

# Nursery Enrolment Form

Child's full name .....

Date of birth ..... Age.....

Home address .....

..... Home tel. no.....

Person/Persons who have 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.....

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

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

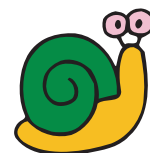
3 in 1 immunisation     Polio     HIB MEN     MMR     MENC

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

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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

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 & Conditions

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## 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 by the 15th of each month that your child attends nursery 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.

## Additional hours

If parents are unavoidably delayed, parents will be able to leave their child at the nursery for additional hours between opening and closing times. The charge for each additional hour will be £5.00 per half-hour or part of.

## Absence

The nursery is open from 7.30am to 6.00pm throughout the year with the exception of Christmas week when we close for one week. You will be allowed two weeks at half fees, either for holidays or sickness, pro rata for part-timers (one week to be used at Christmas). Any time over this will be levied at full rate.

## 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. CCTV Entry system will be in use to increase security levels and children will only be allowed to leave with authorised persons.

## Parking

As a requirement of registration of the nursery facility, the use of 8 No parking bays at the rear of the building have been set aside for this purpose. In addition to this there are pay-and-display parking places on both Duke Street and Parr Street, with the addition of numerous car parks within the immediate vicinity. You will be issued with a drop off pass which you must display when using the car park.

## Smoking

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

**Continued over...**



**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.

**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 .....

**I have read and understood the above terms and conditions**

Signed .....