

RIMU Application Form

Child's details

Forenames.....

Surname.....

Address.....

..... Postcode.....

Date of Birth..... (Please provide due date for unborn child)

Gender: (Underline where applicable)

Male

Female

Child's first/second language.....

Does your child have any special care requirements? (Underline where applicable)

Allergies. Intolerances. Disabilities. Physical conditions. Special & Education Needs

If yes, please provide more details:

.....

.....

Parent/Guardian information

	Parent/Guardian 1	Parent/Guardian 2
Name		
Relationship to child		
Home address:		
Home tel/Mobile		
Personal email		
Employer		
Job Title		
Work Tel/Mobile		
Work email		

Booking Details

Branch of RIMU (Underline where applicable). RIMU Blackheath. RIMU Elsie. RIMU Lee

Full Time. Part time. (Underline where applicable)

Preferred sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Full day					

(Minimum 3 days per week when claiming funding/ 2 days a week minimum without funding)

Expected start date.....

How did you hear about RIMU

.....

By signing the registration Form and Parent Agreement, you acknowledge and accept the following:

- You have read the Privacy Notice available on request
- You will always abide by relevant Nursery Policies and procedures (available upon request from the Nursery) as amended occasionally.
- You have read this Parent Agreement, and it is your intention to be legally bound by it.
- Please note the £100 registration fee is non-refundable

Account Details:

RIMU Music Education Services Limited
Barclays Bank
20-29-63
80618454

Please reference your child's name and preferred site in registration fee reference

Funding Eligibility:

Please confirm your eligibility with regards to funding:

9+ 15 hrs ☐ 2yr/T4T 15hrs ☐ 3yr 15 hrs ☐ 3yr 30 hrs ☐

Eligibility Code if obtained

At RIMU we will guide and support you through your funding options.

Signature of Parent/Legal Guardian.....

Date.....

Signature of Parent/Legal Guardian.....

Date.....

Signature of receiving manager.....

Date.....

For office use only (deposit amount, documents received etc)

Rimu Music Nursery Standard TERMS and CONDITIONS:

1. RIMU Nursery

Our Aims:

RIMU is a constantly developing community of children, staff and parents. We are committed to providing a happy and secure environment in which each child can develop at their own pace. Parents are expected to give their support and encouragement to the aims of the Nursery and to uphold and promote its good name and to ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

2. Entry to the Nursery

2.1 Acceptance of a place at RIMU is on the basis that reasonable

changes may be made from time to time to these standard terms and conditions, to the level of fees and to the curriculum and the structure and composition of classes. Notice of any change will be given as soon as practicable but on occasions it will be less than one month. Please note we reserve the right to refuse Acceptance of a place if we feel it appropriate

2.2. A non-refundable registration fee of £100 is payable when applying for a place at the nursery.

2.3 In order to secure your child's place at RIMU, a holding deposit of £500 at RIMU is payable before the setting in period begins. Subject to clause 2.4, the holding deposit is non-refundable. For the avoidance of doubt, the deposit

will not be refunded in the event that you do not to take up your place.

2.4 The holding deposit will be deducted from the final few month's fees when your child leaves RIMU, provided that you have given the two months' notice required in clause 2.6 below.

2.5 Withdrawal of a place: The Nursery may withdraw a child's place at RIMU and end this Agreement at any time upon one month's written notice to parents.

2.6 Notice period: You must provide us with at least two months' notice of your intention to decrease the number of hours your child spends at RIMU or to withdraw your child from RIMU and end this Agreement. If

insufficient notice is given you will be responsible for the full fees for your child for one month from the date of any change as if their hours had not decreased.

2.7 Settling sessions: RIMU Nursery provides up to five settling-in session hours to support both you and your child in becoming familiar with the nursery environment, daily routines, and members of staff. These sessions are offered with flexibility and may be allocated as required, taking into account the individual needs of each child. Any extra settling hours will be charged at £10 per hour, to be paid in advance and is at the discretion of management.

2.8 Starting at RIMU (1): You will be notified of your start date when the holding deposit is requested. In the event you need to change this date then we allow the start date to be changed once provided the new date is within one month of your initial start date. If you request a start date that is later than one month from the initial start date or if you request more than one change to the start date, then we reserve the right to withdraw your child's place. In such instances the holding deposit amount will not be refunded. We will not withdraw your child's place without first notifying you and giving you the chance to start from the originally agreed start date (or an agreed re-scheduled start date).

2.9 Starting at RIMU (2): One month before you are due to take up the place at RIMU, full fees for the first month will be due. You will be notified 1 month prior to this (2 months before the start date). If the first month's fees are not paid, then your child's place at RIMU may be withdrawn. In such instances your holding deposit amount is non-refundable. We will not withdraw your child's place without first notifying you and giving you the chance to start from the originally agreed start date (or an agreed re-scheduled start date).

3. Fees

3.1 All ongoing fees are payable in advance by standing order and/or your tax free childcare account.

3.2 Fees are calculated on an annual average basis, so the monthly fees will always be the same.

3.3 The nursery is closed at weekends and Bank Holidays and for one week at Christmas. Monthly fees are not adjusted in light of weekends, Bank Holidays or the Christmas break.

3.4 If your child's start date is part way through the month then we will invoice for the remainder of the first calendar month so that the full fees can be paid on the 1st of each month.

3.5 The fees are reviewed once a year. If there are any changes to the fee rates you will be notified eight weeks in advance.

3.6 Monthly invoices are not routinely issued. Invoices will only be provided upon request.

3.7 Extra sessions are payable at the time of booking and can be paid by BACS or cash.

3.8. Fees will also be paid by BACS and are due on the 1st of every month.

3.9 Government funding: (9 month+, 2 year, 3-year and together for two funding): Children may become eligible for government funding the academic term after their Birth date or turning 9 months. Please note that RIMU has a different fee structure for children who are not eligible for government funding. You will be informed of the fee structure regardless of funding eligibility as part of entry to RIMU.

Management will provide a month's advance notice of your adjusted fees, taking into account the government funding. Food, (including breakfast, lunch, tea and morning/afternoon snacks), is charged as an optional extra once

your child becomes eligible for government funding, please note food consumables are not charged for children on 15 hours funding or children under 2. In the event you want to supply your own food for your child you will need to provide snacks, breakfast, lunch and tea. Parent supplied food should not require cooking and needs to be in line with allergen control measures. Once your child becomes eligible for government funding, additional charges for optional peripatetic teaching may apply.

3.10 Where forces beyond our control (e.g. flooding, loss of heat, infectious diseases, church funerals, severe weather such as snow and/or ice which significantly impairs safe travel to and from the nursery) compel us to either close the nursery or reduce the available hours, we are not able to refund fees. In such instances we will make best efforts to provide alternative childcare arrangements but cannot guarantee this.

3.11 In case of severe weather conditions such as snow please contact the nursery on:
02088585141 – **Blackheath Site**
02033766888 – **Lee Site**
02088585500 – **Preschool**
Blackheath Site in order to determine if the nursery is open.

3.12 If parents are asked to come and collect their child from RIMU during the nursery day for any reason, fees will not be refunded for that day.

3.13 Late charge in respect of overdue fees: There is a late charge in respect of overdue fees. A letter will be issued on the 5th day after the fees are due stating that you will be charged £5.00 for each day thereafter. If then you do not pay your fees within 5 days of receipt of the letter, then RIMU reserves the right to terminate your child's place with immediate effect and to retain your holding deposit.

3.14 Late Fee (collecting a child): Late fees will be charged if a child

is collected after the nursery has closed at 6.00pm. In order to provide this additional care, a late fee of £20 will be charged from 6.01-6.15pm. If the child is collected between 6.15pm and 6.30pm the late fee will be £40. If the child is collected between 6.30pm and 7.00pm the late fee will be £80. In exceptional circumstances a fee may not be applied but this is at the discretion of management.

4. Parents' Obligations

4.1 Welfare of the Child: Parents hereby authorise the RIMU nursery to take all necessary action to safeguard and promote the welfare of their child. Parents hereby consent to the use of such physical contact with children as may be lawful, appropriate and proper for teaching and to provide comfort to a child in distress or to maintain safety and good order.

4.2 Emergency Medical Treatment: Parents hereby consent to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents cannot be contacted in time. Parents must fill in an Emergency Treatment Consent Form, which allows the manager/staff to call 999 for help and give medical treatment to your child in an emergency situation.

4.3 Contact details: Parents must inform RIMU of any changes to your contact details.

4.4 Opening times: The nursery is open from 8:00am till 6:00pm Monday to Friday. The nursery does not accept children into the building before 8:00am. Parents can bring their children into nursery any time after 8:00am. We kindly ask parents to be in the building before 5:55pm to collect their child.

5. Registering your child

5.1 On joining the nursery, all parents are requested to complete

all forms that are provided by the nursery. In particular, parents will be required to fill in a Registration Form and an "All About Me" form to give staff all information regarding their child before they begin attending. "RIMU", "RIMU Nursery" and "RIMU Music Day Nursery" are trading names of RIMU Music Education Services Limited (a company registered in England and Wales, company no. 08603015).

4.5 Collection: Immediately inform us if you are unable to collect your child from nursery. Immediately inform us of any changes as to the identity of the persons who will be collecting your child from nursery. If the person collecting your child is not usually responsible for collecting them, we will require proof of identity and a password given by the parents. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release your child into their care.

5.2 Parents are to give details of any allergies, dietary requirements or special needs their child may have prior to starting the nursery. The nursery cannot be responsible for parents not informing management of their child's allergies.

5.3 Parents will be asked to sign the following permission forms: Family permission form (Family is the early childhood software platform used by RIMU); Photograph form; Sun-cream form; Observation form; Emergency Treatment Consent form; and Local Outings Permission Form (for parental permission required to allow staff to take the children out of the nursery premises for local walks and outings. Please note: Consent for outings further afield will be gained individually for big trips away from the nursery).

6. Medicine and illnesses

6.1 Calpol and Piriton

At RIMU nursery we are unable to give medication unless prescribed by a doctor and has a clear prescription label with the child's name securely on it. However the nursery will administer Calpol to a child with a temperature of 38 degrees and above, and Piriton without a prescription if an allergic reaction arises. In both cases the permission for this will be sought by the parents before administering the medicine. (unless there is already a disclosed medical reason for administering Calpol for a lower temperature). However, if the child has been in our care for longer than 4 hours and the temperature is 39.5 degrees or above, then Calpol will be administered without consent whilst trying to contact the parents. In these cases, we will also contact NHS direct or 111 for more advice if necessary.

6.2 Prescription Medication: If your child needs to take medication whilst attending the nursery, please inform staff. Parents are requested to acknowledge the medication form on Famly, which will confirm medication details. The medicine must be clearly labelled with your child's name, date of birth and the dosage. We do not administer medicine that is not prescribed by a doctor or if the directions for prescription are unclear. We cannot administer medicine unless prescriptions and/or directions are written in English.

6.3 PLEASE DO NOT LEAVE MEDICINE IN YOUR CHILD'S BAG OR TRAY.

6.4 If your child becomes ill or develops a temperature while at nursery you will be contacted and asked to collect them. If staff suspect a child has any contagious or infectious illnesses parents will be asked to have them checked by a doctor. All children with a contagious or infectious condition will be isolated from other children until the parent's arrival.

6.5 The spread of infection must be avoided. Therefore, a child who

is obviously ill on arrival will not be accepted. Children who have had sickness and/or diarrhoea cannot return to nursery for 48 hours after all symptoms have ceased.

6.6 If your child has head lice, please inform us immediately and refrain from bringing them to the nursery until all lice and eggs have been eradicated.

6.7 You must inform the nursery manager before 9:00am if your child will not be attending nursery.

7. Accidents

7.1 It is essential for us to have a telephone number to contact parents at any time during the day in case of an accident or emergency. Please ensure your contact details are kept up to date. We also require 2 more emergency contacts other than parents. These contacts must reside in the country.

7.2 All injuries, however minor, will be recorded on an Accident Form via Family. Parents will be notified through Family and asked to acknowledge the form. While every precaution is taken to prevent accidents, it is recognised that children may experience minor bumps and knocks as part of normal play and physical development.

7.3 Any accidents at home must be documented on arrival at nursery using an Existing Injury Form and staff informed.

8. Nursery uniform and supplies

8.1 RIMU Nursery children must wear uniform. RIMU T-shirts and jumpers can be purchased from the nursery. Children can wear black trousers or leggings with the RIMU top. Please do not send your child to nursery in their special clothes.

8.2 A full change of clothing must be provided including extra underwear. Outdoor wear, including Wellington boots, coats,

hats and gloves (in the winter), sun hats and sun cream (in the summer) should be provided. Sun cream will be used on all children.

8.3 All clothing should be clearly marked with your child's name and placed in a non-plastic bag. No responsibility can be taken for these belongings. Protective clothing (e.g. aprons and bibs) is supplied for messy activities and meal times. However, this does not always guarantee non-spillage on clothing.

8.4 The nursery supplies baby wipes, nappy sacks and toothpaste. However, nappies and nappy cream must be provided by parents.

9. Miscellaneous

9.1 Cow's milk is provided by the nursery for children aged over 12 months. The nursery does not supply formula milk for babies. Parents are required to provide a sealed, unopened container of formula, along with sufficient sterilised bottles to last throughout the nursery day. Please note that we are unable to accept opened containers or pre-portioned formula.

9.2 We do not allow children to bring toys into nursery. Books or a comfort toy are accepted, however this is at your own risk. RIMU Nursery is not responsible for personal property being lost or broken.

9.3 When bringing and collecting your child from the nursery, please ensure that you park carefully so as not to cause danger to any pedestrians. Please take care in icy weather; the nursery cannot be responsible for any injuries that may happen outside of the nursery.

9.4 Fire drills will be held regularly. Fire safety precautions will be explained to you in your initial visit to the nursery. It will be assumed that you are happy with all these arrangements unless you specify

otherwise. Sunfields Church: The assembly point for fire drills is the nursery car park at the right hand side of the building (on Banchory Road). Elsie Hall: The assembly point for fire drills is outside the nursery on the grass. King's Church, Lee: The assembly point for fire drills is Osborn Terrace (outside red gate) and Meadowcourt Road (church courtyard)

9.5 Staff are not allowed to take children home from nursery.

9.6 RIMU has a complaints policy (which is part of your welcome pack and also available on request) if you wish to raise a concern or complaint. Initially a complaint should be made to Nursery Management as per the policy and then the complaint will be treated in accordance with the policy until the complaint action is resolved/closed.

9.7 All of the RIMU's policies and procedures are to be read by parents. You will be emailed a copy **when you register your child**. There are also copies of these policies and procedures on the welcome table in the foyer and in the office. Copies of policies and procedures will be sent to you again as and when changes are made.

9.8 If you have a report from a previous nursery, please provide a copy to RIMU. RIMU reserves the right to contact any previous nurseries that your child has attended should the need arise.

9.9 As we operate in Churches there will be very rare occasions when a funeral or wedding has to take place during the week. On these occasions, RIMU will make best efforts to organise a trip (paid for by RIMU) for all the children to cover the time of the funeral. All children attending RIMU on the day of the funeral will have to attend the trip on these rare occasions. If you choose to keep your child home on a day when a funeral or wedding is taking place, then

fees for that day will not be refunded. Although we will make best efforts to provide alternative childcare arrangements, we cannot guarantee this.

9.10 At RIMU Music Nursery we do not provide a babysitting service. RIMU staff are not allowed to carry out any private work such as babysitting for any previous or current clients of the nursery. This includes work within, and outside of, normal working hours.

I confirm I have read and understood RIMU Nursery's policies and procedures

Parent/Guardian
signature: _____

Date: _____

I confirm I have read,
understood and accept the
RIMU Nursery Terms and
Conditions

Parent/Guardian
signature: _____

Date: _____

Manager's
signature: _____

Date: _____

"RIMU", "RIMU Nursery" and
"RIMU Music Day Nursery" are
trading names of RIMU Music
Education Services Limited (a
company registered in England
and Wales, company no.
08603015).

RIMU Nursery – Standard terms
& conditions – document
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