

TARLETON DAY NURSERY ENROLMENT FORM

Personal details

Name of child		
Date of birth		
Home address		
Postcode		
Position in family		
Hair colour		Eye colour
Religion		
Ethnic origin		
Nationality		
Language(s) spoken at home		
Details of any disabilities/special needs		
How did you hear about Tarleton Day Nursery?		
Preferred start date		
Any other settings attending.		

About your family

Mother/carer		
Title		
First name		
Surname		
Password		
Home address		
Postcode		
Home tel numbers		
Mobile		
Home email		
Work tel numbers		
Responsibilities (Tick all that apply)	Parental responsibility	Payment of fees

	Collect child from nursery <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>
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Father/carer		
Title		
First name		
Surname		
Password		
Home address		
Postcode		
Home tel numbers		
Mobile		
Home email		
Work tel numbers		
Hours worked		
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/>	Payment of fees <input type="checkbox"/>
	Collect child from nursery <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>

Other contacts

Contact one			
Title			
First name			
Surname			
Relationship to the child			
Password			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>	
Contact two			
Title			
First name			
Surname			
Relationship to the child			
Password			
Address			

Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)		Collect child from nursery <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>

Medical details

Does your child have any allergies?		Yes / No (please circle)	
If yes, please give details of the cause and reaction			
Does your child have any special dietary requirements?		Yes / No (please circle)	
If yes, please give details			
Has your child had any of the following immunisations? Please tick and date	Immunisation		Date of immunisation
	BCG		
	Diphtheria		
	HIB		
	MMR		
	Meningitis C		
	Poliomyelitis		
	Tetanus		
	Whooping cough		
Name of GP			
Name of surgery			
Address			
Postcode			
Telephone number			
Health visitor details			
Name			

Address	
Postcode	
Telephone number	
Other agency details	
Name	
Address	
Postcode	
Telephone number	
Any other details that we should know about?	

Sessions

Please indicate your preferred sessions.

Session	Mon	Tues	Wed	Thurs	Fri
Full day					
Morning only					
Afternoon only					

Do you require a place for term-time only? (please circle) Yes / No

Agreement

I agree to abide by the terms and conditions and policies and procedures of Walmer Bridge Day Nursery which I have read and fully understand.

Signed Date

Print name

Relationship to child

Office use only

Input into nursery administration system (tick when complete) on (date)

Input by

Position

Actual start date

Room

Key worker

Baseline Assessment Date Entered.....

Contact Sheet Printed.....

Taster Days Booked.....

Permission slips received

Nursery trips agree /disagree Emergency medication

Photographs

Website

Facebook

Newspaper

It is not the policy of Tarleton Day Nursery to administer medicines to children unless they are prescription and specifically requested to do so by their parents in writing. We no longer administer aspirin or medicines containing it to children. We will make every endeavour to follow parent's instructions but reserve the right to refuse a request to administer medicines whilst a child is in our care.

The manager reserves the right to take a child to hospital or health centre in the event of an emergency.

Emergency Medical Treatment

I hereby agree to _____ to be given emergency medical treatment whilst at Tarleton Day Nursery.

Signed _____ Parent/Guardian

Date _____

Off-Site Consent Form

During your child's stay at Tarleton Day Nursery it may be necessary for him/her to be taken off-site for an educational visit or as part of a topic.

This may be in the form of a short walk.

Safety regulations will be adhered to at all times.

In order for your child to be included in these outings, written permission is required.

I hereby give permission for _____ to be taken off-site during his/her stay at Tarleton Day Nursery.

Signed _____ Date _____

Sun Cream and Nappy Lotion

Please sign below if you give permission for our staff to apply the following:

Sun Tan Lotion _____

Nappy Lotion _____

Photographic consent form

During your child's stay at Tarleton Day Nursery it may be necessary for photographs to be taken of him/her.

We will from time to time organise events where the local newspapers/magazines may wish to print photographs, which may include your child.

In accordance with OFSTED guidelines your written permission is necessary to enable us to do this.

I hereby give permission for _____ to be :

Photographed for nursery purpose (displays, files etc)

Signed _____ Date _____

Photographed for nursery website

Signed _____ Date _____

Photographed for local newspapers

Signed _____ Date _____

Facebook

Signed _____ Date _____

Terms and Contractual Conditions

Tarleton Day Nursery

- Places are not transferable
- The Nursery is open 52 Weeks of the year, excluding bank holidays.
- You do not pay for bank holidays Mondays. Full week care is charged at a daily rate for the weeks shortened by a bank holiday.
- The Nursery opens at 7:30 and closes at 6:00pm prompt.
- Fees are payable for the week on the first day of attendance.
- A minimum of 12 sessions must be taken
- We ask for four weeks written notice or payment of fees in lieu if you wish to take your child out of the nursery.
- Parents must notify staff if someone other than notified persons is picking their child up from nursery to prevent any misunderstanding, as the child will NOT be released them unless prior permission is given.
- If a child is unwell in our care every effort is made to contact the parents.
- Parents must try to contact the nursery before 10.00am if their child will not be attending nursery that day.
- The management reserve the right to remove any child from the setting as they deem necessary.
- A fine of £5 for every 15 minutes will be charged for late collection of children.
- Photographs of the children may be taken unless carers have requested other wise on enrolment form.
- The children's records are kept in the office and are only accessible by specific members of staff, all staff are aware of confidentiality.
- Full fees are due for all contracted days when a child is temporarily for any reason, including sickness. You do receive 2 weeks of half fees each year commencing from the date your child starts nursery and running yearly thereafter. Two weeks notice is needed for the use of half fees.
- Children are welcome to bring in comforters, but we would like to discourage bringing in toys, as we cannot guarantee their staying intact.
- The Nursery policy documents are displayed on the notice board in the entrance hall and parents are requested to read the following policies without exception. Safeguarding, Equal Opportunities, Complaints Procedure, Lost Child Procedure and Uncollected Child Procedure.
- Fee's are reviewed every year with an increase in September.

I HAVE READ AND UNDERSTOOD THE ABOVE CONTRACTUAL CONDITIONS AND THOSE ON THE ENROLMENT FORM. I HAVE READ THE POLICY DOCUMENTS DISPLAYED IN THE ENTRANCE HALL.

Parent/Guardian signature _____ Date _____

Name in block Capitals _____

Child's Name in block capitals _____

Relationship to child _____