

CAIRNDOW COMMUNITY CHILDCARE REGISTRATION FORM

This information is necessary for our records and kept strictly confidential.
Please use block letters.

Child's Details

Child's full
name _____

Date of Birth _____ sex _____

Address _____ Telephone _____

Details of Parent or Carer

Name of Parent/Carer _____ Relationship _____

Address _____ Telephone _____ Mobile _____

Workplace _____ Telephone _____

Email _____

Other Parent/Carers

name _____ Relationship _____

Address _____ Telephone _____ Mobile _____
if different

Workplace _____ Telephone _____

Any Other Carers?

Name _____ Relationship _____

Address _____ Telephone _____

EMERGENCY CONTACTS

Name_____Telephone_____

Address_____Mobile_____

Relationship to child _____

Name_____Telephone_____

Address_____Mobile_____

Relationship to child_____

Other People Authorised to Collect Child from Nursery

Name_____Telephone_____

Relationship to Child_____

Name_____Telephone_____

Relationship to Child_____

Details of Child's GP

Name_____Telephone_____

**Full
Address**_____

Details of Health Visitor

Name_____Telephone_____

Child's Additional Needs (any other relevant medical details the Centre should know about e.g. Allergies, regular medication etc).

Additional Information

Which days and times would you like your child to attend?

	morning	afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Start Date _____

Has your child attended another childcare centre? Yes / No

If so when: _____

where: _____

Child's first language _____ other Languages spoken at home _____

Child's religion _____

DECLARATION

- I agree that the information given on this registration card is correct and will advise the centre immediately of any changes
- I understand that I must give Cairndow Community Childcare 10 working days notice if I wish to permanently remove my child from Nursery.
- I understand that I must give Cairndow Community Childcare 10 working days (Mon-Fri) notice of absence(eg Holidays) in order to attract the 50% discount, otherwise I will be invoiced at the full rate.
- I agree to abide by the policies of Cairndow Community Childcare
- I do / do not* agree for my child to be photographed/videoed at Cairndow Community Childcare for educational purposes / media and advertising purposes.*
- I do / do not* give consent for my child to be taken on routine outings from the Centre.
- I do / do not* give consent for emergency medical assistance to be sought for my child if I cannot be contacted.
- I do / do not* give consent to First Aid being administered.
- I do / do not* give consent for a member of staff to apply sun cream provided by myself to my child
- I do / do not* give consent for my child to take part in the Child Smile toothbrushing strategy
- I have enclosed a cheque for the sum of **£20** for initial registration
- I agree to assist with fundraising events held by the Nursery which help to keep fees affordable.

****Please delete as appropriate***

signature _____ Parent/carer Date _____

Cairndow Community childcare
Fee Collection and payment recovery policy

Confidentiality and Consistency

When collecting fees Cairndow Community Childcare will at all times treat all users of the service with consistency and confidentiality

Fees needed to develop and sustain the service

All fees paid for the use of the service are used to pay for staff salaries and to develop and sustain the service

Fee Structure review date

Fees will be reviewed annually in April by the Committee

Payment dates/ method

Fees must be paid fortnightly in arrears by cheque or cash. Payments should be made to the office. Please **return the payment slip** attached to your invoice in order to obtain a receipt.

Payment whilst not using the service

We require full payment for booked sessions **regardless of attendance**. Parents giving 10 working days notice of absence will be invoiced at a discounted rate of 50% if less than 10 days notice is given then the full rate is payable.

Membership fees

Each user is required to pay an initial £20 registration fee followed by an annual continuation fee of £10 per child.

Contract termination

If you decide to cancel your agreed sessions for whatever reason, due to increased demand we cannot guarantee the same sessions would be available at a later date. We require 10 working days notice for termination of sessions.

Financial support from Working Tax Credits

Tax Credit can help with up to 70% of childcare costs, for more information contact their helpline on 0845 300 3900.

We accept most childcare vouchers.

Please note that although tax credit payment is in arrears, payment for the sessions must be paid at the agreed time

College / University Payments

Students may be able to apply for funding towards childcare costs while attending College or University. For more information contact your college/ university bursary office or The Student Awards for Scotland on 0845 111 1711, www.saas.gov.uk

Fee payments will still be the responsibility of the parent/guardian and must be paid at the agreed time.

Late Payment

If fees are not paid by the date stated on the invoice they will automatically attract a 10% late payment charge. It is a parent/carer's responsibility to collect their invoice from the mail rack. Invoices may be emailed on request. If fees still remain unpaid there will be a maximum of 3 letters requesting payment outlining the amount of payment overdue, leading ultimately to the withdrawal of service and possible legal action.