

Contract and Registration

On registration of a child/children and their family, personal information is requested by the setting. The forms must be completed in full, giving information to support the child whilst in the care of Sherwood Green Nursery.

A non-refundable £50.00 administration fee is required to ensure the place is secured. This must be paid along with a copy of the T&Cs signed at the initial booking of a place.

Through out the child visiting, Parents/Guardians will be required to complete more forms for further information regarding the child's health and well-being.

All contracts must be signed to acknowledge the understanding of when fees must be paid and by whom.

All personal information and data will be kept in a locked cabinet, as per the data protection act.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2022</i>	<i>Emilia Olkowska</i>	<i>September 2023</i>