



Application Form

Surname

First Names

DOB / EDD

Male / Female

Religious Denomination

Name of Parent or Guardian

Address

Post Code

Email Address

Who has Parental responsibility for this child?

Mother and Father

Mother only

Father only

Other (please specify)



Where one parent or other carers are specified, are these restrictions legally binding and can you provide copies of documentation/evidence?

Occupation of Father

Occupation of Mother

Ethnicity

Child's First Language

Home Language

Telephone number(s) where parents may be contacted during nursery hours.

Father (Home)

Father (Work)

Mother (Home)

Mother (Work)



In case of **EMERGENCY** please give names and telephone numbers of grandparents or other responsible persons who could be contacted.

Emergency Contact - 1

Emergency Contact - 2

Password

Please write down a 'PASSWORD' to be used when child is collected by any other person other than Mum or Dad (i.e. memorable place or name)

Further information

**Any special dietary requirements?
i.e. No beef etc**

Proposed date of entry and age of child

Days Required

Date of Application



Medical information

Name of Child

DOB

Doctor's Information

Doctor's Name

Doctor's Address

Doctor's Phone Number

Health Visitor's Information

Health Visitor's Name

Health Visitor's Address

Health Visitor's Phone Number



Further Medical Information

Have they any special health problems/allergies which the nursery should be aware of?

Any special medication/treatment required?

Immunisation Details

I hereby give consent to staff to administer sun cream supplied from home to my child when required.

Yes

No

I hereby consent to my child being administered Calpol when required.

Yes

No

I hereby understand that in the event of my child being prescribed antibiotics they will not be allowed to attend nursery for the first 48 hours

Yes



I hereby understand that my child cannot be given medication containing aspirin whilst in nursery unless prescribed by a Doctor

Yes

My child has an allergy to plasters

Yes

No

I give permission for Smart Start Day Nursery to seek any emergency medical advice or treatment necessary.

Yes

No

Please give further details below if necessary.

I hereby give permission for staff to transport my child to hospital in the event of an accident or emergency if the parent/ carer cannot be contacted.

Yes

No

Name _____

Signed _____



Terms and Conditions

Fees are payable MONTHLY IN ADVANCE and are due on the first of each month and charged per calendar month. There will be a one off, non-refundable £75 charge enrolment fee. The first month's attendance fees will be due for payment on your child's start date.

- A. Nursery to be informed due to absence through illness on the day.
- B. Uniform is worn by children entering our pre-school and comprises of Polo shirts, cardigans or sweatshirts, jogging bottoms, shorts or skirts and is available to be purchased from the nursery office. All children's belongings should be named - Whilst nursery takes appropriate care of children's belongings, the nursery is not liable for the loss or damage of items brought into nursery.
- C. One month's notice must be given IN WRITING before a child is removed from nursery, or sessions are altered, otherwise ONE MONTH'S FEES are due in lieu of notice.
- D. Children aged 3 and above are eligible for nursery grant. We offer the 30 hours government funding for 3 & 4 year olds. This is delivered as 22 hours per week for 51 weeks of the year. If 15 hours per week grant is claimed, this will be offered over 38 weeks of the year. Any wrap-around care will be charged over 52 weeks as normal. During funded days there will be a meal charge.
- E. If there any concerns about your child with regard to special educational needs and disability, we are required to involve other professionals for their help and guidance to support your family.
- F. Fees are calculated over 52 weeks and include Christmas closedown and all Bank Holidays
- G. There will be no remission of fees due to holidays taken, illness, or when circumstances make it necessary to close nursery for example severe weather conditions. There is a minimum requirement of two days place allocation.
- H. A late payment charge of £50 will be added to your invoice if fees are not paid by the 14th of the month.



- I. If we have any concerns about your child's welfare, we have a duty to refer our concerns to The Children's Advice Support Service who may in turn refer to The Multi Agency Safeguarding Hub. Our Policies and Procedures are our guidelines. Copies of all our Policies and Procedures can be found in our two reception areas.

- J. The Management will require the withdrawal at any time, of a child whose parents/guardians fail to comply with the above Terms and Conditions. The Management will require the withdrawal at any time, of a child whose behaviour is considered inappropriate in the nursery setting. Fees for that month will be non-refundable.

- K. There will be no association with Smart Start Day Nursery if parents use staff for personal babysitting.

I/We _____ wish to apply for our son/daughter _____ to have a place at Smart Start Day Nursery, Reay Nadin Drive, Sutton Coldfield.

I/We _____ agree to the Terms & Conditions outlined in this document and our Data Privacy Policy available to view at www.smartstartdaynursery.org.uk/privacy-policy.

We understand that completion and signing of this form does not guarantee a place for our child.

Name _____

Signed _____

Date _____