

Registration Number: (for office use only)	
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Childcare Registration and Agreement Form

Please complete this form and return it with the registration fee (€50). This form must be completed by someone who has parental responsibility.

Child's full name	
Date of birth	
Age of Child in Months on date of registration	
ID Card NO	
Nationality:	

Parents/legal guardians:

Parent 1: Name & Surname	
ID Card No:	
Address:	
Email:	
Home Contact No:	
Mobile No:	
Work Contact No:	
Nationality:	
Parent 2: Name & Surname	
ID Card No:	
Address:	
Email:	
Home Contact No:	
Mobile No:	
Work Contact No:	
Nationality:	

Other legal guardians Name & Surname:	
ID Card No:	
Address:	
Email:	
Home Contact No:	
Mobile No:	
Work Contact No:	

Other people allowed to collect your child? <i>Must be over 18 years of age</i>	Names	Id Card	Relationship	Contact No

Custody of child (tick where applicable)	
<input type="checkbox"/>	Sole custody held by:
<input type="checkbox"/>	Joint custody held by:
<input type="checkbox"/>	Copy of Court decree (<i>where applicable</i>)

Health information
Does your child have any special health requirements or referrals?
Any known allergies ?(e.g. food, animals, plasters, medication, etc)
Does your child have any special dietary requirements, preferences or food allergies?

Consent Information	
Please sign that you are willing to give your consent for:	
Holding personal information (paper and computer based)	
Sharing information with other professionals, e.g. Health Visitor or Speech therapist	
Photography to be used in-house only, e.g. photo observations for child's folder	
Photography to be used in nursery publicity material, including on the internet (children's names will NOT be used on any website or in any publicity)	
Performing Basic First aid	
Call for the ambulance in case of emergencies arising at the Childcare	
Allowing students on placement to feed on your son/daughter and to carry out nappy changing always under the supervision of childcare assistants	
<p>We give permission for our child to be in the presence(during organised activities) of the animals listed below:</p> <ul style="list-style-type: none"> • Small dogs • Fish • Hamsters • Turtles • Snails • Birds • Non- poison amphibians • Rabbits • Non- poisonous Reptiles <p>Others will be notified accordingly</p>	
We would like to give permission to JJ's Childcare centre to provide, on request, the Public Health Authorities with any information related to personal details of my child in any case of infectious illness.	

Data Protection

I agree that this Nursery may hold the information I have given for the purposes of managing the provision both electronically and in paper form and I undertake to advise JJ's Childcare Centre of any changes to these details. I understand that this information will be available to employees and the management of the centre and I may inspect the information relating to my child(ren) by giving reasonable notice to the Centre manager.

Signature/s:

ID Card No:

Please TICK the days that your child will require care:				
		From	To	No. of hours
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			

Admission: A completed Childcare Agreement Form and Registration fee and deposit are required to secure your child's place.

Registration Fee and Deposit (where applicable): The registration fee of €50 is required to secure your child's place.

Those who are not eligible for the FCS, a deposit of two weeks fees is also required at time of booking. The deposit will be deducted from the first invoice accordingly.

Free Childcare Scheme: The following documentation are required from those eligible for the FCS:

Students:

- Statement of course attendance from educational institution
- Statement of coarse recognition from the NCFHE

Employees:

- Three (3) most recent pay-slips of the eligible parent (defined as a mother or single parent (mother or father) who is working or pursuing studies)
- A declaration from the Employer of both the eligible parent and were applicable, the 2nd parent (defined as a father who is already in employment and/or education) stating:

Fixed schedule: average number of weekly working hours & the number of days of work per week

Flexible schedule: average number of monthly working hours & the number of days of work per month.

Self Employed

The most recent tax return and relevant acknowledge from the Inland Revenue Department.

A declaration stating:

Fixed schedule: average number of weekly working hours & the number of days of work per week.

Flexible schedule: average number of monthly working hours & the number of days of work per month.

Kindly note the following:

An eligible parent claiming sole custody of the child will have to provide legal documentation that indicates that this parent has full care and custody of the child.

All parents, be they employed or self-employed, are responsible, if necessary, to have their position with Jobplus regularised. Any eventual checks by the Department which result otherwise may result in disqualification from the free childcare scheme and possible legal action.

Fees and Invoices: Childcare accounts are payable monthly, in advance for a calendar month of childcare. Accounts are payable by cash or cheque made payable to "JJ's Childcare Centre". Invoices will be issued two weeks preceding the start of the month and will be due for payment by the 1st of the month. Unless there is a prior arrangement, a charge of €20 will be made for fees outstanding after 5th of the month. Any parent or carer whose fees remain unpaid after 5th of the month, without prior agreement of the Childcare Manager, risks their child's place at the nursery being withdrawn.

Any payments that are cancelled or returned from the bank will incur a €25 administration charge, and the parent/carer will be asked to pay by credit/debit card or standing order in future. Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness. Be aware that the number of days childcare provided each month may vary. Public holidays and staff training days will not be charged for. Christmas and New Year closure will be deducted from December and January invoices accordingly. If you expect to be late collecting your child please notify the nursery as soon as possible. If notified, the additional time will be charged at the standard hourly rate. Un-notified late collection will be charged at a rate of €5 per quarter hour to cover emergency staffing and other arrangements. In case of default on payment the nursery reserves the right to apply a €50 administration fee for preparation of court papers and interest will be charged at 8% above the bank's prevailing base rate. The nursery will give parents/guardians two months notice of increase of fees (where applicable).

Opening times The nursery sessions run from 07.00 to 16:30. Care after opening hours is by arrangement only. The childcare is open all year except Public holidays, Christmas & New Year closure and other scheduled shutdowns during the week of Santa Marija and Christmas.

Termination, cancellation and change of sessions **One month** notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form.

The nursery reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, guardian or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

Personal property and belongings: The nursery cannot be held responsible for any loss or damage to any parent's, carer's or child's belongings. Every reasonable effort will be made by the nursery staff to ensure that belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

Accidents and illness: The nursery reserves the right to administer basic first aid (application of ice and sudo cream) and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required, the nursery will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We may require parents to withdraw their child from nursery in the event that they require special medical care or attention or it is considered that the child is not well enough to attend nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Sickness Policy. Parents must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery.

Agreement: These Terms and Conditions represent the entire agreement and understanding between the parents /guardians and the nursery. We reserve the right to update / amend these Terms and Conditions at anytime. One month notice will be given of any changes made.

I have read and understand these Terms and Conditions and agree to be bound by them.

Signed (Parent 1 & Parent 2)

ID No:

Print name:

Date:

Contact Person: Caroline Camilleri
Contact Number: 27456905 / + 356 99891373