuse admission. The nursery also reserves the right to withdraw a place with immediate effect if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.

Young Sussex prides itself on the good communication it has with parents and everybody involved in the care of the children. If there are any special behavioural difficulties these are always considered and discussed fully with parents with the aim of resolving them before any action is taken.

Nursery opening hours

The core sessions operate between 8:30am and 5:30pm. Advance arrangements can be made to attend an Early Start (8:00am) or a Late Finish (6:00pm). Collections after an arranged session has ended will incur a late collection fee.

Please have consideration for nursery staff by collecting your child punctually at the end of a session.

Public Holidays

The nursery does not charge fees when closed. The nursery will be closed for Public and Bank Holidays and for a 3-4 day period over Christmas and New Year.

Absence from nursery

Fees are payable and are not refundable for temporary absence, including holidays and illness.

This is because the high overheads of the nursery continue irrespective of whether or not a child attends. In the event of a long illness, or other major unforeseen problems, the nursery may consider a discretionary adjustment.

Notice of leaving or reducing attendance

If you wish to reduce your child's attendance or leave the nursery, you are required to give a minimum of one month's written notice to the manager. No refund can be made if you decide not to bring your child to nursery during the notice period.

Increases in attendance will be accommodated immediately, or as soon as sufficient staffing can be arranged.

Sickness and infectious diseases

In the interests of the other children, staff and parents, sick or infectious children must not attend nursery. In accordance with Health Protection Agency guidelines, your child may only return to nursery after 24 - 48hrs (depending on age and type of illness) of last having diarrhoea or being sick. Please speak to the nursery manager for illness specific information.

Partnership with parents

When your child starts at Young Sussex, parents are required to read and sign a partnership agreement. This is a contract between you, the parent, and the nursery agreeing that each party will abide by their responsibilities as laid down in the agreement. Failure to do so could lead to the nursery withdrawing your childcare place.

Liability

Young Sussex accepts no responsibility for any loss suffered, arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to nursery for any reason. In the event of unexpected closure of the nursery (e.g. snow days), parents will be offered the opportunity to rebook sessions to the equivalent value. A refund will only be offered to children who attend full time.

Young Sussex accepts no responsibility for children whilst in their parent/carers care on nursery premises, i.e. prior to arrival or after pick up.

Every reasonable effort will be made by nursery staff to ensure the children's belongings are not lost or damaged, though we cannot accept responsibility for children's property

Practical 'inexpensive' clothing is strongly recommended for children attending nursery. It is the parent's responsibility to name and clearly label all items of clothing. We suggest that all toys, books or other equipment are left at home.

Offers of Employment

Parents are offered a place at the nursery for their child on the understanding that they will not, under any circumstances (with the exception of evening and weekend babysitting), offer employment to any Young Sussex member of staff.

If parents did so, there would inevitably be a high staff turnover, which would not be in the best interests of other children attending.