



Nursery Application
(2018)

Children's Information

Full name of child		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth		Age At Present	
Start Date at Chatterbox			
Location	Melville Street <input type="checkbox"/> Dover Park <input type="checkbox"/>		
Nationality			
Religion			
Any special dietary requirements			
Any medication			
Any allergies			
Any comforters			

Parents / Guardians Information

	Parent / Guardian 1	Parent / Guardian 1
Name		
Does this parent have parental responsibility	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home address		
Home telephone		
Mobile phone		
Email		
Work name & address		
Work phone number		

Other possible contact if you are unavailable

	Contact 1	Contact 2
Name		
Home address		
Home telephone		
Mobile phone		
Email		
Work name & address		
Work phone number		

Named persons allowed to collect your child

Note we will not allow the child to leave with anyone **not** on this list without your authority.

Password (if child is to be collected by someone not known to the nursery staff)
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Child's Medical History

Name of health visitor	
Name of G.P.	
Surgery name	
Surgery address	
Surgery telephone number	
<p>Record of vaccinations (please tick).</p> <p>HIB <input type="checkbox"/> Tetanus <input type="checkbox"/> Whooping cough <input type="checkbox"/> Polio <input type="checkbox"/> M.M.R. <input type="checkbox"/> Meningitis <input type="checkbox"/></p> <p>Any other please list.</p>	

Other Information

Please write any information that may be relevant to us concerning your child i.e. likes/dislikes, medical conditions, comforters, sleeps, favourite toys/songs/stories, unusual words for things e.t.c.

Other Childcare Arrangements

Please tick:					
Childminder	<input type="checkbox"/>	Other Setting	<input type="checkbox"/>	Relative / Friend	<input type="checkbox"/>

Session Times at Chatterbox

Please complete with your times required

Sessions Required											
Session	Mon		Tue		Wed		Thu		Fri		
	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>	AM	<input type="checkbox"/>	PM
Time In											
Time Out											

Early Start/Late Finish (an additional charge of £2.00 per day is payable for this service)											
Session	Mon		Tue		Wed		Thu		Fri		
	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>	AM	<input type="checkbox"/>	PM
7.45 am											
6.15 pm											

Freshly Prepared Meals					
	Mon	Tue	Wed	Thu	Fri
Dinner	<input type="checkbox"/>				
Tea	<input type="checkbox"/>				

Fees

Babies / Toddler Fees (Children aged 6 weeks to 3 years)		
Morning	8:00am – 1:00pm	£ 20.00
Afternoon	1:30pm – 6:00pm	£ 20.00
Full Day	8:00am – 6:00pm	£ 40.00
Full Time	(Mon – Fri)	£190.00
Per Hour		£ 5.00
Lunch	12:00	£ 2.00
Tea	4:30 pm	£ 1.50
Pre-school Fees (Children aged 3 to 5 years)		
Morning	8:00am – 1:00pm	£ 18.00
Afternoon	1:00pm – 6:00pm	£ 18.00
Full Day	8:00am – 6:00pm	£ 36.00
Full time	(Mon – Fri)	£170.00
Per Hour		£ 4.25
Cooked Lunch	12:00	£ 2.00
Tea	4:30 pm	£ 1.50

Parents / Guardians Authorisation

Local out-of-nursery walks

Well supervised walks in the immediate surroundings of the Nursery are an important educational tool. I give permission for my child to take part in such occasional localised activities that are planned (and individually risk assessed).

Yes No

Administering medicines

I understand that staff at Chatterbox Day Nursery are only prepared to administer certain non-prescription medication such as paracetamol, Calpol or teething gel. A medications book is held at the Nursery, and we need your written consent for any medications to be administered. When a child has been prescribed antibiotics at home we ask they do not attend nursery for the first 24 hours or 3 doses of medication.

Yes No

Application of sun lotion or nappy creams

I give permission for the nursery staff of the Nursery to apply sun lotion / nappy cream that I have provided when necessary. In the event that I have not supplied nursery with sun lotion I agree that the nursery will apply an appropriate sun block in order that my child can participate in outdoor activities during hot weather.

Yes No

In extreme circumstances

I agree to First Aid treatment to be administered by a trained First Aider. In the event of a medical emergency involving my child whilst he/she is in the care of the Nursery, or in the case of a serious accident requiring immediate medical attention, I understand that the staff will endeavour to contact myself as soon as possible. Where this is not possible or where time is of the essence, I give my consent and authority to the staff of the Nursery to seek medical attention, advice or treatment for my child as appropriate.

Yes No

Photography

I give permission for my child to be photographed by a qualified member of staff for:

Profiles Displays Internet / website Peer Profiles External Media

Other Information (Optional)

Has your child attended activities at Ryde Children's Centre? Yes No

How often did you attend? _____

Do you give consent for information to be shared between the setting and the children's centre for:

-statistical purposes Yes No (anonymously i.e. numbers of children who attend centre activities).

-for the benefit of my child Yes No (to communicate with workers who will have known your child).

Terms & Conditions

Fee payment terms

Nursery fees are payable weekly / monthly in advance and must be paid in full by the first day of the week / month. We accept vouchers from all childcare voucher 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 the nursery staff 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

We require one month's notice, in writing, should you wish to terminate a nursery place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during the notice period, the fees shall remain payable. We reserve the right to terminate a nursery place with immediate effect if any fees are not paid by their due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour.

Holidays and absences

All absences from the nursery, including for sickness and family holidays, must be paid for in full. If you know your child is going to be absent from the nursery it is important to let us know as soon as possible.

Illnesses and medication

Certain infectious childhood ailments (e.g. chicken pox, conjunctivitis) will require your child to be excluded from the nursery for an appropriate period to prevent the spread of infection. 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 whilst at the 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.

Head Lice

If head lice are discovered on your child you will be informed immediately by phone and requested to treat your child as soon as possible. In the event that the child returns to nursery having not been treated we reserve the right to contact you and ask for your child to be collected.

Dropping off and Collecting your 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. Persistent late collection will result in additional fees being charged of one off fee or £5.00 and then £1 per minute thereafter. Please ensure that you notify the nursery if your child is to be collected by someone other than the parents / carers listed on Page 3 of this application form. We have a password system in place to maximise security.

Personal Property and Belongings

The Nursery can not be held responsible for any loss or damage to children’s property. Every reasonable effort will be made by Nursery staff to ensure the children’s belongings are not lost or damaged. Practical ‘inexpensive clothing is strongly recommended. We also recommend that all children should bring a spare set of clothes. It is the parent’s responsibility to name and clearly label all items of clothing. We suggest that all toys, books or other equipment are left at home.

Polices and Procedures

By signing this agreement you confirm that you agree to our polices and procedures. A copy of which is available on request or can be downloaded from our website.

Employment of Staff

If you directly or indirectly employ a member of the nursery staff within six months of the end of their employment with us or permit such person to provide any childcare services to your child except those provided by us, you agree to pay us 20% of that staff member’s gross annual salary at the time they left our employment. This figure represents the cost to us of recruiting a suitable replacement member of staff.

Information Sharing

Chatterbox Nursery reserves the right to share information with third party agencies and organisations if we feel there is a safeguarding issue relating to the child in our care. Details of our safeguarding procedure is contained within our polices and procedures. We will always seek your permission first except when we consider it would not be in the child’s interest.

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 individually liable to pay the nursery’s fees in accordance with the payment terms detailed above.

	Signature	Date	Full name
Parent or Carer (1)			
Parent or Carer (2)			