

Ruskin House School Registration Form

Please circle where appropriate

How Many Days: 2 3 4 5

Days Attending RHS: Mon Tue Wed Thurs Fri

Preferred start Date: \_\_ \_\_/\_\_ \_\_/\_\_ \_\_

For office use only

Date received form

Reg Fee £\_ \_ \_ Date Paid \_ \_/\_ \_/\_ \_

Deposit £\_\_\_ Date Paid\_\_/\_\_/\_\_

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| --- | --- |
| Child’s Surname: | Child’s sex: |
| Forename(s): | Known as: |
| Child’s Date of birth: | Ethnic Origin: |
| Sibling’s names and ages: | |
| Religion (if any) Mother tongue /spoken language at home: | |
| Special dietary needs or preferences: | |

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| --- |
| MOTHER’S DETAILS |
| Name: | | |
| Home Address: | | |
| Postcode: Borough: | | |
| Home Telephone: Mobile: | | |
| E-Mail: | | |
| Occupation: Employer: | | |
| Work Address: | | |
| Work Telephone: | |  |

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| --- |
| FATHER’S DETAILS |
| Name: | | |
| Home Address: | | |
| Postcode: Borough: | | |
| Home Telephone: Mobile: | | |
| E-Mail: | | |
| Occupation: Employer: | | |
| Work Address: | | |
| Work Telephone: | |  |

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| --- | --- |
| ALTERNATIVE CONTACT DETAILS: Authorisation from parent in regard of emergency advice or treatment. Please note this person should live locally in case an emergency pick up is needed | |
| Name: | Name: |
| Home Address: | Home Address: |
|  |  |
| Contact Number: | Contact Number: |

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| GP’S NAME & ADDRESS |
| Telephone: |

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| THE NAME OF ANY PERSON **WHO MUST NOT** HAVE ACCESS TO YOUR CHILD |
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**Please ensure you read and sign the second page of this form**

**Ruskin House School  Terms and Conditions**

1. In these terms & conditions, RHS “we” & “our” means Ruskin House School, situated at 48, Herne Hill, London SE24 9QP. “Parents” or “you” means the parents guardians or the person responsible for any child registered at Ruskin House; “Children” or “child” means any child registered at Ruskin House.
2. In order to register children with Ruskin House or to go on the waiting list, a registration form must be filled out (available by request or at your viewing). Once a place has been secured for your child we will request a registration fee. When securing a place for a child this may mean that we have to turn someone else away, so if a parent wishes to make changes in the days required, even if their child has not yet joined us, the first months fee will still remain payable. **Registration Fee: The registration fee is £75.00; £50.00 for siblings, fees are payable on the 1st of each month thereafter. If, for any reason the start date is changed or your child does not start RHS, the first month’s fees will be forfeited. Fees will then become re-payable on the 1st of the month prior to your child’s new start date. Registration fees once paid are non-refundable.**
3. Hours: Our standard opening hours are 7.00am-7.00pm Mon to Fri. Our fees are calculated on the basis of attendance at RHS not exceeding 10 hours per day. Fees are payable monthly in advance, preferably by direct/debit (form available from office) and childcare vouchers.
4. Our fees are calculated on a monthly basis. In this way, all months including December, when the school is closed between noon Christmas Eve and New Year’s Day cost the same, irrespective of how many weekends or Bank Holidays may occur in a particular month or whether or not a child is absent due to illness or family holiday. We are sorry but we do cannot give refunds for any absence, however caused.
5. **Fees are payable throughout the whole year and are reviewed annually on 1st September. When siblings start RHS a 2% discount is given to the eldest Child for each day attending. Fees decrease when a child reaches 2 years and then again at 3 years of age. These changes take effect the month following their birthday!**
6. **Notice Period: Notification of a child leaving requires a minimum of two months’ notice in writing notice will only be accepted on the last day of the month. If notice is given during a month this will be void until the last day of the month and two months fees will be due for payment. Reducing days; notification of a child reducing their day requires a minimum of two months’ notice in writing. Notice will only be accepted on the last day of the month. If notice is given during a month this will be void until the last day of the month and two months fees at your current rate will be due for payment.**
7. **Please inform us by 9.15am if your child is going to be absent from RHS and of any infectious illness so we can notify others. Please keep your child at home if she/he has been sick, had diarrhoea or has conjunctivitis. We reserve the right to send home any child if such an action is deemed to be in the best interests of that child or the other children. The Registration Form asks for contact details in case of accidents/illness. Parents must ensure that we are updated of any changes ASAP.**
8. Please note that it is important for the children and for our staff, that children are collected promptly. We appreciate that delays can sometimes be unavoidable, but to cover our costs we do reserve the right to charge £10.00 per 20 minutes caring for children when parents are late, after 7.00pm.
9. RHS and the staff employed will act in loco parent is for the duration of the time that the child is in our care, both on and off the premises, until a parent or chosen representative collects the child. In the case of any illness, accident or emergency, RHS shall have the right to take such actions as are deemed appropriate, including hospitalisation if necessary even if the parents have not yet been informed.
10. RHS do not permit nursery staff to babysit for parent/carers privately.
11. In the event of any fees remaining unpaid or parents breaching any of these terms and conditions we reserve the right to suspend or terminate a child’s place.
12. Information sharing, circumstances may arise when information may be shared with outside agencies without consent. This will only be when it is a matter of safeguarding a child.
13. A full copy of our Policy and procedures can be located in the office.
14. As part of our staffs ongoing Training we at RHS will have 2 inset days a year.

***I have read and agree to abide to the above terms and conditions and I understand that any agreement made by my-self and the nursery for variation to these terms and conditions will be stated in writing by the Nursery Manager.***

Signature Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_