



## Alderbury Pre-School Application Form

A £20 registration fee is payable when submitting this form unless you are in receipt of certain benefits.  
Please speak to a member of staff for clarification.

### Section 1: Child's Details

Child's Full Name: _____	<b>ID Check Signed &amp; dated</b>
Name by which child should be addressed: _____	
Date of Birth: _____ Sex: Boy / Girl	
Home Address: _____	
_____ Email: _____	
Home Telephone: _____ Mobile: _____	
Child's first language: _____ Family's religion: _____	
Other language(s) spoken at home: _____	

### Section 2: Contact Details

<b>Main carer contact:-</b>	
Name: _____	Relationship to child: _____
Address: _____	
Home Telephone: _____	Mobile: _____
<b>Second carer contact:-</b>	
Name: _____	Relationship to child: _____
Address: _____	
Home Telephone: _____	Mobile: _____
Person/s with parental responsibility:	
If your child is to be collected by any person other than yourself a password will be used. Please insert your chosen password and use the same word on each occasion.	
Password: _____	

### Section 3: Medical Details

NHS Number: _____	Doctor's Name: _____
Doctor's Address: _____	
Doctor's Telephone: _____	

Has your child been immunised against:

Diphtheria                    YES / NO  
Whooping Cough            YES / NO  
Tetanus                        YES / NO  
Polio                            YES / NO  
Measles                        YES / NO  
HIBS                            YES / NO

Is your child allergic to anything?                    YES / NO  
If 'YES', please give details including any treatment required:

Has your child had any major illness / operation? YES / NO  
If 'YES', please give details:

Does your child have medical condition or disability? YES/NO

Has this lasted or is it expected to last 12 months? YES/NO                    Are they independently mobile? YES/NO

Does this have an adverse effect on your child's day to day activities? YES/NO

Do they take medication regularly? YES/NO                    Do they need an inhaler? YES/NO

Do they have any specific feeding needs? YES/NO                    Is their speech clear? YES/NO

Can they use a standard toilet? YES/NO                    Do they need any specialist furniture or equipment? YES/NO

What medical intervention is required and at what frequency?

Feeding	
Toileting	
Regular Medication	
Medical	

Professionals involved	Name	Reports Available
Paediatrician		
Health Visitor		
Specialist Nurse		
Social Care		

**Parental/Carers Agreement**

I agree for this information to be shared with necessary professionals.

Parent/carer signature:

Date:

**Section 4: Useful Information**

Has your child previously attended a nursery or pre-school?      YES/NO

If 'YES', please give details:

\_\_\_\_\_

When is your child expected to start school? \_\_\_\_\_

Which school (if known): \_\_\_\_\_

**Section 5: Sessions Required**

Please indicate the sessions required for your child and proposed start date:

Start Date: \_\_\_\_\_

	<b>Breakfast Club 7.45am-9am</b>	<b>Morning Session 9am-11.30am</b>	<b>Lunch Period 11.30am – 12.30pm</b>	<b>Afternoon Session 12.30pm-3pm</b>	<b>Afternoon Session +1 12.30pm-4pm</b>	<b>Afternoon Session +2 12.30pm-5pm</b>	<b>Afternoon session +3 12.30pm-6pm</b>
<b>Monday</b>							
<b>Tuesday</b>							
<b>Wednesday</b>							
<b>Thursday</b>							
<b>Friday</b>							

**Section 6: Consent Form**

Name of child: \_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_

**I consent to the following (please sign against those which you consent to):**

1: In the event of an emergency allow appropriate medical treatment to be given to my child, as named above.

**Signed:**

2: For short trips, i.e. within Salisbury, my child as named above, to travel in another parent / grandparent / guardian's car. All drivers will be required to hold a fully comprehensive insurance certificate and full UK driving licence.

**Signed:**

3: During summer months, when necessary, for staff to apply sun cream to my child, as named above. Also if my child is still in nappies, for cream to be applied if necessary.

**Signed:**

4: For staff to take photographs, which will include my child, as named above. These photographs may be used in advertising, displays or keeping in children's personal files.

**Signed:**

5: Observations of my child's day to day activities to be recorded in their individual file on the Tapestry online system including written and photographic evidence. This will include, if appropriate, the 'Two Year old Check' within the Caterpillars room. Information from this form and observations can in the future be passed on to a new setting, school or local children's centre (Spurgeons).

**Signed:**

**Dated:** \_\_\_\_\_

*Please note:*

**Application forms must be submitted with a signed copy of the Alderbury Pre-School Terms & Conditions.**

## **Alderbury Preschool - Terms and conditions**

### **1.0 Our obligation to you**

- 1.1 We will inform you as soon as possible whether your application for a place has been successful. You must confirm within one week of receiving notification that you still wish to take up a place. If you do not then the offer of a place may be withdrawn. Once you have confirmed the place, a deposit payment will be required to hold the place for your child.
- 1.2 We will provide the agreed childcare facilities for your child at the agreed times (subject to any days when we are closed). If we change the opening hours, we will give you as much notice of our decision as possible and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.3 We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up-to-date in our Privacy Notice which is given to you at the point of registration.
- 1.4 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
- 1.5 We will notify you as soon as possible of any days we will be closed.
- 1.6 We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.
- 1.7 We will provide you with regular verbal updates as to your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.
- 1.8 We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration in regards to the childcare services we provide for your child.
- 1.9 We will make available to you our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice; and we will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes, at a mutually agreed time.
- 1.10 We will maintain appropriate insurance to cover our childcare activities.
- 1.11 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

### **2.0 Your obligation to us**

- 2.1 You will need to complete and return our *Registration Form* to us before your child can start.
- 2.2 You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.
- 2.3 The *Registration Form* includes medicine consent and emergency treatment authorisations which you will need to complete prior to your child attending.
- 2.4 You will be aware of and abide by our policies and procedures.
- 2.5 You will make yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place with us at mutually agreed times.

- 2.6 You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities.
- 2.7 You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them we will require them to use the agreed password. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.
- 2.8 You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge will be applied; please refer to the current fee schedule for details.
- 2.9 You will inform us as far in advance as possible of any dates on which your child will not be attending.
- 2.10 You will provide us in writing, with at least one term's notice of your intention to decrease the number of hours your child attends or to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for one term from the date of notice.
- 2.11 You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

### **3.0 Payment of fees**

- 3.1 Our fees are based on an hourly fee that shall be notified to you in advance of your child starting. We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect.
- 3.2 Fees must be paid on a monthly basis, in advance.
- 3.3 If the payment of fees is outstanding for more than 28 days then we may terminate this Agreement by giving you 14 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.
- 3.4 If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment.
- 3.5 No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays and for training days to support our continuing professional development for the benefit of children and families; no refund is given for this closure as this has already been taken into account when calculating your child's fees. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- 3.6 In the event of late collection of your child, we reserve the right to charge for each additional 30 minutes, or part thereof, on a pro-rata basis.

#### **4.0 Suspension of a child**

- 4.1 We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.
- 4.2 If the period of suspension for non-payment of fees exceeds one month, we may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.
- 4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.
- 4.4 During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

#### **5.0 Termination of the Agreement**

- 5.1 You may end this Agreement in writing, at any time, giving us at least one term's notice.
- 5.2 We may immediately end this Agreement if:
  - 5.2.1 You have failed to pay your fees;
  - 5.2.2 You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;
  - 5.2.3 You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff;
  - 5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- 5.3 It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

#### **6.0 General**

- 6.1 If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the Hourly Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you.
- 6.2 If you have any concerns regarding the services we provide, please discuss them with your child's key person. If these concerns are not resolved to your satisfaction, please contact the manager. Customer satisfaction is paramount and any concerns/complaints will be dealt with in line with our *Complaint Policy*.
- 6.3 From time to time we will take photographs and video recordings of the children who attend. These photographs are used for on-going recording of our curriculum and for children's individual development records. They are stored on [our/my] computer whilst your child is with [us/me]. The photographs are used for display and for your child's records within the setting. We may also use photographs within our blog and website.

- 6.4 We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our *Managing Children who are Sick, Infectious or with Allergies Policy*.
- 6.5 Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. It is our usual practice to provide both a meat and vegetarian option. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained.
- 6.6 Any personal information you supply to us will be collected, stored and used in accordance with the principles of the **General Data Protection Regulations (GDPR) (2018)** and our *Confidentiality and Client Access to Records Policy*. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

## **7.0 This Agreement**

- 7.1 We reserve the right to vary the terms and conditions contained in this Agreement
- 7.2 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.
- 7.3 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.



**Acceptance of our offer of a childcare place**

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptable of a childcare place with us for your child.

A copy of this completed and signed contract will be provided to each signatory.

Parent name 1 \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent name 2 \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of [name of provision]:

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Role \_\_\_\_\_