

# Bridge Lane Nursery Registration Form

**PERSONAL DETAILS**

Child's Surname.....GIRL/BOY  
 Other names.....  
 Date of Birth.....  
 Full name of mother.....  
 Full name of father.....  
 Address.....  
 .....Post Code.....  
 Home phone No..... E-mail contact .....  
 Father's work phone No..... Father's mobile No.....  
 Mother's work phone No..... Mother's mobile No.....  
 Next of kin name:..... Telephone number.....

**ATTENDANCE SCHEDULE**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning					
Afternoon					
Full day					

My child will attend Bridge Lane Nursery, **starting on**.....

**OUR TERMS AND CONDITIONS**

- Fees and terms of condition are subject to revision. Our contract is a one-month rolling contract. Up-to-date rates can be obtained on application to Bridge Lane.
- Bridge Lane is open 51 weeks a year. The nursery closes for one week at Christmas and all bank holidays.
- Fees are payable in advance on or before the first day of each month by standing order.
- The nursery does not permit the pro-rata reduction of payment of fees if the child is absent from the nursery due to illness or holidays whilst the nursery is open.
- The fee payable by the parent/guardian are calculated by taking the Childs weekly attendance fee, multiply the same by 51 being the number of weeks the nursery is open and dividing by 12 to give a monthly payment.
- Unless one calendar month's written notice is given of any alteration or cancellation, then a cancellation/alteration fee to one month's fees is payable.
- Reservations will only be accepted if accompanied by payment of a deposit, which is **not** returnable in the case of cancellation.
- If a parent/guardian employs one of our staff within six months of the staff's departure from us, then the parent will be subject to our recruitment fee of 12.5% of their gross annual salary.
- Bridge Lane has the right to exclude any child without giving a reason.

**DEPOSIT**

A non-returnable 'one-off' administration fee of £50 is required upon registration. To change the days of attendance or the number of days of attendance we require one month's written notice.  
 Having read and understood the Terms and Conditions Overleaf, I/We hereby make an application for a place for.....at Bridge Lane Nursery.

**SIGNED:**..... **Date:**.....  
 (PARENT/GUARDIAN 1) (PARENT/GUARDIAN 2)

**Office Use Only:**

( ) Place offered ( ) Deposit paid ( ) First Steps ( ) Welcome letter Date .....