

Application Form

Name of child _____

Name known as _____

Date of birth _____ Male or Female _____

Name(s) and address(es) of parent(s)

Telephone:	Postcode:
Mobile:	
Email:	

Telephone:	Postcode:
Mobile:	
Email:	

Name(s) of who has parental responsibility _____

Name of parent with whom the child lives _____

EMERGENCY CONTACT DETAILS

Parent 1 - Name & address of work _____

_____ Work/daytime contact number _____

Parent 2 - Name & address of work _____

_____ Work/daytime contact number _____

ANY OTHER EMERGENCY CONTACT NUMBERS

Name _____

Telephone _____ Mobile _____

Name _____

Telephone _____ Mobile _____

Persons authorised to collect the child (must be over 16 years of age)

Name _____ Relationship to child _____

Telephone _____ Mobile _____

Name _____ Relationship to child _____

Telephone _____ Mobile _____

Personal details of child

Does your child suffer from any known medical conditions or allergies, or have any special dietary needs or preferences? Yes or No. If yes, please give details:

Can we administer plasters for minor cuts and grazes? Yes or No _____

Name, address and telephone of Doctor:

How would you describe your child's ethnicity or cultural background? Please circle as appropriate

White - British Irish Traveller of Irish Heritage Gypsy/Roma Any other White background	Mixed - White and Black Caribbean White and Black African White and Asian Any other Mixed background
Asian or Asian British Indian Pakistani Bangladeshi	Black or Black British Caribbean African Any other Black background
Chinese Chinese	Any other ethnic background Please state

What is the main religion in your family? _____

What language(s) is/are spoken at home? _____

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes or No _____

Does your child have any special needs or disabilities? Yes or No. If yes, please give details

Will you give permission for your child's photo to appear on our website? Yes or No _____

Does your child attend any other Childcare Provider? _____

Do you give permission for your child to be taken on an outing from the nursery? Yes or No _____

Do you have a health visitor? Yes or No _____

Name _____ Telephone _____

Please tick days required and preferred start date

For Baby & Toddler Unit				For Pre-School			
	am	pm	full day		am	pm	full day
Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thursday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Thursday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Starting Date	_____			Starting Date	_____		

Terms, Conditions & Nursery Fees

1. Whilst we try our best to accommodate parent's requirements, the following criteria is used when deciding which child can be offered a place:
 - Availability of spaces in the Nursery, taking into account the staff/child ratios and the age of the child
 - When the application is received (extra weight is given to those who have been on the waiting list longest)
 - Priority will be given to children who are booking full time places and those who already have siblings in the Nursery.
2. The fees are payable throughout the year. Days away ill, family holidays, periods of absence and Bank Holidays will be charged at the normal rate.
3. A deposit equivalent to one week's fees will be needed to secure a place. If the place is taken up, the deposit will then be deducted from your first month's fees. If however your place is not taken, this fee is non-refundable. Your first months fees must be paid before your start date.
4. Fees are payable on the 1st of the month. We accept cash, cheque (made payable to Chappellcroft Nursery), vouchers, standing order or debit/credit card. We can help you set up your payment scheme when you register with us.
5. For your child to keep his/her place at the nursery you must pay the fees. Anyone who allows their fees to fall two weeks in arrears will immediately forfeit their right to a nursery place. The child will be excluded from the nursery unless the account is brought up to date.
6. Four weeks notice of leaving, changing or decreasing sessions is required.
7. Exclusions due to ill health must be strictly adhered to, according to Environmental Health Regulations. We are sure parents will understand so as to reduce the risk of cross infection children must remain at home. A list of exclusions can be obtained upon request.
8. All fees are subject to annual review.
9. We offer 11 hours per week for 51 weeks per year. Either morning or afternoon sessions. For those eligible we also offer 22 hours per week for 51 weeks per year. You must supply us with your eligibility code. Details of how to obtain this are at www.childcarechoices.gov.uk. Without

this code you will NOT be able to claim 22 hours and will automatically be put onto 11 hours per week.

10. We also deliver 15 hours per week for 38 weeks per year. These places are limited with priority being given to children taking up full time places or children requiring Free Entitlement with additional hours. These places can only be offered on a term by term basis. If a place is no longer available for the following term the nursery will give 2 weeks notice. This also applies to the extended Free Entitlement (also referred to as 30 hours free childcare). You need an eligibility code for this also. Without the code you will NOT be able to claim 30 hours and will be automatically put on to 15 hours per week.
11. Sessions over and above the Free Entitlement will be charged at our current session rate.
12. For free entitlement sessions which include mealtimes there will be a charge. If you do not want to pay you can provide your child with a packed lunch or tea instead. Please inform the manager of your preferred option.
13. For parents accessing just the basic free entitlement, the Nursery can only offer the place on a term by term basis.
14. Any information that you share with us is done so in the strictest confidence. Please refer to our information sharing policy for the occasions when your consent is not needed.

I/we understand that if required, my /our child will be taken by staff to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary, on the understanding that I/we have been informed and are on our way to the hospital.

I/we also understand that by signing this application is written confirmation of acceptance of the terms and conditions above.

Signature of Parent/Carer _____

Name of Parent/Carer (Please print) _____

Please circle type of monthly payment: cash cheque vouchers standing order debit/credit card

Please state date of monthly/weekly payment: _____

Deposit received _____ Tick if enclosed