

Nursery Enrolment Form

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

PERSONAL DETAILS OF CHILD

CHILD'S SURNAME			CHILD'S FIRST NAME	
GENDER (please tick)	MALE	FEMALE	DATE OF BIRTH	

IMMUNISATION RECORD

VACCINE	AGE	TICK IF VACCINATED
DTaP/IPV/Hib	8 weeks	
Pneumococcal conjugate vaccine (PCV)		
Rotavirus		
Men B		
DTaP/IPV/Hib	12 weeks	
Rotavirus		
DTaP/IPV/Hib	16 weeks	
Men B		
Pneumococcal conjugate vaccine (PCV)		
MMR		
Men B Booster	One year	
Hib/Men C		
Pneumococcal conjugate vaccine (PCV)		
Influenza (each year from September)	Two to eight years	
4-in-1 pre-school booster (diphtheria, tetanus, whooping cough, polio)	3 years and 4 months	
MMR		

LANGUAGE SPOKEN AT HOME		CHILD'S RELIGION IF ANY	
DOES YOUR CHILD HAVE ANY SPECIAL NEEDS OR DISABILITIES?			

PLEASE PROVIDE DETAILS:

HAS THE CHILD ANY ALLERGIES THAT YOU ARE AWARE OF?	YES: DETAILS:	NO:
DOES THE CHILD HAVE ANY MEDICAL CONDITIONS THE NURSERY NEEDS TO BE AWARE OF?	YES: DETAILS:	NO:
IS THE CHILD TAKING ANY REGULAR FORM OF MEDICATION?	YES: DETAILS:	NO:
DOES THE CHILD ATTEND ANY OTHER OTHER SETTING?	YES: DETAILS:	NO:
DOES ANY AGENCY HAVE ANY CONTACT WITH THE CHILD?	YES: DETAILS:	NO:
WHO HAS PARENTAL RESPONSIBILITY FOR THE CHILD?	DETAILS:	
ARE THERE ANY MEDICAL EMERGENCY PROCEDURES THAT ARE PROHIBITED FOR FAMILY, CULTURAL OR RELIGIOUS REASONS?	YES: DETAILS:	NO:
DOES YOUR CHILD HAVE ANY CULTURAL OR DIETARY REQUIREMENTS?	YES: DETAILS:	NO:

DETAILS OF PARENT (S) OR MAIN CARERS

DETAILS	FIRST ADULT	SECOND ADULT
RELATIONSHIP TO CHILD		
TITLE		
SURNAME		
FIRST NAME		
HOME ADDRESS		
POST CODE		

DETAILS (continued)	FIRST ADULT	SECOND ADULT
CHILD'S HOME ADDRESS (IF DIFFERENT TO ABOVE)		
HOME NUMBER		
MOBILE NUMBER		
WORK NUMBER		
EMAIL ADDRESS		
NAME AND ADDRESS OF EMPLOYER		

DETAILS OF EMERGENCY CONTACT (who we will contact if parents/ carer is unavailable)

	CONTACT 1	CONTACT 2
NAME		
ADDRESS		
POST CODE		
TELEPHONE NUMBER		
MOBILE NUMBER		
REALTIONSHIP TO CHILD		

DETAILS OF DOCTOR AND HEALTH VISITOR

	DOCTOR	HEALTH VISITOR
NAME		
ADDRESS		
POST CODE		
TELEPHONE NUMBER		

ATTENDANCE REQUIRED

AGE 0 - 5 YEARS

	AM	PM	7:30 - 15:00	FULL DAY
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

START DATE: _____ ESTIMATED FINISH DATE: _____

CURRENT FEE SCHEDULE

AM (7:30 - 13:00)/ PM (13:00 - 18:00) = £29.00

FULL DAY (7:30 - 18:00) = £50.00

7:30 - 15:00 = £40.00

FULL TIME = £242.50

WRAP AROUND SCHOOL ATTENDANCE

AGE 3 YEARS+ (RANGERS) LITTLE LEARNERS UNIT

	BREAKFAST CLUB	AM (INCLUDING TAKING TO SCHOOL)	COLLECTION FROM SCHOOL @ 11:30/ 12:00 - 15:00	PM	COLLECTION FROM SCHOOL @ 14:55 - 18:00	COLLECTION FROM SCHOOL @ 11:30/ 12:00 - 18:00
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

START DATE: _____ ESTIMATED FINISH DATE: _____

CURRENT FEE SCHEDULE

BREAKFAST CLUB = £7.20

AM (7:30 - 13:00) INCLUDING TAKING TO SCHOOL = £29.00

COLLECTION @ 11:30/ 12:00 AND STAY AT NURSERY UNTIL 13:00 = £13.90

COLLECTION @ 11:30/ 12:00 AND STAY AT NURSERY UNTIL 15:00 = £27.00

COLLECTION FROM SCHOOL @ 14:55 AND STAY AT NURSERY UNTIL 18:00 = £14.50

COLLECTION FROM SCHOOL AT 11:30 AND STAY AT NURSERY UNTIL 18:00 = £38.00

BREAKDOWN OF FEES

All fees include:

Breakfast - £2.00

Snack (a.m. & p.m.) - £0.75

Lunch - £2.00

Tea - £2.00

Wrap around sessions (collection from local schools) include all meals and a 'wrap around' service fee of £9.50

SCHOOL COLLECTION FEES

Fees are invoiced one month in advance and will reflect the individual session that the child is using. Families will not be invoiced for inset and school holiday days unless booked in as additional sessions with the nursery manager.

If the child attends nursery in accordance with the wrap around school attendance then families do not qualify for the two week fee break or exemption from Bank Holidays and nursery closures.

TWO WEEK FEE BREAK/ EXEMPTION FROM BANK HOLIDAY AND NURSERY CLOSURE FEES

Families can choose which option they would prefer:

Two week fee break reflecting your child's absence from nursery - this must be taken during the school Easter, summer or Christmas holidays. The break can be taken as two individual weeks at different periods or as two consecutive weeks. The discount will be applied to the invoice a month in advance and reflected as either 25% (one week) or 50% (two weeks). A minimum of one month's written notice must be given and acknowledged to action a fee break.

Exemption from Bank Holiday and nursery closure fees - this will be reflected on the invoice a month in advance as an individual session refund, the amount will depend on the session attendance the individual's choice.

Families are only entitled to one discount per year. The year starts in the January and ends in December. All families are entitled to a discount once they have enrolled for one session per week.

I _____ would like to be exempt from bank holiday and closure fees/ entitled to a two week fee break.

Signed: _____

PAYMENT OF FEES/ CHANGE OF ATTENDANCE

Your childcare fees are payable monthly in advance on the 1st of each month by Standing Order, Childcare Vouchers or cash, we do not accept cheques. These are non-refundable in the event of your child's absence. The fees are generally calculated by multiplying the weekly rate by 52 and

divided by 12. If you require changes to your child's attendance which occur part way through a month the fees will be calculated on a daily rate for that month.

The nursery is open Monday – Friday 7:30am – 6:00pm, 52 weeks of the year with the exception of Bank Holidays, Christmas Eve and New Year's Eve. These fees are normally subject to annual review but may be revised at other times with reasonable notice.

If you wish to decrease your child's attendance, we require one month's written notice.

A non-refundable registration fee of £20.00 is payable on registration of your child. A deposit of £50.00 is charged when a place is booked at the nursery. This will be deducted from your final month's fees provided one month's written notice has been given and all fees are paid. If the required notice is not given, your deposit will not be refunded.

In the case of late payment of fees, or a payment being returned unpaid, an administration fee of £25.00 will be charged. We may suspend your child's place if your account is overdue.

SIBLING DISCOUNT

The nursery offers a 10% discount for siblings when both are invoiced for a full month of fees. The discount will be applied to the lowest invoiced amount. Wrap around and extra sessions and other charges will not qualify for discount. This does not apply to the school wrap around fees.

START AND FINISH TIMES

Parents must inform the nursery by 10am for morning sessions and by 2pm for afternoon sessions if their child is not attending the nursery that day, otherwise the nursery will assume a problem exists and will make all efforts to contact the parent/carer and or emergency contacts. If contact cannot be made by the nursery by 24 hours the local Area Child Protection Unit will be contacted for advice.

Your child must be collected by the end of their session. An additional fee of £10.00 for every 15 minutes or part thereof will be charged in the event of late collection.

CHANGE OF ADDRESS

You must keep us informed if you move house, change your place of work, change telephone numbers, etc. The nursery needs to keep all records up-to-date in case of emergency.

TERMINATION NOTICE

If you wish to withdraw your child from the nursery we require one month's written notice or one month's fees in lieu of notice. Notice of termination given after the 15th of the previous month may result in a delay in the refund of any overpaid fees, deposit, etc. The nursery reserves the right to

require the withdrawal of any child subject to one month's notice or the refund of one month's fees in lieu of notice.

MEALS

Breakfast, a two-course lunch and a light tea are provided each day, along with morning and afternoon snacks. A menu is displayed in the nursery so that you know what your child will be offered to eat. The meals that are provided are healthy and nutritious. We must be informed of any dietary requirements before your child starts attending the nursery.

Staff will endeavour to respect the dietary wishes of your child. These will be recorded on the initial Parent/Key Worker Consultation notes.

SETTLING IN POLICY

The nursery provides two free settling-in sessions, times and dates to be arranged to suit individual needs and preferences.

You will be allowed to stay and settle your child for as long as is agreed with the nursery manager. We recommend that you introduce your child gradually into the nursery routine. A named key worker will be allocated to your child.

The nursery welcomes all children and aims to respond appropriately to each child's background and individual needs. We ask parents to give as much notice as possible if a child is disabled or

has any special educational needs. This will enable us to explore with parents and any outside agencies how we can provide most effectively for that child.

ALLERGIES, ASTHMA, MEDICAL CONDITIONS

It is your responsibility to inform the nursery immediately if your child has, or develops an allergy, asthma or a medical condition and to provide the nursery with full information regarding the condition and treatment.

MEDICATION

If your child is on any medication which has to be administered whilst attending the nursery, you must complete a medicine form giving instructions on times and dosage for each course. Written consent must also be given for the application of creams and lotions. There may be times when your child has a temperature (above 38.4°C). We require a signature for this prior to administering any medicine, such as infant paracetamol or ibuprofen.

I _____ give permission to the nursery to administer infant paracetamol/ ibuprofen in the event of a raised temperature.

Signed _____

SICKNESS AND EMERGENCY TREATMENT

For the health and welfare of all children who come to the nursery we request that you do not bring your child onto nursery if they are ill or have an infectious disease and do not attend for at least 48 hours following the last episode of sickness and/or diarrhoea. We also ask that a child is to stay away from nursery for 48 hours following the commencement of anti-biotics. In the event of illness, accident or emergency we will act on your behalf and take such action as we consider appropriate. This may include taking your child from the nursery to seek medical attention. Every effort will be made to contact you immediately. We reserve the right to send any child home if senior staff feel that they are not well enough to attend nursery.

I _____ give permission to the nursery to take appropriate action in the event of illness, accident or emergency.

Signed _____

SUN/ NAPPY/ BARRIER CREAM

If you wish for the nursery to apply sun / nappy / barrier cream to your child you must provide at least factor 25 / nappy / barrier cream as necessary.

I _____ give permission to the nursery to apply cream to my child. Signed _____

NAPPIES AND WIPES

The nursery provides the option for families to choose for nappies and wipes to be supplied during their attendance at nursery or for them to provide their own.

The charges for Fun Foundations supplying nappies and wipes are as follows:

Half day attendance = 30p per session

Shorter day (until 3 pm) = 40p per session

Full day attendance = 50p per session

I _____ would/ would not like Fun Foundations to provide my nappies and wipes when attending nursery.

Signed: _____

MILK

The nursery supplies an option of SMA, Cow & Gate and Aptamil formula milk for babies up to the age of 12 months. Following this the nursery provides full fat milk up to two years and semi-skimmed milk for two years plus.

Please select which brand of formula milk that you would prefer to have provided:

SMA / Cow & Gate / Aptamil

IN THE EVENT OF 'ACCIDENTS'

If your child has a toilet-related 'accident' we will change his/her clothes immediately. There may be times when a full body wash is needed.

I _____ give permission to the nursery to wash my child in the event of an emergency.

Signed: _____

OUTINGS AND OTHER OUTSIDE ACTIVITIES

We sometimes organise trips for the children, which take them off the nursery premises. We always make sure that we have enough staff and helpers for these occasions. We have insurance cover to take the children out but we will also require your written permission. We will be leaving the premises on a daily basis to visit the local amenities, such as the park, Physic Garden, Library, etc therefore we require your signature giving permission for this. Any other trips, parents will be asked to sign a separate consent form detailing the outing venue, the date and time, aims of the outing, the mode of transport (if any) and the adult / child ratio. A risk assessment will be carried out for all trips.

I _____ give permission for my child to leave the nursery premises with the appropriate members of staff.

Signed _____

Once your child reaches school age we may require to use a vehicle to take and collect from school. The vehicle and driver are fully insured and the vehicles that are used fully comply with all regulations.

I _____ give permission for my child to be taken/ collected in a staff members car.

COMMUNICATION

You are requested to share any concerns you may have with the Nursery Manager, or, if the Manager is absent, the Deputy Manager. Positive links between parents and staff are essential to promote the ongoing positive development of your child. We would appreciate any comments or suggestions that you may have that could be left (anonymously if preferred) in the Suggestion Box; this will enable us to ensure the best possible service for you and your child. We may also ask parents to complete questionnaires occasionally for the requirements of the CSSIW.

MANAGING CHILDREN'S BEHAVIOUR

We concentrate on encouraging good behaviour. We reward positive behaviour rather than concentrating on any negative aspects. We reserve the right to require the withdrawal of any child whose behaviour is unacceptable. Please refer to our Policies page on our web-site for full details of our Behaviour Policy and Procedure.

CHLD PROTECTION - INFORMATION FOR PARENTS

You should be aware that the nursery has a responsibility to take reasonable action to ensure the welfare and safety of its children. In cases where the nursery staff have a cause to be concerned that a child in their care may be subject to ill treatment, neglect or other forms of abuse, staff will follow Fun Foundation’s Child Protection Procedures and inform the Social Services. This may involve a visit to the home by a social worker.

PHOTOGRAPHS AND VIDEOS

Occasionally we take photographs or videos of children in our nursery. We would like your permission to be able to use photographs or videos for the following purposes:

- | | | |
|---|-----|----|
| Photographic evidence to be shared amongst parents of our nursery, including the online app | YES | NO |
| Photographic evidence to be used for development files on the online app | | |
| Media photos (web-site, leaflets, local press, social media, etc) | | |

Your child will remain anonymous.

SECURITY

We only release children to parents / carers or authorised persons and ask you to provide photographs for our records. We may also ask you to provide a personal password which can be used if you need someone else to collect your child; this needs to be a responsible person over the age of 16. If there is to be a change to the person who will be collecting your child you will need to

contact the nursery and speak to the person in charge. If we are not informed, we cannot allow the child to leave.

EQUAL OPPORTUNITIES

Staff working in our nursery will value and respect the different racial origins, religions, special need, cultures and languages so that each child is valued as an individual.

POLICIES AND PROCEDURES

Full details of the nursery’s Policies and Procedures are available to download on our web-site. A copy of the complaints policy is available on the Policies page of our web-site.

I have read Fun Foundations Day Nursery’s Policies and Procedures.



Staff employed by Fun Foundations Day Nursery are subject to recruitment checks. We apply for disclosures for criminal offences under the rehabilitation of offenders act prior to staff being appointed.

Fun Foundations Day Nursery reserves to right to amend this contract.

Password, in case of someone else picking your child / children up from nursery: _____

I ACCEPT THIS CONTRACT OF ENROLMENT AND UNDERSTAND, AND AGREE TO TAKE RESPONSIBILITY FOR THE PAYMENT OF THE TARIFF OF FEES

PARENT / MAIN CARER SIGNATURE _____

PARENT / MAIN CARER SIGNATURE _____

NURSERY MANAGER / DEPUTY MANAGER _____

DATE _____

For Office Use Onl

Friend Referral		Returning Family	
Date of termination		Deposit / registration paid	