

## Early Years Care & Education Application Form

### OFFICE USE ONLY:

Branch:	Agreed start date:	Starting room:
	Contract type:	1 <sup>st</sup> keyworker:

### CHILD DETAILS:

Child's legal forename:	Child's legal surname:	Name by which to call them:
Date of birth:	Gender:	Ethnicity:
First language:	Other languages spoken:	

### CHILD'S LIVING ARRANGEMENTS & CONTACT DETAILS:

Address:        Postcode:	Names of all people living at this address & their relationship to the child:        
1 <sup>st</sup> contact Name: Relationship to child: Parental responsibility? Date of birth: Contact number 1: Contact number 2: Email address: Work address:	2 <sup>nd</sup> contact Name: Relationship to child: Parental responsibility? Date of birth: Contact number 1: Contact number 2: Email address: Work address:
3 <sup>rd</sup> contact Name: Relationship to child: Parental responsibility? Date of birth: Contact number 1: Contact number 2: Email address: Work address:	Password (please choose something memorable & inform all authorized contacts):        <hr/> Please ensure that you inform us of any changes in contact details, authorised contacts &/or Parental Responsibility.

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### HOURS/SESSIONS REQUIRED:

	Start time	Finish time	Meals to be provided by the nursery	
			Lunch	Tea
Monday			Lunch	Tea
Tuesday			Lunch	Tea
Wednesday			Lunch	Tea
Thursday			Lunch	Tea
Friday			Lunch	Tea

IF YOUR CHILD WILL ATTEND ANY OTHER CHILDCARE PROVIDERS (I.E. NURSERY, PRE-SCHOOL, CHILDMINDER, NANNY) AS WELL AS OUR SETTING PLEASE PROVIDE DETAILS:

Name of provider:	Contact number:
Contact name:	Email address:
Days & sessions attending:	

### CHILD'S HEALTH INFORMATION:

Health visitor's name:	Doctor's name:	Surgery address:
Contact number:	Contact number:	
If your child has any special medical needs please provide details:		
If your child has an ongoing medical condition such as asthma or an allergy, the appropriate medication must be left with the setting at all times in order to deal with situations if they occur.		
If your child has any additional developmental needs please provide details:		
If your child has any special dietary needs please provide details:		

### VACCINATIONS & IMMUNISATIONS (PLEASE TICK WHICH YOUR CHILD HAS HAD TO DATE):

2 months	DTaP/IPV/Hib (5-in-1)	Between 12 & 13 months	Meningitis C (3 <sup>rd</sup> dose)
	Pneumococcal infection		Hib (4 <sup>th</sup> dose)
3 months	DTaP/IPV/Hib (5-in-1, 2 <sup>nd</sup> dose)		MMR (measles, mumps, rubella)
	Meningitis C		Pneumococcal infection (3 <sup>rd</sup> dose)
4 months	DTaP/IPV/Hib (5-in-1, 3 <sup>rd</sup> dose)	3 years & 4 months, or soon after	MMR (2 <sup>nd</sup> dose)
	Pneumococcal infection (2 <sup>nd</sup> dose)		DTaP/IPV (pre-school booster)
	Meningitis C (2 <sup>nd</sup> dose)		

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I GIVE MY PERMISSION FOR MY CHILD TO RECEIVE ANY MEDICAL/FIRST AID TREATMENT NECESSARY WHILE IN THE CARE OF EARLY YEARS CARE & EDUCATION LTD.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

MANAGER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY:**

**DOCUMENT SEEN BY & DATE:**

Full version birth certificate seen & information given verified	
Red book seen & information given verified	
Utility bill (dated within the last 3 months) seen & information given verified	
<b>MANAGER'S SIGNATURE &amp; DATE:</b>	

**PERMISSIONS:**

**Outings:**

There may be occasions when we arrange outings for the children to enhance their learning. Commonly these outings will be to the closest park or places in the locality of the setting. As the children get older day trips are also a possibility. Sufficient notice would be given for any organised day trips, but obviously local 'doorstep' trips may be unplanned in advance.

YES – I GIVE MY PERMISSION FOR MY CHILD TO GO ON NURSERY OUTINGS

NO – I DO NOT GIVE MY PERMISSION

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Social media/advertising:**

Sometimes the photographs/films we take will be used on our website or on social media sites used by the Company in order to advertise the setting or to illustrate events that we inform parents of.

YES – I GIVE MY PERMISSION FOR IMAGES/FILM OF MY CHILD TO BE USED

NO – I DO NOT GIVE MY PERMISSION

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Plasters:**

Children often acquire minor cuts & grazes from falling over or bumping into something whilst playing, it is sometimes necessary to apply a plaster to the affected area.

YES – I GIVE MY PERMISSION FOR MY CHILD HAVE PLASTERS APPLIED WHEN NECESSARY

NO – I DO NOT GIVE MY PERMISSION

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

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## PERMISSIONS (cont.):

### Sun cream:

When the weather is warm we ask that you provide a labelled hat & a supply of sun cream for us to apply before outside play in order to safeguard your child from sun damage.

- YES – I GIVE MY PERMISSION FOR MY CHILD TO HAVE SUN CREAM APPLIED WHEN NECESSARY
- NO – I DO NOT GIVE MY PERMISSION

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

### Role play/activities:

The role-play & activities that we do within the setting are extremely wide-ranging & are aimed to give the children the chance to explore everyday experiences & situations. They will have the opportunity to take on a character & act out a role or real life context stimulating their imagination & encouraging their social development. Some examples of role-play are a home corner, shop, hospital, hairdresser, post office, school, fire station, vet or just general dressing-up.

- YES – I GIVE MY PERMISSION FOR MY CHILD TO PARTICIPATE IN ROLE PLAY/ACTIVITIES
- NO – I DO NOT GIVE MY PERMISSION

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

### Clothing:

When the weather is warm we may deem it necessary to remove items of clothing from your child in order to make them more comfortable for the temperature.

- YES – I GIVE MY PERMISSION FOR MY CHILD TO HAVE CLOTHING REMOVED WHEN NECESSARY
- NO – I DO NOT GIVE MY PERMISSION

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

### Information sharing:

These forms are designed to help us to provide the best of care for your child. If & when necessary we may share this information with others to help support your child & their development e.g. the health visitor, with their next childcare setting etc.

All information about your child will be held by us in compliance with the Data Protection Act 1998 for the safeguarding of the children in the setting. It may be passed on to other bodies e.g. the Local Authority, Ofsted or other appropriate agencies as required to fulfill our obligations under our Ofsted registration. Please discuss this with the nursery manager if you have any concerns.

- YES – I GIVE MY PERMISSION FOR RELEVANT INFORMATION TO BE SHARED
- NO – I DO NOT GIVE MY PERMISSION

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

## Early Years Care & Education Application Form

I HAVE READ, UNDERSTOOD & COMPLETED ALL PARTS OF THIS SECTION AND HAVE READ AND AGREE TO THE TERMS & CONDITIONS ON PAGE 6.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

MANAGER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Child's full name	Date of birth	Address (inc. postcode)	Primary contact number

**AGREED HOURS/SESSIONS:**

**OFFICE USE ONLY:**

	Start time	Finish time	Meals included	Cost
Monday				£
Tuesday				£
Wednesday				£
Thursday				£
Friday				£
<b>AGREED START DATE:</b>				<b>£ /wk</b>

**AGREED CONTRACT TYPE:**

All year round 52 week	Term-time 39 / 13 weeks	FEL only 38 weeks	Combination
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**AGREED PAYMENT METHOD:**

BACS	Debit card	Childcare vouchers	Tax free childcare	Cheque	Cash
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I have paid a deposit of £            on    /    /    (method of payment:            )  
& understand that this agreement will commence from this date.

I hereby agree to pay the amount of £            each month to the nursery.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(signatory will be held responsible for the filled-in content of this pack & for the above terms & conditions)

MANAGER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Early Years Care & Education Application Form

### TERMS & CONDITIONS:

- A deposit of £50.00 is required to secure a place. This will be held by the Company until such time that the child leaves (unless signing up for a contract that incurs no monthly cost in which case it will be returned upon take up of the place. If at any time the agreed hours/sessions change, meaning that there will then be monthly fees to pay, there is a requirement to repay the deposit to be held by the Company until such time that the child leaves). At that time, the deposit will be refunded in full subject to the required 4 weeks (minimum) written notice being given to the nursery. The deposit will not be refunded should a reserved place not be taken up. The Company is also entitled to withdraw a child's place at any time giving good reason & 1 week's notice. If paying the deposit by cheque a period of 5 working days must be allowed before the child's start date for the cheque to clear. A child's place will not be secure without receipt of deposit payment.
- Should the commencement date of a child's attendance be postponed for a period of 1 month or more, 20% of the agreed monthly cost will be charged every month until the child's attendance actually commences.
- A trial period of 2 weeks will commence from the child's start date, following the child's 2 settling-in sessions. During this period the agreement may be reviewed. If either party is dissatisfied the contract can be terminated, subject to the 4 weeks written notice required.
- All nursery fees are payable in advance & a payment method must be chosen. The payment method must be the same for every month where possible. Fees are due by the 1st of the month, if payment is not received by the 5th of the month a charge of £10.00 will be added to the next invoice. Children will not be authorised to attend after the 5th, if payment hasn't been received, until the account is cleared. Charges will still be accrued during this time. The child's place may be withdrawn if payment is not received by the agreed date.
- If a child's place is withdrawn the deposit will be retained by the Company & the Child Agreement signatory will remain responsible for paying the fees for the notice period.
- Payment method charges are as follows: BACS (no charge), debit card (£2 charge), childcare vouchers (£1 charge), tax free childcare (£1 charge), cheque (£1 charge), cash (no charge).
- Full payment is required for all Bank Holidays that are applicable to the days of attendance chosen & any absences due to sickness.
- Extra or extended days are possible, subject to availability, & will be charged separately as 'Extra Sessions' & added to the regular monthly figure.
- Payment will be required for any early drop-off or late collections, even if not requested.
- An administrative charge of £15.00 will be incurred, & added to the next invoice, for any BACS payments or cheques that are unable to be cleared.
- A flat charge of £20.00 will be incurred for any child picked up after the nursery closing time. Please note the nursery is not insured beyond our official hours of opening.
- Any holidays taken before entitlement accrued will be liable for payment if the child leaves before the 12 month period.
- Any term-time contract broken before the 12 month period will be liable to reimburse nursery for amounts owed.