



Nursery Application/Registration

CHILD'S NAME: **DATE:**

Attendance times

Please indicate when you would like your child to attend Harrison Day Nursery.

	Morning	Afternoon	Full Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

For Office Use only

	Date	By whom	Date Letter sent	Date Offer Letter sent	Kindersoft
Application Received					
Personal Details checked					
Health Information checked					
Authorisations checked					
Additional Information checked					
Childcare agreement completed					
Key Worker					
Invoice and Standing Order					
Places allocated and start date					



SECTION 1: PERSONAL DETAILS

Child's details	
Child's first name(s):	Child's surname:
Gender (male or female):	Date of birth:
Ethnic origin:	Language(s) spoken:
Religion:	
Which of the parents/carers below does the child normally reside with?	

Parent/carer (1)	
First name(s):	Surname:
Relationship to child:	Occupation:
Home address (incl. postcode):	Work address (incl. postcode):
Home phone number:	Office phone number:
Mobile phone number:	Email address:
Does this person have legal parental responsibility for the child? YES: NO:	

Parent/carer (2)	
First name(s):	Surname:
Relationship to child:	Occupation:
Home address (incl. postcode):	Work address (incl. postcode):
Home phone number:	Office phone number:
Mobile phone number:	Email address:
Does this person have legal parental responsibility for the child? YES: NO:	

Emergency contact (1)			
First name(s):		Surname:	
Relationship to child:		Contact number:	

Emergency contact (2)			
First name(s):		Surname:	
Relationship to child:		Contact number:	

Names of persons authorised to collect the child/children	

Child's doctor	
Full name:	Address:
Telephone number:	



SECTION 2: HEALTH INFORMATION

CHILD'S NAME: **DATE:**

Please provide any medical information/health problems with your child that you feel the nursery should be aware of:
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Records of previous Immunisations:	Records of previous infectious disease:
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Does your child have any special dietary requirements? YES / NO	If so, please give full details below:
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Does your child have any allergies? YES / NO	If so, please give full details below:
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If you answered YES+above, is this potentially life-threatening as far as you are aware? YES / NO	If so, what treatment is required in the event of exposure?
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Other special requirements:

If this information changes in the future, please notify the nursery in writing immediately. It would help us if you could give as much detail as possible, including specific ingredients and products.

Does your child require any regular medication? YES / NO	If so, please give full details below:
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Details of procedures prohibited for medical, religious or any other reasons:

I understand that any carer / practitioner who suspects that a child in his/her care may have been abused or neglected in any form, has a duty to report this to Social Services Department

Signed **Date:**

Name



SECTION 3: AUTHORISATIONS

CHILD'S NAME: **DATE:**

Emergency Medical Treatment	
In the event of an emergency, the nursery will take your child to a doctor or to the hospital for treatment. If you do not consent to this, please speak to the Nursery Manager so that suitable alternative arrangements can be made before your child starts at the nursery.	Do you give permission for the nursery to seek emergency medical advice and/or treatment for your child? YES / NO
The nursery practitioners will only be able to provide children with any type of medication if a parent has completed a medical report at the start of the session, stating that the child is not well and would require the administration of medication during the day. Due to new regulations in the Administering of Medication to Children by the NDNA, if a child becomes ill during the course of the day with a temperature, the nursery will contact the parent and they will be asked to come to the Nursery to give us written permission to be able to administer the required medication. For further details on this please go to: www.ndna.org.uk	

Nappy Protection	Sun Protection
We require your authorisation in order to be able to apply nappy cream to your child. We supply Zinc & Castor Oil Cream and Sudocrem and staff members will apply this if and when they feel that it is needed. If you would prefer that we do not apply nappy cream to your child, please circle the NO+ box. Sudocrem YES / NO / Not Applicable Provide your own: YES / NO / Not Applicable	In the summer months, we may use a proprietary brand of sun cream to protect children's skin Do you give permission for the nursery to apply sun cream to your child if needed? Nursery Sun cream YES / NO / Not Applicable Provide your own: YES / NO / Not Applicable Any special instructions:

Outings	
From time to time, the nursery will organise outings on foot to visit the park, shops and other suitable venues decided by the nursery staff. Appropriate staff ratios will be maintained at all times and procedures are in place to ensure safety.	Do you give permission for your child to be taken on outings that involve motorised transport? YES / NO / Not Applicable

Photograph's	
We often take photographs of children to be used in displays around the nursery, newspaper articles, newsletters, videos at plays and in the children's development records. These photographs will not be used for any other purpose without your written permission.	Do you give permission for photographs to be taken of your child for the purposes described? YES / NO

Signed **Date:**

Name



SECTION 4: ADDITIONAL INFORMATION

CHILD'S NAME: **DATE:**

The following is designed to help us understand and get to know your child better.
Please answer the following questions and provide any other information that you feel will help us in settling you child into the nursery.

Are any milk feeds to be given to your child during the day? If so, at what times?
What type of milk does your child drink?
What juice does your child drink? At what times?
What are your child's favourite foods?
Does your child have any daytime sleep? At what times?
How does your child sleep? Does your child have a comforter?
What are your child's favourite occupations?
What are your child's favourite songs and games?
Is there anything special that you feel we should know about your child?



SECTION 5: CHILDCARE AGREEMENT

CHILD'S NAME: **DATE:**

This agreement is between:

Harrison Day Nursery
297 Wallasey Village
Wallasey
Telephone 0151 512 1046

and

Parent/Carer: õ
Address: õ
 õ
 õ
 õ
Telephone: õ

For the care of:

Child's name: õ
Starting from: õ
For the following days: õ
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I have been shown the nursery's Policy & Practice manual which govern the way that the nursery is run and I have completed the details contained in sections 1-5 of this application/agreement and confirm that I have read the Terms & Conditions contained in section 6.

I have received a signed copy of this agreement.

Signed: õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ .. **Parent/Carer**

Name: õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ ..

Signed: õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ .. **For Harrison Day Nursery**

Name: õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ õ ..



SECTION 6: TERMS & CONDITIONS

Harrison Day Nursery : hereinafter referred to as ~~the~~ the nursery offer a definite /provisional place to the child who is to join the nursery on the following terms. These terms and conditions relate to the contract between the nursery and the parent /guardian. The headings in this agreement are inserted only for convenience and shall not affect its construction.

1 Registration

A registration fee as referred to on the fee sheet shall be paid by the parent/guardian to the nursery on submission of the completed registration form and that fee shall not be returnable if such acceptance is later withdrawn by the parent/guardian. The registration fee will be returned if the nursery cannot offer the place on the schedule and date required.

2 Offer Acceptance

A deposit as is referred to on the fee sheet shall be paid by the parent/guardian to the nursery on the acceptance of the offer and that deposit shall not be returnable unless one full month's notice in writing is provided to the nursery manager. The deposit is not deductible from the first month's fees.

3 Payment of nursery fees

(i) Payment of nursery fees to the nursery for the child's attendance at the nursery shall be made by the parent/guardian monthly, in advance, on the first day of each month (the due date) by Standing Order.

(ii) If the payment of fees referred to in (i) above shall be outstanding for more than 14 days then the nursery may serve 14 days notice in writing to terminate this contract. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery, and the nursery's notice to so terminate shall be regarded as a formal demand for all outstanding monies.

(iii) The nursery reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/guardian.

4 Calculation of fees

(i) The nursery year runs from September 1st to August 31st. The nursery closes for and all other Bank Holidays.

(ii) The fees payable by the parent/guardian are calculated by taking the child's weekly attendance fee, multiplying the same by 52, and dividing by 12 to give a monthly payment which is required in accordance with clause 3(i). The nursery does not permit the payment of fees on a daily or weekly basis. Any payments by a parent/guardian upon this basis may be regarded by the nursery as a breach of the parent/guardian payment obligations and the nursery reserves the right to terminate this agreement upon serving 14 days notice of the parent/guardian payment default. Upon the expiration of the said 14 days notice and the parent/guardian having failed to remedy their payment default then the nursery shall be entitled to treat this agreement as terminated and the provision of clause 3(ii) shall apply.

(iii) The nursery does not permit the pro-rata reduction of payment fees if the child is absent from the nursery due to illness or holidays whilst the nursery is open. The parent/guardian is therefore obliged to make full payment. In the event of payment not being made then the nursery reserves its right to terminate this agreement in accordance with clause 3(ii).

5 Cancellation / Termination

(i) After an offer has been made by the nursery but before acceptance by the parent/guardian either party may cancel the offer by serving 7 days written notice.

(ii) After acceptance of the offer by the parent/guardian either party may terminate this agreement by the service of one calendar month's notice in writing. During that said one month period the nursery undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. In the event of the parent/guardian failing to pay the month's fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies.

(iii) In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one calendar month's fees in lieu of notice. Failure by the parent/guardian to provide one calendar month's notice or any notice at all shall render the parent/guardian liable to the nursery for one month's fees.

(iv) Notice must be in writing and posted to the nursery manager.

(v) If in the reasonable opinion of the nursery manager or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well being of the child or other children of the said nursery or the teachers or other staff so employed then the nursery may serve notice to the parent/guardians or a request for the child to be immediately removed from the nursery and the provision of one month's notice as referred to in sub-clause (ii) hereinbefore stated shall not apply.

6 Variation

(i) There shall be no variation of this agreement unless it is in writing and made between a duly authorised representative of the nursery and the parent/guardian.

(ii) It is hereby recognised that the nursery is owned by Harrison Day Nursery Limited (hereafter called ~~the~~ the Company) and the members of staff at the nursery are employees of the Company.

(iii) The employees of the Company at the said nursery are not authorised to bind the Company in respect of the following matter:

a) The variation of any terms of this agreement except attendance schedule.

b) The entering into of agreements be they oral or written with the parent/guardian as to payment schedules of current fees or arrears of fees.

c) The acceptance of any offer as to the payment of fees or arrears of fees other than in accordance with clause 3.

d) Any representation as to the rights of the Company to take legal or other proceedings.

7 Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent/guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.

8 Deposit

Prior to entry a deposit is required of £60 if the child attends Harrison Day Nursery. The parent/guardian's attention is drawn to the terms and conditions overleaf with regard to the return or forfeit of the deposit.