

TEDDY BEARS NURSERY SCHOOL
232 Southampton Road, North Harbour, Portsmouth, P06 4QD

APPLICATION FORM

(PLEASE USE BLOCK CAPITALS).

DETAILS OF CHILD

Child's Full Name:

Date of Birth: Age: Sex:

Nationality: Religion

Home Address:

..... Post Code:

Home telephone: Password: -----

E-mail Address: -----

DETAILS OF PARENTS/ GUARDIAN

Mother's Name:

Daytime Contact/ Employer's Address:

.....

..... Telephone:

Father's name:

Daytime Contact/ Employer's Address:

.....

..... Telephone:

Name and Relationship of other Emergency Contact: -----

Address: Telephone:

Other important information

If someone other than the person who fills in this form will be responsible for bringing and/ or collecting the child, you should tell that person that the nursery staff will need proof of identity and the Password.

You should also introduce that person to Nursery Staff where possible.

We will also use these contacts if, in the unlikely event of an emergency, we are unable to contact you.

Authorised Person's Name	Addresses	Relationship to child (if any)	Phone number

MEDICAL RECORDS

Doctor's Name: Health Visitor:

Address of Surgery: Address of Practice:

.....

Telephone: Telephone:

Vaccinations and Dates received:

.....

Allergies (Please state whether life threatening or otherwise):

.....

Dietary Requirements:

Additional Medical Information:

.....

MEDICAL CONSENT

May we administer CALPOL if necessary? Yes/ No

May we have permission to:

Apply our sun creams Yes/ No

Use face paints? Yes/ No

Take your child for a walk? Yes/ No

The Nursery School Manager, or a senior Staff member, reserves the right in the case of a serious accident to take a child directly to the hospital accident and emergency department. We would contact you immediately.

PHOTOGRAPHY CONSENT

Are you (the Parent/ Guardian) willing to allow Staff and other parents to take photographs? Yes/ No

Are you (the Parent/ Guardian) willing to allow photos to be used in School displays/ OFSTED/ School website Yes/ No

Are you (the Parent/ Guardian) willing to allow photos to be used in an external publication? Yes/ No

SESSIONS REQUIRED

Preferred Commencement Date:

Tick sessions required:

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Full 5 day week (8am – 6pm)					
Single Full Day (8am – 6pm)					
Morning (8am – 1pm)					
Afternoon (1 – 6pm)					
5 hours- NEG sessions (1- 6 pm)					
4 hours sessions (9am – 1pm/ 1 – 5pm)					
Meals (regularly booked)					

Fees are inclusive of nappies, wipes, lotions and a mid-session drink and snack.

***NB:** One month prior to commencement a four-week refundable deposit is payable, which is offset against the fees for the last month of attendance. All fees are payable monthly in advance. In order to register your child with Teddy Bears Nursery School, please complete and return this application form to the above address, together with a cheque made payable to Teddy Bears Nursery School to cover the registration fee of £30 (non-refundable).*

DECLARATION

I confirm that, to the best of my knowledge, the information given on this form is accurate, and I will advise the Nursery of any changes. In addition, I agree to abide by the terms, conditions and regulations on the reverse hereof, and any variations thereof as published from time to time.

Print Name:

Signature:

Date:

CURRENT TERMS, CONDITIONS AND REGULATIONS

1st September 2011

Age of admittance: R & J Care Ltd. Trading as Teddy Bears Nursery School (hereinafter referred to as the Nursery) offers care for children aged between 3 months and 5 years.

Opening Hours: The Nursery is open approximately 51 weeks a year from 8am to 6pm from Monday to Friday (and other times by arrangement) excluding the eight permanent Bank/ Public Holidays. Children may stay for a full day (8am-6pm) or attend either a morning or afternoon session. However, parents may collect and deliver at any time during the appropriate session, but should advise Staff accordingly in advance. Parents must indicate the sessions they would like their child to attend when completing the application form. Extended sessions are negotiable and will be charged for at an hourly rate for any hour or part thereof. We will try to be as flexible as possible to meet individual requirements. Due to Local Authority staffing requirements it is essential that children are delivered/ collected within the agreed hours.

Registration and Waiting List: To secure a place within the Nursery, application forms must be completed in full and submitted with a £30 non-refundable registration fee. If a suitable place is not available at the time of application, the child's details will be added to a waiting list. One month's deposit is payable one month prior to commencement or at the time of registration, whichever is the later. This deposit will be set against the child's final month's fees at the Nursery.

Fees: All fees are payable monthly in advance on the first day of the month. Fees may be paid directly to the bank, by cash, cheque made payable to Teddy Bears Nursery School or child care vouchers. There is no reduction for part-attended weeks. Additional sessions/hours accumulated during the month will be added to the next month's invoice. Parents who fail to settle their account within two weeks of the fees being due may be deemed to have terminated their agreement with the Nursery, which will then be free to re-allocate the places forthwith. All fees are subject to variation. The Nursery reserves the right to charge interest on fees (or any part thereof) paid late at the unauthorised overdraft rate chargeable at the time by Royal Bank of Scotland.

Cancellation: Should any parent wish to withdraw their child from the Nursery or reduce their sessions, one month's written notice is required or payment in lieu. Similarly, if the Nursery is unable or unwilling, for whatever reason, to continue to provide care for a child either on a temporary or permanent basis the Nursery will also try to give one month's notice or alternatively give a refund of any fees already paid in advance in respect of the said month's notice, which refund shall be the limit of its liability. However, in the event of any breach of regulations, the Nursery may, at its sole discretion, require the parent to remove their child from the Nursery, in which case fees will not be refunded.

Sickness: The Nursery cannot accept a child who is obviously unwell. Any child suffering from an infectious illness, rash, sore throat, diarrhoea, running eyes or nose, etc. should be kept at home until 24 hours after the last attack or unless a Doctor advises otherwise. If a child is unwell whilst at the Nursery, every reasonable effort will be made to contact the parents. Parents should indicate on the application form where they and a relative or friend can be contacted during Nursery hours. The Nursery will make every reasonable effort to ensure a child's well being but cannot accept responsibility for medical problems. Written permission must be provided before any medication can be administered to a child at the Nursery. A medicine book will be maintained.

Clothing and Personal Property: All clothing and personal items must be clearly marked with the child's full name. A change of clothes and suitable outdoor clothing must always be available. Children must not bring sweets, jewellery, money, toys or other valuables, to the Nursery. A special comforter is the exception. All articles are left in the nursery at the parent's own risk.

Security: Parents and their representatives must comply with any reasonable arrival and departure procedures that the Nursery shall proscribe from time to time. The Nursery reserves the right to make enquiries to satisfy itself as to the bona fides of any person collecting or delivering children.

Parking: Parents must exercise great care when using the car park. The Nursery accepts no responsibility for injury, damage or loss to persons, vehicles or property in the car park.

Enticement: No parent or guardian of any child to whom this agreement relates, shall, during a period commencing from the date of the child's first registration until a date six months after the child has ceased to attend the Nursery, employ or seek to employ any person who was or is employed by the Nursery during that period.

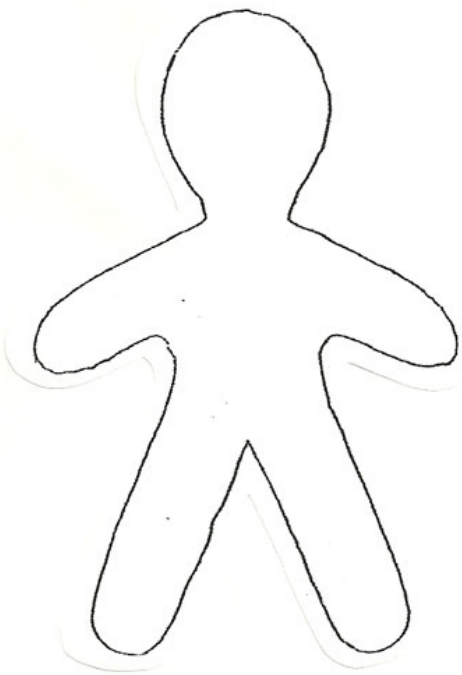
Brochures and Promotional Material: Publications provided by the Nursery are for guidance purposes only. They do not form any part of the agreement.

Late Collection / Early Drop off Charges: There is a charge for every fifteen minutes outside of your session time.

Mobile phones: Use of mobile phones are not allowed in the building or in the surrounding area.

The Nursery may vary any of its terms, conditions and regulations from time to time by displaying a revised version within the Nursery or by posting them to parents. Such changes shall have immediate effect.

HOME INCIDENT FORM

DATE INFORMING NURSERY OF INCIDENT	PEOPLE INVOLVED IN INCIDENT	NAMES OF WITNESSES	
DATE ACCIDENT OCCURRED	TIME ACCIDENT OCCURRED	PLACE ACCIDENT OCCURRED	
BODY MAP TO SHOW POSITION OF INJURY		DETAILS OF INCIDENT OCCURRED	
			
TREATMENT GIVEN			
MEDICAL AID SOUGHT (IF ANY)			
ANY FURTHER ACTION NEEDED			
PARENTS/CARERS NAME PARENT/CARERS SIGNATURE			

MEDICATION SHEET

DATE

CHILDS NAME

NAME OF MEDICATION

EXPIRY DATE

DOSAGE

TIME TO BE ADMINISTERED

DOCTORS NAME

PARENT SIGNATURE

TIME ADMINISTERED

ADMINISTERED BY

WITNESSED BY

PARENT SIGNATURE AT END OF DAY/SESSION

PERMANENT MEDICATION FORM

NAME OF CHILD		AGE OF CHILD
ILLNESS/CONDITION		
NAME OF MEDICATION		
PRESCRIBED BY		
EXPIRY DATE OF MEDICATION		
DOSAGE REQUIREMENTS		STORAGE REQUIREMENTS
TIME TO BE ADMINISTERED		
DATE MEDICATION TO BEGIN		
APPROXIMATE DATE OF DURATION		
ANY INFORMATION WE NEED TO KNOW		
NAME OF PARENT		SIGNATURE:
REVIEW DATE		

Parent observation

We would like to involve all parents in the gathering of information about their child. This will assist us in the planning for each child's individual development and provide us with a full picture of your child.

Our partnership with you is vital and we value your input.

If your child achieves anything new at home it would be of great benefit if you could inform your child's key person verbally or fill in the chart below. This could be a first step, word, or favourite food for younger children or for older children recognising their name, colours, numbers, completing a puzzle or riding a bike. Any drawings or photos are also great contributions for your child's learning journey. If you are unsure please have a chat with your child's key person.

Name:	age	date
Achievement:		
Observation (details of what you have seen your child do)		
Next steps: (what you think you/we can be supporting your child to do next)		