



**Child Health Record – All children must be up to date with vaccinations to attend the nursery.**

Name and address of clinic:		Telephone:				
Immunizations/ Vaccinations (Please circle)	Diphtheria	Yes	No	Pneumococcal	Yes	No
	Tetanus	Yes	No	Whooping cough	Yes	No
	Hib B	Yes	No	Polio	Yes	No
	HIB	Yes	No	Meningitis B	Yes	No
	MMR	Yes	No	BCG	Yes	No
	Rotarix	Yes	No	Meningitis C	Yes	No
Known allergies or other health problems	Please include details of:	(a) acute or chronic conditions	(b) infectious diseases	(c) hospital treatment	(d) surgical procedures	
Medication	Please give details of any prescribed medication being taken regularly by your child.					
Special Dietary needs	Please include any known allergies or special diets i.e. vegetarian or lactose intolerant.					
Password for collection of child	Please create a password which will be used to authorise an alternative person to collect your child.					
Outing Permission	I do / do not ( <b>PLEASE CIRCLE</b> ) give permission for my child to attend outings to The Commonwealth Park with the staff at Queensway Nursery and Preschool.					
Use of Photos	We upload photos of the children taking part in activities to our <b>PRIVATE</b> Facebook group for <b>PARENTS ONLY</b> (we have to accept members to the group). If you do <b>NOT</b> want you child to appear on the group then please notify the office in writing. Please note that these photos cannot be emailed to parents individually.					
Religion			Ethnic origin			
First language (spoken at home)			Second language			
Additional Support needs (please circle)	Cognitive and/or learning difficulties			Yes	No	Don't know
	Behavioural, emotional and social development needs			Yes	No	Don't know
	Communication or interaction needs			Yes	No	Don't know
	Sensory, physical or mobility needs			Yes	No	Don't know
	Other or combination of needs			Yes	No	Don't know
	Details:					
Signature			Relationship to child			
Print Name			Date			

Tick your required sessions (subject to availability) -

	Monday	Tuesday	Wednesday	Thursday	Friday
Mornings					
Afternoons					
Fulltime					

**Please find Terms and Conditions attached.**

# Terms and Conditions

Queensway Nursery and Preschool here referred to as 'the nursery' offer a define/provisional place to the child referred to overleaf who is to join the nursery on the following terms. These terms and conditions relate to the contract between the nursery and the parent/guardian. The heading is this agreement is inserted only for convenience and shall not affect its construction.

## **1 Registration**

A registration fee as referred to on the application form shall be paid by the parent/guardian to the nursery on submission of the completed registration form and that fee shall not be refundable. This fee is not deductible from the first month's fees or deposit.

## **2 Offer Acceptance**

A deposit as referred to on the application form shall be paid by the parent/guardian to the nursery on acceptance of the offer and that deposit shall not be refundable unless one full months' notice in writing is provided to the nursery manager. Your deposit shall then be used for your last month at the nursery. The deposit is not deductible from the first month's fees.

## **3 Payment of nursery fees**

- (1) Payments of fees to the nursery for the child's attendance to the nursery shall be made by the parent/guardian, in advance, before the first day of each month by direct debit or payment to the nursery manager.
- (2) A penalty fee will incur if fees are paid past their due date.
- (3) If payment of the fees referred to in (1) shall be outstanding for more than 14 days then the nursery may serve 14 days' notice in writing to terminate this contract. Upon termination of this contract, the child shall cease forthwith to be admitted to the nursery, and the nursery's notice to so terminate shall be regarded as a formal demand for outstanding monies.
- (4) The nursery reserves the right to increase the said fees at any time upon giving one calendar month notice of proposed increase to the parent/guardian.

## **4 Cancelling/Termination**

- (1) After an offer has been made by the nursery but before acceptance by the parent/guardian either party may cancel the offer by serving 7 days written notice.
- (2) After the acceptance by the parent/guardian either party may terminate the agreement by the service of one month's notice in writing. During that said one month period, the nursery undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. In the event that the parent/guardian failing to pay the months fees, the child shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand of payment of such monies.
- (3) In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the said child, there shall be due to the nursery one calendar months' notice or any notice at all shall render the parent/guardian liable to the nursery for one months fees.
- (4) Notice must be in writing and posted to the nursery manager.
- (5) If in the reasonable opinion of the nursery manager or similar standing or authority, it is considered that the continued presence of the child referred to herein is detrimental to the

health, safety or wellbeing of the child or other children, teachers or staff of the nursery said, then the nursery may serve notice to the parent/guardian or a request to be immediately removed from the nursery and the provision of one months' notice as referred to hereinbefore stated shall not apply.

### **5 Variations**

- (1) There shall not be variations of this agreement unless it is in writing and made by duly authorized representatives of the nursery and the parent/guardian, any such agreement being in writing from the direct of the company or the nursery operations manager.
- (2) It is hereby recognized that the nursery is owned by Queensway Nursery and Preschool – Park View Holdings Ltd (hereafter called the company) and the members of staff at the nursery are employees of the company.
- (3) The employees of the company at the said nursery are not authorized representatives of the nursery and the parent/guardian, any such agreement being in writing , from a director of the company or the nursery operations manager.
- (4) It is hereby recognized that the nursery is owned by Queensway Nursery and Preschool
  - The variations of any terms of this agreement except attendance schedule.
  - The entering into agreements be they oral or written with the parent/guardian as to payment schedules of current fees or arrears of fees.
  - The acceptance of any offer as to the payment of the fees or arrears of fees other than in accordance with clause 3.
  - Any representation as to the rights of the company to take legal or other proceedings.

### **6 Acceptances**

The above Terms and Conditions are considered to be fair and responsible. In the event of any terms found by a Court of Law to be unreasonable, then the clause shall be removed but the agreement shall remain in full force and affect. The parent/guardian has read and understands the terms and conditions contained and undertakes to be bound by the same.

### **7 Holidays and public health closures**

- (1) Fees are payable in full 52 weeks/12 months per year. The Nursery is open 48 weeks of the year excluding National/Bank Holidays.
- (2) The nursery is closed for 2 weeks over the Christmas Period and 1 week during the month of August – Exact dates are confirmed annually.
- (3) The nursery may close at the discretion or as recommended by the Public Health team in Gibraltar. Fees are payable in full during any such closure. Any parent/guardian seeking to terminate due to a closure will be subject to the notice prasing set out in clause 4(2) here under.

### **8 I have read and understood the Terms and Conditions of this contract.**

Name:

Signature:

Relationship to child:

Date:

Nursery Manager: