

Nursery Enrolment Form

Child's full name

Date of birth Age

Home address

..... Postcode Home tel. no.

Who has parental responsibility for the child

Carer 1 Relationship to child.

Employer Work tel. no.

Email Mobile no.

Carer 2 Relationship to child.

Employer Work tel. no.

Email Mobile no.

Please give details of a third person who may be contacted in case of emergency

Name.

Relationship (eg Grandparent) Tel. no.

Doctor's name

Address

..... Tel. no.

Are there any outside agencies involved with the care of your child, such as health visitor paediatrician speech and language social services?

Please give details of any health problems

.....

Please indicate which illnesses your child has had (tick box):

- Chicken Pox Measles Mumps Whooping Cough Scarlet Fever German Measles

Is your child up to date with their immunisations:

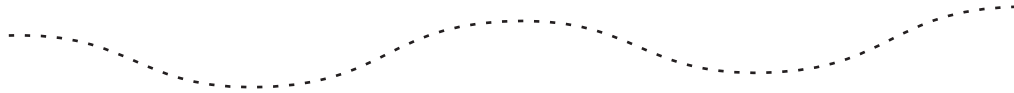
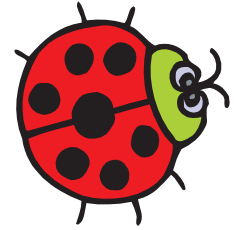
- Yes No Don't Know

Does your child suffer from any allergies? (please give details).

.....

Does your child have any special dietary needs? (please give details).

.....



Nationality/Citizenship.....

Country of birth.....

Would you describe your child as (please tick appropriate box/es): Male Female

White British White Irish White (other - specify below) Black African Black Caribbean

Black (other - specify below) Indian Pakistani Bangladeshi Chinese

Other (please specify)

Disability

Is your child considered to have a disability? Yes No

Religion

Church of England Roman Catholic Hindu Muslim Jewish Sikh None

Other (please specify)

Attendance

Please indicate the days and times that you wish your child to attend the nursery

Monday from to

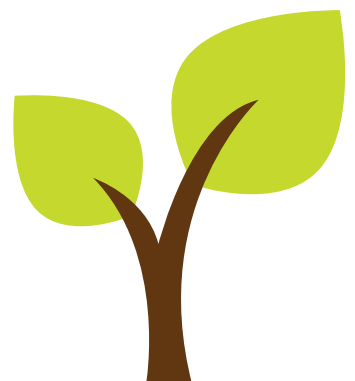
Tuesday from to

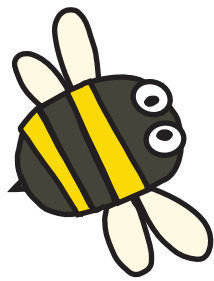
Wednesday from to

Thursday from to

Friday from to

Commencement date/...../.....





Terms and Conditions

Fees

A deposit equivalent to one week's fee is required to secure your child's place at the nursery. This will be deducted as fees for the final week that your child attends the nursery. **If the child does not take up the nursery place, the deposit is then used to cover administration costs.**

Fees are payable in advance and are due either weekly or monthly on the first day of the week/month by card or by standing order. We reserve the right to charge interest on overdue fees at 5% above bank base rate. We also reserve the right to amend our fees by giving four weeks notice. We would ask for four weeks notice if your child no longer requires a nursery place.

Absence

The nursery opens from 7.30am – 6.00pm throughout the year with the exception of bank holidays and a week over Christmas. You will be charged for 51 weeks of the year to cover for the Christmas week closure. Absences will unfortunately still be charged for, as we have to pay staff and keep your place open.

Cancellation of nursery place

Either party may cancel this agreement by giving four weeks notice, however we may ask for the child to be immediately withdrawn under certain circumstances.

1. That the behaviour of the child is such that excessive disruption is caused to the other children.
2. That monthly fees are not paid promptly.
3. That the level of care required cannot be sustained due to a change in circumstances.

Sickness

Please do not bring your child to nursery if they are unwell. It is unfair to the other children and also the staff. Any child suffering from a doubtful rash, sore throat, sticky eyes, sickness or diarrhoea will not be admitted to the nursery. If a child should become unwell at the nursery, every effort would be made to contact the parents. Once this contract is signed we served the right to take a child to casualty in the case of an emergency.

Clothing and personal property

Parents are asked to provide a full change of clothing for the child, which should be clearly marked with the child's name.

Security

Safety and security within the nursery is paramount. We would ask you to close all doors and gates when entering or leaving the nursery (you must not allow any one to enter the nursery with you even if you know them to be a parent).

Smoking

The nursery operates a no-smoking policy and would ask that parents respect this whilst on the premises.

Mobile phones

The nursery asks for no mobile phones to be used whilst on the premises.

Confidentiality

All information regarding your child will remain strictly confidential and will only be passed on to other professionals in reference to child protection. The nursery complies with the Data Protection Act.

Behaviour

The staff within the nursery encourage good behaviour with the use of positive reinforcement. No physical punishment will be undertaken or threatened.

Equal Opportunities

The nursery staff operate an equal opportunities policy in accordance with all current legislation.

Child Protection

We have a policy on child protection and liaise with all relevant agencies.

Uncollected children

The nursery will contact the appropriate authorities if a child is not collected 30 minutes after closing time and no contact has been made with any guardian of the child in question. There will be a £10 per 15mins charge added to their bill for any lateness.

Complaints

The nursery will respond to any complaints fairly and promptly. In the first instance the complaint should be brought to the attention of the nursery manager who will do her best to resolve it. If the complaint cannot be resolved via the nursery manager/owner it may be taken up with OFSTED.

OFSTED Complaints Department

3rd Floor North, Royal Exchange Buildings, St Ann's Square, Manchester M2 7LA. Tel: 08456 404040

Emergency Medical Treatment

I give permission for my child to be taken to casualty for emergency first aid/treatment should the occasion arise. In the event of my child developing a temperature I give my permission for the staff to administer Calpol once my verbal permission has been sought.

Signed

Outings

I/We give authorisation for my/our child to be taken on trips to places of interest by qualified members of staff.

Signed

Photographs & Videos

I/We give authorisation for my/our child's photograph to be taken by qualified members of staff for the use within the Nursery in record keeping and promotional activities. Videos may also be taken, eg Pre-school Nativity.

Signed

Privacy

Here at Dukes and Duchesses we take your privacy seriously and will only use your personal information to manage your account and provide tailored care to your child. From time to time we will need to contact you, via phone, email to provide you with nursery updates, share relevant news and send your childcare bills. Your data is held securely and can only be accessed by authorised personnel. Personal information will not be shared with any third parties.

Ticking this box confirms you have read and understood the above statement and gives us consent to contact you regarding relevant matters.

I Agree

I have read and understood the above terms and conditions

Signed