

Child's details

Child's first name(s):	Child's surname:
Gender (male or female):	Date of birth:
Ethnic origin:	Language(s) spoken:
Religion:	
Which of the parents/carers below does the child normally live with?	

Parent or carer details

Parent or carer (1)

First name(s):	Surname:	Date of birth:
Relationship to child:	Occupation:	
Home address (incl. postcode):	Work address (incl. postcode):	
Home phone number:	Office phone number:	
Mobile phone number:	Email address:	
Does this person have legal "parental responsibility" for the child? YES: <input type="checkbox"/> NO: <input type="checkbox"/>		

Parent or carer (2)

First name(s):	Surname:	Date of birth:
Relationship to child:	Occupation:	
Home address (incl. postcode):	Work address (incl. postcode):	
Home phone number:	Office phone number:	
Mobile phone number:	Email address:	
Does this person have legal "parental responsibility" for the child? YES: <input type="checkbox"/> NO: <input type="checkbox"/>		

Alternative emergency contacts

Emergency contact (1)

First name(s):	Surname:
Relationship to child:	Contact number:

Emergency contact (2)

First name(s):	Surname:
Relationship to child:	Contact number:

Collection password (if child is to be collected by someone not known to the nursery staff):

Health information

Child's doctor	
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Full name:	Address:
Contact number:	

Child's health visitor	
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Full name:	Address:
Contact number:	

Allergies and dietary requirements	
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Does your child have any allergies?	If so, please give full details below:
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YES:

NO:

Does your child have any dietary requirements that are not due to an allergy?	If so, please give full details below:
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YES:

NO:

If you answered "YES" to either of the above questions, is exposure to the allergen or failure to comply with the dietary requirement likely to result in serious harm to your child's health as far as you are aware?	
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YES:

NO:

If this information changes in the future, please notify the nursery in immediately on a "Change to Allergy or Dietary Requirements" form. Please give as much detail as possible, including specific ingredients/ products.

Medication requirements

Does your child require any regular medication?	If so, please give full details below:
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YES:

NO:

Other medical information

Please provide any other medical information (including Special Educational Needs) about your child that you feel the nursery should be aware of:

Authorisations

Emergency medical treatment

In the event of an emergency, the nursery staff will take your child to a doctor or to the hospital for treatment or call an ambulance.

If you do not consent to this, please speak to the Nursery Manager before completing this form so that alternative arrangements can be explored.

Do you give permission for the nursery staff to seek emergency medical advice and/or treatment for your child?

YES: NO:

Nappy cream

We require your authorisation in order to be able to apply nappy cream to your child.

We supply Sudocrem™ and staff members will apply this if and when they feel that it is needed.

If you would prefer that we do not apply nappy cream to your child, please tick the "NO" box.

Do you give permission for the nursery staff to apply nappy cream to your child if needed?

YES: NO:

Sun cream

We require your authorisation in order to be able to apply sun cream to your child.

We supply sun cream and staff members will apply this if and when they feel that it is needed.

If you do not consent to this, please speak to the Nursery Manager so that alternative arrangements can be made.

Do you give permission for the nursery staff to apply sun cream to your child if needed?

YES: NO:

Outings that do not require motorised transport

From time to time, the nursery will take the children out on walks to visit shops, the library, the park and other local attractions.

Appropriate staff ratios will be maintained at all times and procedures are in place to manage and reduce risks.

Do you give permission for your child to be taken on outings that do not involve the use of motorised transport?

YES: NO:

Photographs (internal use)

We take photographs and short videos of children participating in learning activities to be used in displays around the nursery and in the children's development records.

Do you give permission for photographs and videos to be taken of your child and used for the purposes described?

YES: NO:

Photographs (external use)

We take photographs and short videos of children participating in learning activities and share these with current and potential new parents on the nursery's Facebook page, website, newsletter etc.

Photographs may also appear in other printed and electronic media accessible to the public (e.g. local newspapers) in connection with the nursery's marketing efforts.

Do you give permission for photographs and videos to be taken of your child and used for the purposes described?

YES: NO:

Booking request

Preferred start date: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Please detail the sessions that you would like to book:					

Terms and Conditions

Fee payment terms

Nursery fees are payable weekly in advance and must be paid in full by the first day of the week.

We accept vouchers from all childcare voucher providers, but we must receive either a paper voucher or cleared funds in our account by the first day of the month.

It is very time consuming and disruptive for the nursery staff to be engaged in pursuing unpaid fees. If fees are not paid in full by the due date, we will unfortunately have no option but to suspend your child's nursery place until the arrears have been cleared.

We charge a £25 administration fee for each cheque that is returned unpaid by your bank.

Notice requirement

One month notice in writing, or payment in lieu of notice, is required if you wish to withdraw your child from the nursery or reduce the number of hours your child attends nursery per week.

Holidays and absences

Absences from the nursery, including for sickness and family holidays, must be paid for in full.

Normal fees also apply for all bank holidays.

Illnesses and medication

Certain infectious childhood ailments (e.g. chicken pox, conjunctivitis) will require your child to be excluded from the nursery for an appropriate period to prevent the spread of infection. We take advice from NHS Direct and follow guidance issued by the Department of Health to determine the most appropriate course of action in each case. If your child becomes ill whilst at the nursery, we may ask you to collect him or her.

Any medication that your child requires must be clearly labelled and handed to a member of staff. You will be asked to sign a medicine form each time a medicine is administered.

Dropping off and collecting your child

Children must always be collected on time at the end of each session and must not arrive at the nursery before the beginning of their session. This is very important as we may otherwise exceed the maximum child numbers permitted by our Ofsted registration.

Persistent late collection will result in additional fees being charged of £5.00 per 5 minute period or part thereof.

Please ensure that you notify the nursery if your child is to be collected by someone other than the parents / carers listed on Page 1 of this application form. We have a password system in place to maximise security.

Employment of staff

If you directly or indirectly employ a member of the nursery staff within six months of the end of their employment with us or permit such person to provide any childcare services to your child except those provided by us, you agree to pay us 20% of that staff member's gross annual salary at the time they left our employment. This figure represents the cost to us of recruiting a suitable replacement.

By signing below, you are confirming that:

1. This application form has been correctly completed to the best of your knowledge.
2. You have read and agree to abide by the terms and conditions detailed above.
3. You agree that you are jointly and severally liable to pay the nursery's fees in accordance with the payment terms above.

Parent or carer (1):

Signature

Date

Full name

Parent or carer (2):

Signature

Date

Full name

Please bring your child's red book, birth certificate and proof of address at the time of registration.

OFFICE USE ONLY		
Deposit received	Yes/No	Amount: £
Method of payment	Cash	Cheque Card
ID checked		
Passport/Birth Certificate/Red Book		
Photocopy in child's file		
Total Payment received		

TO BE COMPLETED BY THE NURSERY MANAGER	
Date form received and checked:	
Signature _____	Date _____ Full name _____