

<b>Child Record</b>	
<b>Child's details</b>	
Child's first name(s):	Child's surname:
Gender (male/female):	Date of birth:
Ethnic origin:	Language(s) spoken:
Religion:	
Which of the parents/carers below does the child normally live with?	
<b>Parent or carer details</b>	
Parent or carer (1)	
First name(s):	Surname:
Relationship to child:	Occupation:
Home address(inc. postcode):	Work address(inc. postcode):
Home phone no:	Office phone no:
Mobile phone no:	Email address:
Does this person have legal "parental responsibility" for the child      Yes / No	
Parent or carer (2)	
First name(s):	Surname:
Relationship to child:	Occupation:
Home address(inc. postcode)	Work address(inc. postcode)
Home phone no:	Office phone no:
Mobile phone no:	Email address:
Does this person have legal "parental responsibility" for the child      Yes / No	
<b>Alternative emergency contacts</b>	
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 (for collection by someone not known to the nursery staff)

### Health Information

#### Child's doctor

Full name:

Address:

Contact number:

#### Child's health visitor:

Full name:

Address:

Contact number:

#### Allergies and dietary requirements

Does your child have any allergies or special dietary requirement?

If so, please give full details below:

Y / N

Is this potentially life threatening as far as you are aware?

If so, what treatment is required in the event of exposure?

Y / N

*If this information changes in the future, please notify the nursery in writing immediately. It would help us if you could give as much detail as possible, including specific ingredients and products.*

#### Medication requirements

Does your child require any regular medication?

If so, please give full details below:

Y / N

#### Other information

Please provide any other medical information about your child that you feel the nursery should be aware of:

## Authorisations

### Emergency medical treatment

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

If you do not consent to this, please speak to the nursery manager so that suitable alternative arrangements can be made before your child starts at the nursery.

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

Yes / No

### Nappy creams

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

We do not supply Sudocrem. Staff members will apply this if and when they feel it is needed.

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

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

Yes / No

Special instructions : \_\_\_\_\_

### Outings that do not require motorised transport

From time to time, the nursery will organise outings to visit shops, the library and other local attractions.

Appropriate staff ratios will be maintained at all times and procedures are in place to ensure safety.

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

Yes / No

### Photographs

We often take photographs of the children to be used in displays around the nursery and in the children's development records.

These photographs will not be used for any other purpose without your written permission.

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

Yes / No

## Terms and Conditions

### Fee Payment terms

Nursery fees are payable monthly in advance and must be paid in full by the THIRD day of the month. We accept vouchers from all childcare providers, but we must receive either a paper voucher or cleared funds in our account by the first day of the month.

Please note that it is very time consuming and disruptive for management 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 withdraw your child's nursery place until the arrears have been cleared.

We charge a £10 administration fee for each cheque that is returned unpaid by your bank.

**Notice requirement**

The Nursery requires one full month's notice on termination of a child's place or the deposit will be returned in lieu of notice.

We reserve the right to terminate a child's place without notice if the terms and conditions of the Nursery are not complied with.

**Holidays and absences**

Absences from the nursery, including for sickness and family holidays will require full payment. In the unlikely event of circumstances beyond our control, any closures must also be paid for in full. Refer to policies folder for closure policy.

**Illnesses and medication**

Certain infectious childhood ailments (e.g. Chicken pox, sickness and diarrhoea) will require your child to be excluded from the nursery for an appropriate period to prevent the spread of infection. Any cases of sickness require 24 hours clearance and 48 hours clearance if both sickness and diarrhoea occur. 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 at 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 you 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. Any late collection will be charged at £10.00 for every 15 minutes.

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.

**Refreshments**

To avoid any jealousy or resentment between the children, please refrain from allowing your child to bring sweets or snacks etc into the Nursery without prior agreement with our staff.

**Smoking**

No smoking is permitted on Nursery premises.

**Responsibility**

We regret we cannot be responsible for the loss of anything brought into the Nursery or left on the premises. Please ensure all clothing is marked with your child's name.

## Agreement confirmation

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 detailed above.

**Parent or carer (1) :**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Full name \_\_\_\_\_

**Parent or carer (2) :**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Full name \_\_\_\_\_