

Enrolment Form

Child's Details

Full Name:
Known as:
Date of birth:
Home address:
Post Code:
Religion
Spoken language at home

Family details

Main carer 1:
Relationship to child
Home address
Post code:
Home telephone number:
Work Address:
Work telephone number:
Mobile number
Email address:
I do/do not prefer to receive correspondence by email

Main carer 2:
Relationship to child
Home address
Post code:
Home telephone number:
Work Address:
Work telephone number:
Mobile number
Email address:
I do/do not prefer to receive correspondence by email

Health Details

Doctors Name and Surgery:
Doctors telephone number:
Health visitors name and contact number:
History of illnesses and ongoing medications:
Known allergies and dietary requirements:

Immunisation details

please tick the vaccinations that your child had received

BCG		Hib		Polio		MMR	
Whooping cough		Diphtheria		Tetanus		Meningococcal c	

Please delete as necessary

I am happy / unhappy for my child to be administered calpol as appropriate

I do / do not consent to nursery staff authorising emergency treatment or obtaining advice
in loco parentis

I am happy / unhappy for my child to take part in face painting activities

I am happy / unhappy for my child to wear a plaster if necessary

I do / do not give permission for my child to be photographed or filmed as described below

We use photographic images to record events and achievements at nursery. These may be used in their learning journey. From time to time we have photographers in the nursery to take photographs for the local newspaper. Whilst video is not a medium used regularly, your child may appear in another parents film during a nursery event or production. It is important that you give your permission for this.

I consent / do not consent for routine observations on my child

Observations are carried out to track each child's development and to plan activities to meet their individual needs

Emergency contacts

Please provide details for people other than the main carers who we may contact in an emergency

Emergency contact 1:	
Relationship to child:	
Telephone numbers:	Home: Work: Mobile:
Emergency contact 2:	
Relationship to child:	
Telephone numbers:	Home: Work: Mobile:

Emergency contact 3:	
Relationship to child:	
Telephone numbers:	Home: Work: Mobile:

Collection authorisation

Please note that your child will not be released to any persons under the age of 18. We will only allow your child to leave with a responsible adult if they are listed below and you have informed us that they will be collecting. Any one who is not a usual collector will be required to provide a password in order to collect.

Name	
Password	
Relationship to child	

Name	
Password	
Relationship to child	

Sessions Required

	Monday	Tuesday	Wednesday	Thursday	Friday
Full day					
Morning					
Afternoon					
Extension to half day					
Extension to full day					

Anticipated start date:.....

Uniform.

We are a uniform wearing Nursery. You can purchase uniform from Top Form Uniform suppliers.

90-91 The Stow, Harlow CM20 3AP

01279 434813

Fees

Fees are paid monthly in advance by bankers standing order and reviewed annually.

One month's written notice is required to terminate your child's place at nursery or one month's fees are payable in lieu of notice. Fees are calculated per annum and divided into monthly sums. Fees paid by card will be subject to an additional charge which is payable in cash. Any unpaid fees are pursued by a professional agency and all costs incurred will be added to your account,. Please see out Unpaid Fees Policy for further information.

Punctuality

We ask all parents to be diligent about collecting children. We are aware that from time to time unforeseeable events can hold parents up. With this in mind, we do not enforce a financial penalty for every event. However, parents who are persistently late we reserve the right to charge for staff hours and additional; care. Breakfast is served until 8.30am.

Complaints

If there is something that you are unhappy with please do let us know., we welcome constructive criticism and feedback. All complaints are logged and a written report is made once a satisfactory conclusion has been reached. You can make a complaint directly to OFSTED at National Business Unit, Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA. Telephone 03001231231

Declaration

I have read and understood the terms and conditions of this contract and the Nursery policy guidelines, and agree to abide by them. I enclosed a non refundable registration fee of £100. Both parents have equal responsibility for the payment of fees, so where possible please can both parties sign below.

Signed.....
Name.....
Date.....

Signed.....
Name.....
Date.....

Please bring a copy of your child's birth certificate along with your completed enrolment form.

Birth certificate seen?	yes		No	
Birth certificate number				