Carriagehill Nursery Application Form

OFFICIAL USE

Child’s Name Sex Start date ………………………………………

 Deposit rec …………………………………….

Address

Manager ..………………………………………

Postcode Senior/KW …………….……………………….

Home Tel No Date of Birth

Previous Nursery

Experience

Does your child have any

known allergies (including

plasters) or medical

conditions? Yes/ No

Does your child have any

Special dietary

requirements?

Parent’s Name (1) Parent’s Name (2)

Place of Work Place of Work

Work Tel No Work Tel No

Mobile No Mobile No

Email address Email address

Please provide two emergency contacts that can be used if we are unable to contact the parent.

Name (Emergency Contact 1) Name (Emergency Contact 2)

Address

Address Address

Tel No Tel No

Relationship to child Relationship to child

G.P. Details (including telephone no) Health Visitor details (including telephone no)

Additional Information (Change of family circumstances etc)

Who will collect child from nursery (Please inform the nursery if someone else will collect your child)

We may leave the nursery for supervised local outings eg shops, park, community events etc.

Do you wish your child to participate in these outings? Yes No

The nursery will photograph / video your child for visual displays and assessment records. Videos of special events within the nursery may also be taken.

Do you wish your child to participate in these? Yes No

There are occasions when children’s photographs may be used for publicity eg nursery fliers or the press.

Do you wish your child to participate in these? Yes No

Sessions required How did you hear about Carriagehill Nursery?

Monday AM PM

Tuesday AM PM

Wednesday AM PM

Thursday AM PM

Friday AM PM

Date Placement Required

I/we apply for a place on the Carriagehill Nursery terms which I/we have read. Upon a place being made available I/we shall provide a cheque for the booking fee which is non-refundable, and the deposit will be refunded when my/our child leaves Carriagehill Nursery or at Carriagehill Nursery discretion used to reduce any outstanding debt owed by me/us to Carriagehill Nursery when my/our child leaves.

Where there is more than one parent, both must sign.

Signed Signed

Date Date

Carriagehill Nursery Terms

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

1. Obligations on Carriagehill Nursery
	1. We will:
		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 up the nursery place. If you do not, the place may be withdrawn.
		2. Provide the agreed childcare facilities for your child at the agreed times (subject to any days when the nursery is closed).
		3. Try to accommodate any requests you may make for additional sessions .
		4. Provide you with regular verbal updates as to your child’s progress on request.
		5. Notify you as soon as possible of any days when the nursery will be closed.
		6. Try and make available to any of your other children a place at nursery. However, we cannot guarantee that a place will be available.
2. Obligation on You
	1. You will:
		1. complete and return application form before your child can start nursery. You will inform us as soon as possible of any changes to this information.
		2. Complete a medicine consent form if you require our staff to administer any medication to your child (whether prescribed or over the counter)
		3. Inform us immediately if your child is suffering from a contagious disease. For the benefit of the other children in the nursery, you must not allow your child to attend nursery if they are suffering from a contegious disease which could be easily passed on to another child during normal activities
		4. Keep us informed as to the identity of the persons who will be collecting your child from nursery. If the person collecting your child is not named on the application form, we will require a password. If this is not arranged we may not release your child into their care.
		5. Inform us if your child is the subject of a court order and provide us with a copy of such order on request.
		6. Inform us as soon as possible if you are unable to collect your child by the official collection time.
		7. Provide us with at least 1 month’s notice of your intention to decrease the number of hours your child spends in nursery or to withdraw your child and end this agreement.
3. Payment
	1. Our fees are based on a weekly fee which shall be notified to you in advance of your child starting nursery. We may review these fees at any time but shall inform you of the revised amount at least 1 month before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us 1 month’s notice, in writing.
	2. Fees must be paid monthly, in advance. We calculate the amount payable by you each month by multiplying the weekly fee by 50 and dividing the total by 12. This will give 12 equal monthly payments.
	3. Payments must be made by standing order. Under exceptional circumstances we may agree to payment by cash or cheque, but is is your responsibilty to obtain a receipt from staff as proof of payment.
	4. If you have requested aditional sessions we will charge you for additional childcare in arrears.
	5. If you fail to make payments in full by the due date we will enforce an interest charge of 2% above the base rate of our bank on the fee outstanding for every day the invoice remains unpaid. For any failed cheque we will charge a £5.00 administration fee.
	6. No refunds will be given for periods where your child’s nursery place is unfilled due to holidays A reduction of 50% will apply after two weeks illness. The monthly fee calculation takes account of periods when the nursery is closed.
	7. The reduced rate following a child’s birthday will take effect from the first day of the following billing period.
4. Suspension
	1. We may suspend the provision of childcare to your child, and add on 1 month’s notice, at any time if:
		1. you have failed to pay.
		2. your child’s behaviour at the nursery is deemed to us to be unacceptable or endangers the safety and well being of the other children at the nursery. The suspension may continue whilst we try and address these problems with you.
		3. If your child is suspended part way through the month, under the conditions stated in clause 4.1.2, we shall give you a credit for any fees you have already paid for the remaining part of the month, calculated on a pro rata basis. This credit may be offset against any sums payable to us by you.
		4. If the period exceeds 1 month, either of us may terminate this Agreement by written notice.
5. Termination
	1. You may end this Agreement at any time, giving us at least 1 month’s notice, by notifying nursery in writing.
	2. We may immediately end this Agreement if:
		1. you have failed to pay your fees
		2. you have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time of us asking you to.
		3. Your behaviour is unacceptable, as we will not tolerate any physical or verbal abuse towards staff.
		4. Your child’s behaviour is unacceptable or endangers the safety and well being of any of the other children at nursey.
	3. You may immediately end this Agreement if:
		1. we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention
		2. we suffer insolvency
6. General
	1. We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relavant authorities. We may do so without your consent and/ or without informing you.
	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.
	3. If you have any concerns regarding the service we provide, please discuss these with your child’s keyworker or Room Senior. If these concerns have not been resolved to your satisfaction please contact the Nursery Manager. Customer satisfaction is of paramount importance to us. Our Complaints Policy provides detailed information of compaints procedures.
	4. Our nursery has a wide range of toys and equipment. Unless specifically requested (Show and Tell) your child should not bring any of their own toys to nursery. If they do bring toys, we accept no responsibilty for loss or damage to those toys.
	5. As the number of children with allergies is increasing we would ask parents not to sent food, including Birthday Cake, into the nursery. As an alternative, a book can be donated to nursery on your child’s birthday, which will have a commemorative insert added and read at story-time.