PRESMERE DAY NURSERY

ENROLMENT FORM

Please fill in all the details requested. Please notify us immediately of any changes to the information given.

PLEASE USE BLOCK CAPITALS AND SIGN AND DATE THE FORM AND RETURN TO THE NURSERY.

1. **Full name of child:** .....

   Date of Birth: .....

   Address:.....

   ..... Postcode: .....

   Home Telephone:.....

   Funding Eligibility Code: .....

2. **Mother's Name:** .....

   Date of Birth: .....

   National Insurance Number: .....

   Business Address:

   .....

   ..... Postcode: .....

   Business Telephone: .....

   Works Email: .....

   Personal Mobile: .....

   Personal Email Address: .....

3. **Father's Name:** .....

   Date of Birth: .....

   National Insurance Number: .....

   Business Address:

   .....

   ..... Postcode: .....

   Business Telephone: .....

   Works Email: .....

   Personal Mobile: .....

   Personal Email Address: .....

4. I confirm that (name of parents/carer) .....have parental responsibility for the child named above.

5. Name of person/s who will collect the child from nursery regularly.

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6. Who to contact in an emergency **other** than parent:

   1. Name: ..... Number: .....
   2. Name: ..... Number: .....

7. Password

Please provide a password to be used by the emergency contact to authorise collection in an emergency.

.....

8. Doctor

Name of child's Doctor: .....

Address:.....

..... Postcode: .....

Telephone: .....

9. Health Visitor

Name of Child's registered Health Visitor: .....

Health Visitor's Contact Details: .....

10. Please tick if your child has had:

Chickenpox		Diphtheria		Scarlet Fever	
Whooping Cough		Polio			
Measles		German Measles			

Please tick if your child has been immunised against:

Whooping Cough		MMR		Meningitis B	
Diphtheria		Hepatitis B		Influenza Vaccine	
Polio		Meningitis C		PCV	
Tetanus		Rota		HIB	

11. Diet

At Presmere all children are provided with a mid-morning snack, a homecooked lunch and afternoon tea. We will provide a varied diet and encourage children to eat a variety of foods.

PLEASE INDICATE BELOW IF YOUR CHILD HAS ANY FORM OF DIETERY REQUIREMENT WE SHOULD BE MADE AWARE OF:

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12. **Please give any details of any health problems, allergies etc:**

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13. **Please give any details of your child's birth (this may provide vital information when observing your child's learning and development.) I.e Natural Birth, C-section, Premature, Traumatic birth etc**

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14. **Please indicate if there is any other information that you feel is relevant for the staff of Presmere to be aware of, For Example, is your child bilingual and has English as an additional language?**

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.....

15. Please indicate in the table below sessions required:

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

16. Intended start date: .....

Documentation:

Please provide a copy of the following documents for your child's enrolment file.

All documents must be provided prior to your child starting at Presmere Day Nursery. Thank You.

- Child's Date of Birth evidence – please provide ONE of the following: - Birth Certificate, Passport or European ID Card.
- Any documentation (if relevant) relating to any form of medical condition. Ie Physical conditions, Heart conditions, Allergies, Intolerances etc.
- Any documentation (if relevant) relating to any additional needs your child may have. Ie Speech and Language, Physical or Hearing etc.

Registration Fee:

I enclose herewith a £100 deposit which is refundable after the termly funding claim has been submitted and undertake to pay the fees in advance and give four weeks' notice in writing before removing the above-named child or pay four weeks' fees in lieu of other conditions which may be required in the future.

Print name of parent or guardian .....

Signature of parent or guardian .....

Date: .....

Consent

Please tick yes or no to the following statements to give permission.

Consent		Yes	No
Emergency First Aid	I give permission for emergency First Aid and the staff to seek further medical advice or medical intervention in an emergency, or if my child falls seriously ill whilst in the care of the nursery.		
Emergency medical Treatment	I give permission for a member of staff to accompany my child to hospital in an ambulance should the need arise. I understand that all medical decisions in my absence are the responsibility of medical professionals and that I will be contacted as soon as possible.		
Administration of Medication	I give permission for the staff to administrate medication to my child if needed at nursery. E.g. Antibiotics, Inhalers, Allergy medicines, Epi-Pens, Emergency Calpol if needed etc A medical form will be implemented in accordance with the nursery's Medication Policy.		
Administration of Nappy Cream	I give permission for staff to apply Sudo cream if required.		
Additional Outside Agencies	I give permission for staff to contact and communicate with outside agencies when concerned or conducting additional support for my child. E.g., Health Visitor, Speech and Language, Physios etc		
Outings	I give permission for my child to be taken for walks outside the nursery registered premises from time to time.		
Suncream	I give permission for the staff to apply suncream to my child in weather appropriate conditions which is provided by the setting.		
Photography	I agree to photographs being taken of my child within the nursery environment and stored in accordance with the nursery's GDPR Policy.		
Online Images and Marketing	I agree to my child's photograph being used online e.g., Facebook, nursery website and in hard-copy marketing e.g. Advertising materials or press. All photos taken for online and marketing purposes will not include individual children's faces.		
Terms and Conditions (please see below)	I have read, understood and will adhere to Presmere Day Nursery's terms and conditions.		

Please sign, date and return the enrolment form to the nursery to secure your child's place at Presmere Day Nursery:

I Confirm that I have read, understood and have completed the enrolment form above to the best of my ability:

Name of Parent: .....

Print Name: .....

Parent Signature: .....

Date: .....

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Terms and Conditions

1. **Age of Admittance.**
   Children are accepted from birth to school age.
2. **Hours of Opening.**
   The nursery opens at 8.00am – children cannot be accepted before this time.
   Morning sessions – children must be collected by 1:30pm.
   Afternoon sessions – children are accepted after 12:15pm.
   The nursery closes at 5:30pm (Monday – Friday) – children must be collected before this time.
   Children are accepted for a minimum of 2 sessions or days a week, to allow them to settle in as quickly as possible.
   If anyone other than the parent is collecting a child, we MUST be informed beforehand who it is, or the child will not be allowed to go with them.
3. **Absences.**
   It is important to notify the nursery if your child is to be absent as this is a safeguarding requirement.
4. **Holidays.**
   The nursery is open throughout the year except for bank holidays and approximately 2 weeks at Christmas. **Full fees are charged throughout the year with the exception of *NO* fees payable over the Christmas closure and a holiday allowance of 2 full weeks holiday charged at *HALF FEES* per each financial year.** For weeks shortened by Bank Holidays full fees are still payable. Please notify the nursery a month in advance if you are going on holiday.
5. **Sickness.**
   Any child suffering from a doubtful rash, sore throat or discharge from the eyes or nose should be kept at home until a doctor has certified that the symptoms have disappeared.
   Any child with vomiting or diarrhoea are not accepted into nursey for 48 hours since the last on set of illness.
   We have a strict policy that no child is able to attend nursey 24 hours after being given Calpol.
   Should a child become sick at nursery, every effort will be made to contact the parents as soon as possible.
   Please see our sickness policy
6. **Fees.**
   Fees must be paid in full. We accept online banking and all major childcare vouchers. Fees are payable in advance. The nursery will invoice parents if requested.
   There will be no reductions for any "part weeks" your child is absent.
7. **Clothing and Personal Property.**
   All personal belongings and clothing must be clearly marked with the child's name.
   Children should bring outdoor clothing, wellington boots and a change of clothes (just in case).
   Coats and bags are to be hung on the child's peg provided.
   All personal belongings are left at nursery at the owner's risk.
8. **Valuables, etc.**
   Children are not allowed to bring jewellery, money or other valuables to the nursery, nor are they to bring sweets, chocolate, chewing gum or fizzy drinks.
9. **Parking.**
   Limited parking is only available. Please exercise great care using the car park. People using the car park do so entirely at their own risk. The nursery accepts no responsibility for injury, damages or loss to persons, vehicles or property.
10. **Notice.**
    4 weeks notice is required in writing before the removal of a child from the nursery or payment of 4 weeks fees in lieu of notice. All children leaving us for school in the summer term must do so by the 31st August. This is to enable us to welcome our new starts in September.

ADMISSION OF A CHILD IS CONDITIONAL ON ACCEPTANCE OF THESE TERMS.

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Terms and Conditions Agreement

I hereby consent to the terms and conditions set out by Presmere Day Nursery and I agree to adhere to them through out the entirely of my child's/children's attendance at the setting.

Print Name: .....

Parent/ Carer signature: .....

Date: .....