

# RED BALLOON OCKHAM Registration Form



## CHILD'S DETAILS

Surname .....

Forenames .....

Date of Birth ..... Boy  Girl

Nationality.....

Religion .....

Special Needs? .....

.....

.....

Allergies/Dietary Requirements?.....

.....

.....

Medical Information? .....

.....

.....

## PARENT(S) DETAILS

Home Address .....

.....

.....

Postcode .....

Home Tel.....

Mother's Name .....

Daytime Tel .....

Mobile.....

Email .....

Father's Name .....

Daytime Tel .....

Mobile.....

Email .....

Please tell us how you heard about Red Balloon at Martyr's Green? ...

.....

**GDPR (Data Protection)**

By ticking this box, we give our consent to Red Balloon to hold and process our data so we can be kept up to date on a space at the Nursery and understand that no information about us will be given to anyone without our consent unless the law and or Red Balloon policies state otherwise.

## REGISTRATION DETAILS

Preferred Start Date

.....

### FULL DAYS (7.30AM – 6.30PM)

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Single day weekly attendance is only offered on either Monday or Friday subject to availability.

### SESSIONS

#### AM (8am– 1pm)

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### PM (1pm – 6pm)

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note as a recommended guideline we offer minimum weekly attendance of 3 sessions per week for 0-3 year olds and a minimum of 2 sessions per week for 3-5 year olds.

### SCHOOL DAYS (8.30AM – 3.30PM)

Granary & Stables Children Only

Term Time (38 weeks per year)

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I confirm that I have read and agreed to the terms & conditions of Red Balloon Ockham Ltd.

.....

Signed (Parent 1)

.....

Signed (Parent 2)

Dated .....

### Please return this form to:

Mrs Abby Auty  
Red Balloon Ockham  
Pound Farm, Old Lane  
Ockham KT11 1NH

## TERMS AND CONDITIONS

These terms and conditions describe the relationship between Red Balloon Ockham Ltd and the parent(s) or Guardian(s) of the child named on the Registration Form.

**“Red Balloon” is Red Balloon Ockham Ltd, “the child” is the child named on the Registration Form and “you” is the parent (s) or guardian(s) of the child named on the Registration Form.**

### OPENING HOURS

*Red Balloon* is open from 07.30 – 18.30, Monday to Friday and cannot admit children out of these hours. *Red Balloon* will be closed for one week at Christmas and on all Public Bank Holidays.

### REGISTRATION

Upon receipt of a fully completed registration form, *Red Balloon* will endeavour to offer a place for the days and sessions requested. In the event that the days or sessions requested cannot be guaranteed at the preferred start date, *Red Balloon* will place *the child* on the waiting list. *Red Balloon* reserves the right not to register a child who, at the absolute discretion of the management team, is considered unsuitable for admission.

### ADMISSION POLICY

Matters taken into account when deciding whether a child can be offered a place are the availability of spaces taking into account the staff/child ratios, the age of the child and the registration requirements. Priority will be given to those children who have a sibling in current attendance at the nursery.

### REGISTRATION FEE / DEPOSIT

Upon a place being offered *you* will be required to pay a £50 non-refundable registration fee plus a deposit equating to one calendar month's fees. This deposit secures the place and will be held until notice is given and used for payment of the last calendar month's fees. In the absence of any notice the deposit will be retained in lieu of notice. The deposit is non-refundable in the event that *the child* does not take up the place.

### NOTICE OF TERMINATION

*You* are required to give one calendar months' written notice to *Red Balloon* either to reduce your child's nursery attendance or to terminate *the child's* place. *Red Balloon* reserves the right, that if any of the terms and conditions are breached, or in the opinion of the management team, it is considered that the attendance of *the child* is harmful to the health, safety or well being of other children within the nursery, or any member of staff employed by *Red Balloon*, notice may be given to *you*, or in some cases a request for *the child* to be removed immediately, in which case, normal notice requirements will not apply.

### FEES

Fees are payable monthly in advance by direct debit only. Fees for additional days or sessions, subject to availability, will be invoiced monthly in arrears. Fees are calculated by multiplying the weekly rate (daily rate x no. of days) by 51 (the number of weeks *Red Balloon* is open) and dividing by 12 to give the monthly fee. Therefore nursery closures have been taken into account and no reduction of fees will be given in the months in which they occur. When your child moves into a different charge band on the event of their birthday, your fees will be calculated according to which half of the month their birthday falls within, ie. if your child's birth date falls on or before the 15<sup>th</sup> day of the month you will be charged at the lower rate for the whole of that month and if your child's birth date falls after the 15<sup>th</sup> day of the month you will be charged at the higher rate for the whole of that month. No reduction of fees will be given if *the child* is absent due to illness or holidays taken whilst *Red Balloon* is open. No reduction of fees will be given for any public bank holidays. If applicable, a sibling discount of 10% will be applied to the second child's fees (this does not apply to extra sessions and the discount only applies whilst the older child remains in attendance at the nursery). If payment of fees becomes overdue *Red Balloon* shall be entitled to recover the consequent administrative and legal costs and charge interest calculated on a daily basis at the rate of 1.5% per month, or such other rate as *Red Balloon* shall consider reasonable. *Red Balloon* reserves the right to refuse admission to *the child* if fees are overdue by more than 30 days. Fees are reviewed annually and any changes to the fees will be published at least one month in advance.

### COLLECTION OF CHILDREN

*The child* will only be handed over to authorised persons, whose details must be received prior to *the child's* first day of attendance. Any changes to authorised persons must immediately be given in writing to *Red Balloon*. Children should be collected promptly. *Red Balloon* must be telephoned if you are going to be late and a charge of £10 for every 15 minutes will be charged.

### ADVERSE WEATHER CONDITIONS

*Red Balloon* will not be held responsible for failure to provide a nursery facility resulting from adverse weather conditions and no refund of fees will be given.

### OPTIONAL ACTIVITIES

Optional trips and extra-curricular activities incur an additional cost which is collected by direct debit and parental permission will always be required.

### PARKING

The use of the car park is done so entirely at your own risk.

### POLICIES AND PROCEDURES

These terms and conditions stand in conjunction with *Red Balloon's* Policies and Procedures, copies of which are available to view at any time.

### STAFF

If a member of staff employed by *Red Balloon* is employed within six months by *you* for whatsoever reason resulting in the employee leaving *Red Balloon* a recruitment fee of 20% of the employee's salary at the time their employment with *Red Balloon* terminated will be charged.

### LOST PROPERTY

*Red Balloon* does not accept responsibility for lost or damaged property and asks that *the child's* clothing be clearly labelled to help avoid any loss. No money, jewellery or other valuables should be brought to nursery.

### CHILD PROTECTION

As a registered day care provider, *Red Balloon* is under obligation to report to Social Services any incident where it is considered that a child may have been harmed or neglected. This may be done without informing the parent or guardian.

### PROVISION OF NURSERY FACILITY

*Red Balloon* will not be held responsible for failure to provide a nursery facility resulting from events beyond its reasonable control.

### GDPR DATA PROTECTION

We will only use your (including your child's) personal information to provide a childcare service to you. We would like to keep sending you information about your child/our nursery via the mediums already in place (Our weekly newsletter, Clarion which is our text message and email service, Tapestry for online observations on your child and Parenta our management software system which logs and records the sessions your child does at Nursery, but we need to be sure we have your permission to do so.

In line with the above, we also process personal information relating to our pupils and may receive information

about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

*A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Surrey County Council by informing THE NURSERY MANAGER OR ADMINISTRATOR. This right is transferred to the child once he/she reaches the age of 18. For more information about services for young people, please go to our local authority website [www.surreycc.gov.uk](http://www.surreycc.gov.uk).*

**We will not give information about you to anyone without your consent unless the law and our policies allow us to.**

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit our local authority website:

[www.surreycc.gov.uk/social-care-and-health/childrens-social-care/how-to-access-childrens-social-care/privacy-notice-data-protection-act-1988](http://www.surreycc.gov.uk/social-care-and-health/childrens-social-care/how-to-access-childrens-social-care/privacy-notice-data-protection-act-1988)

or the DfE website:

[www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/data-protection-how-we-collect-and-share-research-data)