



Nursery Application Form



Please use only BLOCK CAPITALS and black ink to complete the form

CHILD'S INFORMATION:

Child's Forename:	<input type="text"/>	Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Child's Surname:	<input type="text"/>	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Ethnic Background:	<input type="text"/>	Religion:	<input type="text"/>
First Language	<input type="text"/>		

Address Line 1:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>	Post Code:	<input type="text"/>

Does your child attend another nursery? Yes No
If yes, please state: _____

In the interest of ensuring your child's needs are met, we will share information with other settings where your child attends, as part of partnership working.

PARENT/CARER INFORMATION:

Parent / Carer 1:

Full Name:	<input type="text"/>
D.O.B	<input type="text"/>
NI Number	<input type="text"/>
Occupation:	<input type="text"/>
Work Address:	<input type="text"/>
Home Telephone:	<input type="text"/>
Work Telephone:	<input type="text"/>
Mobile:	<input type="text"/>
Email Address:	<input type="text"/>

Does this parent have Parental Responsibility? Yes No
Does this parent/carer live with the child? Yes No

Parent / Carer 2:

Full Name:	<input type="text"/>
DOB	<input type="text"/>

NI Number

Occupation:

Work Address:

Home Telephone:

Work Telephone:

Mobile:

Email Address:

Does this parent have Parental Responsibility?

Yes

No

Does this parent/carer live with the child?

Yes

No

EMERGENCY INFORMATION:

Emergency Contact 1:

Full Name:

Relationship to Child:

Telephone:

Emergency Contact 2:

Full Name:

Relationship to Child:

Telephone:

Emergency Contact 3:

Full Name:

Relationship to Child:

Telephone:

MEDICAL / DIETARY INFORMATION:

Doctor's Name:

Practice Address:

Practice Telephone:

Does your child have any known allergies (including pet allergies) or medical condition?

Yes No

If Yes, please specify: _____

Is your child receiving any medical treatment?

Yes

No

If Yes, please specify: _____

Is your child taking any medication?

Yes

No

If Yes, please specify: _____

Does your child have any special educational needs?

Yes

No

If Yes, please specify: _____

Does your child have any special dietary requirements?

Yes

No

If Yes, please specify: _____

I **do / do not** consent for Salam Nursery staff to seek emergency medical advice or treatment for my child should it be required.

CONSENTS

TRIPS AND OTHER OFFSITE ACTIVITIES

As part of planning, the nursery will arrange local visits and walks in the neighbourhood to support your child's learning. For your child to take part in such activities, we need your consent. Please note we will send separate consents for trips further afield.

Please sign and date the form below if you are happy for your child to take part in trips and activities that take place off nursery premises and to be given first aid or any necessary medical treatment that may arise during that time.

Please note the following information before signing this form:

The trips and activities this consent covers include:

- Any outings to the local surroundings on foot (walking)
- You will be informed when these are taking place but you **will not** be expected to complete a permission slip each time. You will however be required to inform us **in writing** if you do **not want** your child to participate in a particular activity.
- It will still be necessary to get your consent each time if a trip involves adventurous activities or travel to venues that are further afield.

I give permission for my child to go on sport events/fixtures and other trips arranged by Salam Nursery as above. I acknowledge that I will be informed of each individual trip and if I wish to withdraw my child from that trip then I must inform the school **in writing** in advance of the specified trip date.

Parent/Carer Name: _____ Signature: _____

Date: _____

ANIMALS IN THE NURSERY

At Salam Nursery we believe that children learn through real life experiences, therefore when we have the opportunity, we like to provide activities that will accommodate this, such as animals in the nursery. We may keep pets at nursery and we may also allow supervised visits to the nursery of other animals. Before we allow animals into the Nursery we will put the following safety measures into place:

- A list of children's allergies is included on all admission forms. Children who have allergies to animals, animal bedding or food will not be allowed in the same vicinity as the animals. If a child is allergic to a pet we will ensure that they do not come into contact
- All staff will be given adequate information/instructions on how to keep and handle visiting animals.
- Any animal entering the nursery will be tended to and supervised by its owner, keeper or suitable member of staff at all times. Any visitors to the nursery will be required to adhere to our vetting, signing in and supervisory procedures at all times.
- Children will be supervised at all times when they are in contact with animals and given specific instructions about how they can stay safe.
- A first aid kit will be available nearby and a trained first aider.
- All staff and children will follow the strict Hygiene policy before and after handling animals and again before eating food.

I **do / do not give** consent for my child to handle and feed any pets within the nursery. I understand that my child's hands will be washed thoroughly when they have finished touching the animals.

Child's Name _____ Parent/Carer Signature _____ Date _____

PHOTOGRAPHY

Photographs will be taken of your child for developmental purposes and to be used in your child's record of achievement to track progress and to make assessments.

Occasionally, we may use these images in our prospectus, in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for **promotional purposes**.

Please circle your answer

- | | |
|--|-----------------|
| 1. May we use your child's photograph in the prospectus and other printed publications that we produce for promotional purposes? | Yes / No |
| 2. May we use your child's image on project display boards? | Yes / No |
| 3. May we use your child's image on our website? | Yes / No |
| 4. May we record your child's image on video or webcam? | Yes / No |
| 5. Are you happy for your child to appear in the media? | Yes/No |

Parent/Carer Signature _____ Date: _____

Name (in block capitals) _____

Conditions of use

1. This form is valid for *three years from the date you sign it, or for the period of time your child attends this setting. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this setting.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image, on video, on our website, in our prospectus or in any other printed publications.
4. We will not include personal email or postal addresses, or telephone or fax numbers on video, on our website, in our prospectus or in other printed publications.
5. We may use group photographs or footage with very general labels, such as “role play”, “cooking” etc...

**please delete the option that does not apply*

SUNSCREEN APPLICATION

I **do/ do not give** permission for staff to apply sunscreen to my child during hot weather.

Please confirm your preferred start date and tick in the relevant boxes to indicate the sessions required:

Nursery start date:		Morning Session (09.00-12:00)	Afternoon Session (12.30-15.30)
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

<u>FOR OFFICE USE ONLY</u>			
Application Date Received:		Deposit Paid:	
Payment Processed by:		Registration Fee Paid:	
Payment Method:		Total Amount Received:	
<u>DOCUMENT CHECK</u>			
Document	Evidence seen	Checked by	Date
Child Birth Certificate and Photograph			
Parent 1 ID			
Parent 2 ID			



TERMS AND CONDITIONS

These terms and conditions govern the basis on which we agree to provide childcare services to you.

1. OBLIGATIONS ON SALAM NURSERY

We will:

- 1.1. Inform you as soon as possible whether your application for a nursery place has been successful. You must confirm within one week of receiving notification that you still wish to take the nursery place. If you do not, the place may be withdrawn;
- 1.2. Provide the agreed childcare facilities for your child at the agreed times (subject to any days when the nursery is closed). If we change the opening hours or session times of the nursery, we will give you as much notice of our decision as possible and, if necessary, work with you to agree a change to your child's nursery hours at the nursery;
- 1.3. Try and accommodate any requests you may make for any additional sessions and/or extend hours of childcare at the nursery;
- 1.4. Provide you with regular verbal updates as to your child's progress and access to developmental records on request;
- 1.5. Notify you as soon as possible of any days on which the nursery will be closed;

2. OBLIGATIONS ON THE PARENTS

You will:

- 2.1. Complete and return to us all registration forms and necessary information before your child can start at our nursery and immediately inform us of any change to the information you have provided;
- 2.2. Complete a medicine consent form if you require our staff to administer any medicines to your child (whether they are prescribed or over the counter medicines);
- 2.3. Immediately inform us if your child is suffering any contagious disease. For the benefit of the other children in the nursery and your own child, you must not allow your child to attend the nursery if they are suffering from a contagious disease which could be passed to another child during normal day activities of the nursery;
- 2.4. Immediately inform us if there are any changes to the contact/personal details you have provided;
- 2.5. Immediately inform us if you are unable to collect your child from the nursery by the official collection time;
- 2.6. Inform us if you are unable to pick up your child specifying the full name of the person who will be collecting on that day; we will not release the child to anyone else without prior notification from yourself
- 2.7. Inform us as far in advance as possible of any dates on which you will not be attending the nursery;
- 2.8. Provide us with at least one month's written notice of your intention to decrease the number of hours your child spends in the nursery or to withdraw your child from our nursery and end this agreement. If insufficient notice is given you will be responsible for full fees for your child for one month from the date of any changes as if their hours had not decreased.

3. PAYMENT

- 3.1. Our fees are based on a termly fee which shall be notified to you in advance of your child starting at the nursery. We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end this agreement by giving us one month's notice; this must be submitted in writing to the nursery manager.
- 3.2. In addition to the session fees, there will be a monthly additional services fee of £100 for all 2 year olds and £150 for 3 and 4 year olds who attend this nursery regardless of their eligibility for funding. This fee is non-negotiable and is used to provide additional services to both the child and the parents to make for a better partnership between Salam Nursery and the parents. Additional information can be found on our website in our Additional Fees Policy.
- 3.3. Fees must be obtained on a termly basis, in advance. We calculate the amount payable by you each term and supply you with an invoice. Once your child is eligible to claim the government education grant we will amend the billing calculation and inform you in advance of any changes to the calculation of your bill. Please note the nursery education grant covers 15 hours a week, a maximum of 38 weeks a year.
- 3.4. **Once parents have signed the NEF forms, the child will not be able to claim funding at another setting until the next term's funding period. Funding will not be provided by the local authority unless the forms required have been signed during the allocated Head count week. As part of the funding regulations you are only eligible for 2 weeks emergency holiday within term time; additional holidays taken will result in payment of half a term's fee by the parents.**
- 3.5. All payments are to be made through ParentPay system (which you will have access to once registered for ParentMail) or cash during office hours. **All fees are to be paid every term and in advance.**
- 3.6. If you have requested one off additional sessions, we will charge you for additional childcare costs which is payable by cash on the day.

- 3.7. If you fail to make payment of fees in full by the due date we will enforce a late payment surcharge of £50.00; this charge will increase incrementally with continued delayed fees;
- 3.8. No refund of fees will be given for periods where your child is absent due to illness or holidays.
- 3.9. Please note that school holidays and bank holidays are not included in the calculation of fees;
- 3.10. **The holding deposit will be deducted from the final invoice issued once written notice of cancellation of nursery place is given. Notice needs to be given 4 weeks in advance. However cancellation notice cannot be given in the first term.** Salam nursery may use the holding deposit to reduce any outstanding debt owed by me to Salam nursery when my child leaves.

3.11. A Late collection fee will be charged at £5 for every quarter hour - £5/15mins.

4. SUSPENSION

We may suspend the provision of childcare to your child at any time:

- 4.1. If you fail to pay any fees;
- 4.2. If your child's behaviour at the nursery is deemed by us to be unacceptable or endangers the safety and well being of the other children at the nursery. The suspension shall continue whilst we try and address these problems with you.
- 4.3. If your child is suspended part way through a month, under the conditions stated in clause 4.2, we shall credit you for any fees you have already paid for the remaining part of the month. This credit may be offset against any sums payable by you to us.
- 4.4. If the period of suspension exceeds one month, either of us may terminate this agreement by written notice.

5. TERMINATION

- 5.1. You may end this agreement at any time, giving us at least **one month's notice in writing.**
- 5.2. We may immediately end this agreement if:
- 5.3. You have failed to pay your fees;
- 5.4. You have breached any of your obligations under this agreement;
- 5.5. You behave unacceptably, as we will not tolerate any physical or verbal abuse towards our staff or other adults in the setting;
- 5.6. Your child's behaviour is unacceptable or endangers the safety and well being of any of the other children or staff at the nursery;
- 5.7. We take the decision to close the nursery. We will give you as much notice as possible of such a decision. You may immediately end this agreement if:
- 5.8. We have breached any of our obligations under this agreement and we have or cannot put right that breach within a reasonable period after you have drawn it to our attention.

6. GENERAL

- 6.1. We have a general obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. Where possible we will inform you of this and gain your consent, however it may be necessary for us to do so without your consent and/or without informing you.
- 6.2. If the nursery has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities to you. If the closure exceeds 3 days in duration (excluding any days when the nursery would otherwise be closed), we will credit you with an amount that represents the number of days the nursery is closed in excess of 3 days.
- 6.3. If you have any concerns regarding the services we provide, please discuss these with your child's key worker. If these concerns have not been resolved to your satisfaction, please contact the Nursery Manager. Customer satisfaction is of paramount importance to us and any concerns/complaints will be dealt with immediately.
- 6.4. Parents/carers can contact Ofsted at any time with regards to complaints or concerns about the nursery. Ofsted Helpline: 0300 123 1231 or visit www.ofsted.gov.uk.
- 6.5. We carry a wide range of toys and equipment at the nursery. Unless we specifically request otherwise your child should not bring any of their own toys to nursery. If they do bring toys with them, we accept no responsibility for any loss or damage to those toys.
- 6.6. Photographs will be taken of your child for developmental purposes or for use in your child's record of achievement to track progress and to make assessments. In all other circumstances we seek the parents' permission to take and use photographs of the children for any other purposes.
- 6.7. Salam nursery is a no-smoking environment. Smoking is not permitted in the premises or in the nursery surroundings.
- 6.8. As the number of children with nut allergies is increasing, with the support of parents we aim to keep the facility NUT FREE. Parents are requested not to send food or empty food packaging into the facility.
- 6.9. Practitioners will change your child's nappy in accordance with the high standards of health and safety as stated in the nursery's nappy changing policy. Should parents have any concerns, they should speak with their child's key worker and/or the manager of the nursery.

I have read and agree with the terms of this contract

Parent/Carers Name (1): _____

Signature: _____ Date: _____

Parent/Carers Name (2): _____

Signature: _____ Date: _____

Date updated
27/09/16