

JUNIOR'S DAY NURSERY APPLICATION FORM

CRANBROOK



CHILDS DETAILS			
NAME:		D.O.B	GENDER:
HOME ADDRESS:			
POSTCODE:		HOME TEL:	
RELIGION:		ETHNICITY::	
NATIONALITY:		HOME LANGUAGE:	
SIBLINGS NAMES AND D.O.B			
PARENT / CARER 1			
NAME:		PARENTAL RESPONSIBILITY:	YES NO
ADDRESS:		WORK NO:	
		MOBILE NO:	
POSTCODE:		OCCUPATION:	
EMAIL:		NI NO:	
ELIGIBILITY CODE FOR FUNDING:			
PARENT / CARER 1			
NAME:		PARENTAL RESPONSIBILITY:	YES NO
ADDRESS:		WORK NO:	
		MOBILE NO:	
POSTCODE:		OCCUPATION:	
EMAIL:		NI NO:	
ELIGIBILITY CODE FOR FUNDING:			
EMERGENCY CONTACT (other than parents)			
NAME:		NAME:	
RELATIONSHIP:		RELATIONSHIP:	
TEL NO:		TEL NO:	

I confirm that I have informed the emergency contacts that their details have been given to the nursery and will be stored in accordance with Junior's Day Nursery's GDPR Policy, which I have received a copy of and shared with the Emergency Contacts.

SIGNED:

PLEASE PROVIDE THE NAMES OF ALL THE ADULTS THAT THE CHILD USUALLY LIVES WITH

FURTHER CHILD DETAILS (please complete as accurately and fully as possible)

HEALTH AND MEDICAL INFORMATION:

SPECIAL EDUCATIONAL NEEDS AND
DISABILITIES OR ADDITIONAL NEEDS:

ALLERGIES AND INTOLERANCES:
(Please provide a medical certificate):

DIETARY REQUIREMENTS:

IMMUNISATION:

DIPHTHERIA

WHOOPING
COUGH

TETANUS

POLIO

MMR

HIB
INJECTION

☐☐☐☐☐☐☐

DATES:

NHS NO:

DOCTOR'S NAME:

HEALTH VISITOR'S NAME:

SURGERY NAME & ADDRESS:

CLINIC NAME & ADDRESS:

TEL NO:

TEL NO:

SESSION REQUIRED (minimum of 3 sessions per week)									
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
AM <input type="checkbox"/>	PM <input type="checkbox"/>	AM <input type="checkbox"/>	PM <input type="checkbox"/>	AM <input type="checkbox"/>	PM <input type="checkbox"/>	AM <input type="checkbox"/>	PM <input type="checkbox"/>	AM <input type="checkbox"/>	PM <input type="checkbox"/>
PREFERRED START DATE:									
DOES YOUR CHILD ATTEND ANY OTHER SETTINGS OR CHILDMINDERS? YES <input type="checkbox"/> NO <input type="checkbox"/>					PLEASE PROVIDE US WITH THE SETTING OR CHILDMINDER'S NAME:				
DO YOU GIVE US CONSENT TO WORK IN PARTNERSHIP WITH THIS SETTING OR CHILDMINDER? YES <input type="checkbox"/> NO <input type="checkbox"/>					SETTING OR CHILDMINDER'S TEL NO AND EMAIL:				
BEFORE YOU RETURN YOUR APPLICATION, PLEASE CHECK YOU HAVE:									
ENCLOSED A COPY OF BIRTH CERTIFICATE					£100 REGISTRATION FEE PAYMENT				
BACS PAYMENT: JUNIOR CHILDCARE LTD SORT CODE: 60-06-18 ACCOUNT NO: 30045673									
READ AND AGREED TO TERMS AND CONDITIONS:									
SHARED THE GDPR POLICY WITH THE EMERGENCY CONTACTS:									
PARENT / CARER 1									
NAME:			SIGNATURE:			DATE:			
PARENT / CARER 2									
NAME:			SIGNATURE:			DATE:			
HOW DID YOU HEAR ABOUT JUNIOR'S DAY NURSERY?									

FOR NURSERY USE ONLY	
REGISTRATION FEE RECEIVED:	DATE RECEIVED:
BIRTH CERTIFICATE NUMBER:	DATE SEEN:
STAFF SIGNATURE:	

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/carers 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 via bank transfer 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 four 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 four sessions, or 2 full days per week.

The nursery's core opening hours are 8.00am – 6:00 pm, Monday to Friday. Attendance from 7.30am is available on request, subject to availability and may be subject to an additional charge. Session attendance is available in the morning from 8:00 am – 1:00 pm (inclusive of lunch) and in the afternoon from 1:00 pm – 6:00 pm (inclusive of tea). Payment for attendance as agreed between the parent/carer 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, via email, subject to availability. Payment at the advertised rate is payable on or before the day by bank transfer. Swapping days of contracted attendance is not permitted.

The nursery is open 51 weeks of the year and will be closed for five days plus the bank holidays over the Christmas and New Year period. Also, on UK bank and public holidays. In addition, we close for two days each year for staff training; advance notification will be given of the dates; however, they are usually the Thursday and Friday of the first week of the school holidays in July. Fees are payable on staff training days and on all bank and public holidays including those which fall during the 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. Outbreaks of infection/pandemics and the like where the nursery is forced to close by PHE, Government or local authority fees will be payable up to a maximum of 4 consecutive days.

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. We accept two, three and four year old funding, please see our fees policy for more information.

Fees are payable in full and in advance, on the first working day of each calendar month to which they relate, by direct debit, standing order and/or childcare voucher. We are unable to accept cheques. Payment of fees is the responsibility of the signatory parent/carer named on the application form. A late payment fee of £10 per day will be charged on fees which are 10 or more calendar days overdue. Please note that you will be liable to pay full fees in the event that funding is not authorized by KCC due to funding being claimed by another setting or if you are no longer eligible to claim the extended funding. 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 six weeks' notice in writing is required to terminate your child's nursery place or to reduce attendance. Session reductions can only be accommodated from the 1st of each month, with a minimum of six weeks' notice in writing.

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. All items of clothing and footwear should be named. Junior Childcare Ltd. is in possession of all appropriate insurances, for which copies of policy documentation are displayed at the nursery.

Parents/carers 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/carers 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/carers are asked to inform the nursery by 11:00 am each day if their child will be absent. 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)/carers 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. Please inform the nursery if your child has been ill or given medication in the last 48 hours.

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 and our GDPR policy. This can be seen on our website.

Forest school activities take place at Junior's Day Nursery 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's 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/carers 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. Junior's staff are not permitted to babysit or befriend families outside of nursery or on social media.

For the purposes of these terms and conditions, Junior Childcare Ltd., Juniors Day Nursery and Juniors are deemed to be one legal entity. Registered in England, Company Number.06419762. Registered Office; Bramley House, Hartley Dyke Business Centre, Hartley Road, Cranbrook TN17 3QG

I accept the Terms and Conditions and agree to comply with the Nursery's Policies and Procedures

PARENT / CARER 1		
NAME:	SIGNATURE:	DATE:
PARENT / CARER 2		
NAME:	SIGNATURE:	DATE:

Junior's Day Nursery, Bramley House, Hartley Dyke Business Centre, Hartley Road, Cranbrook, Kent TN17 3QG.

T: 01580 713033 E: cranbrook@juniorsdaynursery.co.uk W: juniorsdaynursery.co.uk

Bank details: Junior Childcare Ltd Sort Code: 60-06-18 Account No: 30045673