



Administration
16 Rydal Road,
Streatham Park
London
SW16 1QN
Phone / Fax: 020 8696 0996

Parents are required to have read and understood the terms and conditions and services applied for prior to signing this document.

Data Protection

In compliance with current UK Data Protection legislation, any information you provide here will be kept secure and treated confidentially.

The data collected will only be used by Sounique Child Limited and will not be disclosed to any external sources without prior consent.

Company registration number: 8113089, Registered office 146 High Street, Billericay CM12 9DF

Child's Surname Name:

Child's First Name:

Child's Date of Birth:

To be completed and returned to 16 Rydal Road, Streatham Park London SW16 1QN
Alternatively, please scan and email completed form to admin@souniquechild.co.uk

Please state all who have Parental Responsibility.

.....

Please state all who have legal contact.

.....

TO EASE READING PLEASE USE CLEAR BLOCK CAPITALS THROUGHOUT.



PRIMARY PARENT/GUARDIAN CONTACT INFORMATION:

1. Name of primary parent/guardian

(First and Middle Name)

(Surname)

2. Home Address of primary guardian:

(1st Line of address)

(2nd Line of address)

(Postcode)

3. Work Address of primary guardian:

(1st Line of address)

(1st Line of address)

(Postcode)

4. Contact details.

(Home)

(Mobile)

(Work/extrn/Department)

(Email Address)

6. Occupation

(Job Title)

(Brief Description)



ALTERNATE PARENT/GUARDIAN CONTACT INFORMATION:

1. Name of alternate Parent/guardian

(First and Middle Name)

(Surname)

2. Home Address of (if different from primary parent/guardian):

(1st Line of address)

(2nd Line of address)

(Postcode)

3. Work Address of alternate parent/guardian:

(1st Line of address)

(1st Line of address)

(Postcode)

4. Contact details.

(Home)

(Mobile)

(Work/extrn/Department)

(Email Address)

5. Occupation

(Job Title)

(Brief Description)



REQUIREMENTS:

1. Do you require an all year or Term time only place? (Delete not applicable)

All year	Term time only
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2. If you require a part-time place please tick the required days:

	Day required (Tick as required)
Monday	
Tuesday	
Wednesday	
Thursday	

3. Please state if you are on the waiting list for another child minder or nursery, giving name(s) and address(es):

.....

.....

Please notify us if you accept a place in another nursery. (Tel No. 020 8696 0996)

4. Please indicate the earliest and latest dates on which you would be prepared to accept a place **(please note: it is essential to state a not earlier than and not later than start date to secure a place or be placed on the waiting list):**

Earliest: Latest:.....

Your name will be added to a waiting list, but will automatically be withdrawn after the 'latest acceptance' date if you have completed this section. You will not be contacted if a place arises after this date. Please notify us if you wish your name to be withdrawn earlier than this earliest date or retained later than the latest date.

5. Is there any other information you wish to add with regard to your application for a place for your child?

.....



CHILD DETAILS:

1. Full Name of Child

Date of Birth

Age at Date of Application

2. Does your child require regular medication; suffer from any disability or allergies which will require special provision?

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There may be children whose needs cannot be catered for in the setting. We therefore ask you to discuss your child's requirements with the lead child minder before submitting your application.

3. Are there any foods which your child is not allowed or does not tolerate?

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.....

.....

4. Please delete as appropriate if your child has had any of the following diseases:

- | | |
|----------------|-----|
| Measles | Y/N |
| Mumps | Y/N |
| Rubella | Y/N |
| Chickenpox | Y/N |
| Whooping Cough | Y/N |



5. Please delete as appropriate if your child has had any of the following immunisations against:

Measles	Y/N
Measles/Mumps/Rubella	Y/N
Tetanus	Y/N
Poliomyelitis	Y/N
Whooping Cough	Y/N
Diphtheria	Y/N

6. Name of Family Doctor:

Address:

Telephone:

7. Emergency Contact [only to be used if parent/guardian(s) cannot be contacted]:

Name:

Address:

Telephone:

Relationship to child:

8. I/We consent to my/our child going on outings. Y/N

9. In the event of emergencies I/We hereby authorise Sounique Child to act as responsible guardian in my/our absence.

Signed (Parent/Guardian) (1)

Signed (Parent/Guardian) (2)

.....

.....

IN ORDER TO COMPLETE THIS APPLICATION PLEASE MAKE APPLICATION PAYMENT OF £50 TO SOUNIQUE CHILD VIA OUR NOMINATED BANK ACCOUNT.

BANK: Barclays

Account Name: Sounique child

Sort code: 20-21-78

Account Number: 7332 7213

Payment reference: <full name of child>

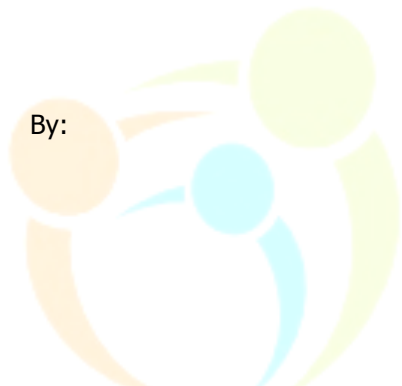


FOR USE BY SOUNIQUE CHILD STAFF ONLY

Registration Fee PAID

YES / NO

Date Received

By: 
(Lead Childminder)

Sounique
Child Services

Sign Off:



TERMS AND CONDITIONS

Sounique Child Limited trading as Sounique Child Childminding Services

We believe these standard terms and conditions reflect the custom and practice of childminders providing full time day care. The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of the setting. Nothing within these terms and conditions affects the parent/guardian's statutory rights.

To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions:

- To register your child at the setting, a nonrefundable registration fee of £50.00 is payable for each child registered. This does not guarantee that a place will be available.
- All fees are charged monthly in advance and must be paid by direct debit or standing order on the first day of the month to which they relate. Fees will be invoiced to the person(s) named on the registration form. Fees are payable during periods of absence from the setting, including sickness, holidays and during public and bank holidays.
- Fee are calculated on the basis of the weekly charge, for the sessions attended, multiplied by 52 (weeks) and then divided by 12 (months) to create a fixed monthly charge. Prices quoted are for a core day (7:30am – 6.30pm) and include lunch and tea. Extra hours (or parts of an hour) will be charged at the ruling rate and must be booked and paid for 24 hours in advance.

Sounique Child

in line with many other childminders, operates a policy of "minimum sessions. This aids your child settle into the setting initially and then optimises maximum development from their time at the setting. This is particularly true for the under two age group. Please see our Lead Child minder for further details on the minimum sessions required.

To secure a place the first month's fees must be paid at the time the place is confirmed by the parent or guardian. One month's written notice is required if you no longer require the place or wish to withdraw your child from the setting. Fees are payable during the whole of this time. Fees are also payable if there is any delay in taking up the place once accepted.

If you register your child for a full time place (ie 10 sessions per week) and such a place is confirmed by Sounique Child you will not be permitted to reduce the number of sessions attended within 6 months of the date of the first session attended and you will be charged for any sessions not attended during such period. Once the six month period has elapsed. Such notice may be given during the six month period but will not be effective until the expiry of the period.

In the event of the parent /guardian failing to pay the month's fees Sounique Child reserves the right to charge interest on late fees at the rate of 2% over the Barclays Bank Base rate. For represented payments a minimum charge of £20 per occasion will be applied. Children may be excluded from the setting if fees remain outstanding 14 days beyond their due date. Sounique Child also reserve the right to terminate the registration.



Parents/Guardians collecting children late from the setting will be subject to a surcharge, details which are published at the setting. Charges are made every 15 minutes or part thereof. Parents/Guardians should be aware that the setting has to be vacated by the designated closing time.

Sounique Child does not accept responsibility for accidental injury or loss of property. Sounique Child does maintain those insurances required by law. Details of these are available from the Lead Child Minder. Copies of the current Employers Liability and Public Liability Insurance policies are on display at the setting.

Where a member of staff, within six months of leaving the employment of Sounique Child, is employed by a parent/guardian to care for their child, who was previously registered at the setting, then the parent/Guardian will be liable to pay Sounique Child a sum equivalent to six months salary for the employee at the time their employment with Sounique Child terminated.

If your child becomes ill during a session the Lead Child Minder will contact the primary parent/guardian contact or the emergency contact indicated on the registration form. If your child is suffering from a communicable illness your child should not be brought to setting until such time as the infection has cleared. Parents/guardians are required to notify the Lead Child Minder if their child is absent from the setting through sickness. A full copy of the settings sickness and absence policy is available from the Lead Child Minder.

We will work with parents/guardians to provide suitable food for children who have special dietary requirements as diagnosed by a doctor or dietician.

You should be aware that Sounique child occasionally takes photographs within the setting and at outings which may be used in training or promotional material.

It is understood that Sounique Child is under an obligation to report to OFSTED/Child Protection any incident where we consider a child may have been abused or neglected. This may be done without informing the parents/Guardians.

I wish to apply for admission of the child named above to the child minder. I have received and read the Terms and Conditions of registration, and agree to comply with them.

I have made payment of **£50.00 (non refundable)** registration fee to "Sounique Child Limited"

BANK: Barclays
Sort code: 20-21-78
Payment reference: <full name of child>

Account Name: Sounique child Ltd
Account Number: 7332 7213

Sign :

Date

.....(1)

.....(2)



Prior to entry a deposit is required of £100 if the child attends on a full time basis and £50 if on a part time basis. The parent /guardian's attention is drawn to the terms and conditions with regard to the return or forfeit of the deposit. The fees are set at differential rates for babies, toddlers and children over 3 in order to reflect variation in the costs of providing care for these different age groups. The fees are set to try and ensure that the nursery covers its costs.

Please contact us for details on the fee structure or visit www.sounquechild.co.uk

Payments should be made to the Sounique Child Bank account. Details available on request.

Nursery fees are reviewed annually and one months notice is given of any changes.

- Parents are not required to provide their children with nappies, baby wipes and cream as these are provided within the fees.
- To enable your child to settle we recommend that a minimum of three sessions per week is attended.
- Children attending for any part of a session will be charged for the full session.
- Fees are payable when a child is absent through illness or holiday except for holiday entitlement shown below.
- Nursery Education Grant may be claimed for children over 3 years of age in accordance with the terms of the grant.
- Fees are payable one month in advance to Sounique Child preferably by standing order.
- One months notice in writing by either party is required to terminate this agreement or one month's fees paid in lieu of such notice.