

Application Form

Child Details

Name: _____ DOB: _____
 Home Address: _____ Sex: _____
 _____ Religion: _____
 _____ Ethnicity: _____
 Postcode: _____ Nationality: _____
 Home Tel: _____ 1st Language: _____

Contacts

Mothers Name: _____ Mobile No: _____
 Email: _____ Work No: _____
Fathers Name: _____ Mobile No: _____
 Email: _____ Work No: _____

Emergency Contacts:

Name: _____ Relationship: _____ Tel Nos: _____
 Name: _____ Relationship: _____ Tel Nos: _____
 Name: _____ Relationship: _____ Tel Nos: _____

Further Child Details

Health Problems/Allergies/Dietary Requirements: _____

Immunisations up to date: Yes / No NHS No: _____
 Doctor's Name: _____ Health Visitor Name: _____
 Surgery Name & Address: _____ Clinic Name & Address: _____

 Tel No: _____ Tel No: _____

Start Date: _____

Sessions required (minimum 2 sessions per week):

Monday am / pm Tuesday am / pm Wednesday am / pm Thursday am / pm Friday am / pm

Before you put your application in the post please check you have included;

Copy of Birth Certificate: Enclosed £100 registration: Read and agreed to T's and C's:

Print Name: _____ Signature: _____ Date: _____

Terms and Conditions

Enrolment of your child at Junior's Day Nursery is dependent upon your agreement to the following terms and conditions. These are applicable to all parents/guardians and reflect best practice to enable us to meet the standards set out by our regulatory body, Ofsted. Your statutory rights are not affected by your agreement to these terms & conditions.

A registration fee of £100 is payable for each child for whom a place is required. If we are unable to offer you the required attendance pattern, your registration fee will be refunded. Once the place detailed on the application form has been confirmed in writing, the registration fee is non-refundable. We reserve the right to require payment in full of the first month's fees at the time of registration, based on the attendance pattern requested on the application form. Changes to attendance or cancellation of a place prior to a child joining the nursery, must be notified in writing at least eight weeks in advance of the start date. Failure to give sufficient written notice may result in full or part forfeiture of the first month's advance fees payment.

In order to optimise each child's potential for enjoyment whilst at Junior's Day Nursery, we operate a minimum attendance policy of 2 sessions per week.

The nursery's core opening hours are 7:30am - 6:30pm, Monday to Friday. Session attendance is available in the morning from 7:30am - 1:00pm (inclusive of lunch) and in the afternoon from 1:00pm - 6:30pm (inclusive of tea). Payment for attendance as agreed between the parent/guardian and the nursery will be at the advertised rates. Late collection from any period of attendance will incur a surcharge of £15 per 15 minutes or part thereof.

Extra sessions or full days (outside of weekly contracted sessions) may be booked in advance with the nursery manager, subject to availability. Payment at the advertised rate is payable on the day. Swapping days of contracted attendance is not permitted.

The nursery is open 51 weeks of the year and will be closed for one week between Christmas and New Year and on UK bank and public holidays. In addition, we reserve the right to close for up to two days each year for staff training; advance

notification will be given of the dates. Fees are payable on staff training days and on all bank and public holidays including those which fall during the week of closure at Christmas. Fees are payable as result of absence due to sickness or holiday and during any period when the nursery is closed due to unforeseen circumstances e.g. severe weather forecasts.

Fees are annualised to create a fixed monthly figure based on payment for 51 weeks for a part-time place and 50 weeks for a full-time place. The calculation is based on the number of days/sessions multiplied by the £day/session cost multiplied by 51 (weeks) divided by 12 (months) to create equal monthly instalments.

Fees are payable in full and in advance, on the first working day of each calendar month to which they relate, by Direct Debit and/or childcare voucher. Payment of fees is the responsibility of the signatory parent/guardian named on the application form. A late payment fee of 10% of the total outstanding may be charged on fees which are 10 or more calendar days overdue. We reserve the right to refuse entry to a child whose fees are 15 or more calendar days overdue and to terminate their registration. Legal action will be taken where necessary to ensure recovery of all outstanding fees.

A minimum of one calendar month's notice in writing is required to terminate your child's nursery place or to reduce attendance.

During this period full fees will be payable. Requests to increase or permanently alter agreed like for like attendance will be accommodated as soon as required, subject to availability. You will be notified of anticipated delays to altered or increased attendance and placed on a waiting list if necessary.

In exceptional circumstances and due to unavoidable conditions which would render us unable to adhere to the child ratios specified by Ofsted, you may be required to remain with your child in the setting until a suitable staff member is available.

Employees of Junior's Day Nursery will take every care necessary to safeguard your child and mitigate loss or damage to the property of third parties

which may occur whilst on our premises, however, Junior Childcare Ltd. does not accept responsibility for accidental injury or loss/damage to property which occurs whilst therein. Children are discouraged from bringing their own toys or belongings to nursery. Junior Childcare Ltd. is in possession of all appropriate insurances, for which copies of policy documentation are displayed at the nursery.

Parents/guardians are required to familiarise themselves with our sickness policy, details of which can be found in the nursery or on our website www.juniorsdaynursery.co.uk. By signing this application form you agree to adhere to the requirements contained therein. Parents/guardians must notify the nursery if their child has contracted or come into contact with a contagious illness. Children with infectious illnesses must not be brought to the nursery for the specified period or until the possibility of contamination has passed, whichever is longest. Parents/guardians are asked to inform the nursery by 11:00 am each day if their child will be absent as a result of illness. On occasion you may be asked to collect your child if s/he becomes ill whilst at the nursery. Every effort will be made to contact the parent(s)/guardian in the first instance but we reserve the right to telephone either emergency contact named on the application form and ask him/her to collect your child if we are unable to reach you.

Junior's Day Nursery is required by our regulatory body, Ofsted, to maintain records and assessments regarding each child within our care. Such records will be kept in accordance with the Data Protection Act 1998.

Forest school activities take place at Junior's Day Nursery overseen by qualified Forest school practitioners which may involve visiting areas outside of the nursery setting and using tools/equipment relevant to the activities. Junior Childcare Ltd has the relevant policies, procedures and insurances in place.

Junior's Day Nursery has a duty of care to report any safeguarding concerns regarding any child within our setting to the local Safeguarding Children Board. A report may be made without

advising or gaining the consent of the child's parent(s)/guardian.

Employment of Junior Childcare Ltd staff members by current or former customers is actively discouraged. Parents/guardians hereby agree to pay to Junior Childcare Ltd an "introductory fee" of 25% of the most recent annual salary of a current or former employee of the nursery, when they are employed concurrently or within a period of 6 calendar months of the termination by either party of their employment at the nursery.

For the purposes of these terms and conditions, Junior Childcare Ltd., Juniors Day Nursery and Junior's are deemed to be one legal entity.