

# Bright Eyes Nursery Application Form

Child's Surname..... First Names.....

DOB..... Religious Denomination.....

Name and Address of parent or guardian who has parental responsibility for the child .....

..... Post code.....

Fathers full name.....Father's occupation.....

Mothers full name..... Mother's occupation.....

Mother home..... Work..... Mobile.....

Father home..... Work..... Mobile.....

In case of an emergency, please give the names and telephone numbers of Grandparents or other responsible persons who could be contacted. They must be over 16 years of age.

Name..... Relation to child.....

Home..... Work..... Mobile.....

Name..... Relation to child.....

Home..... Work..... Mobile.....

Any special dietary requirements ? .....

Proposed date of entry and age of child.....

Sessions required ( F/T or P/T ) .....

Days required.....

Has your child attended another nursery? If yes could you please write down the name of the setting?.....

## Medical Details

Child's name.....

Doctors name.....

Telephone number.....

Address.....

Health visitors name.....

Telephone number.....

Address.....

Has your child got any specific health problems or allergies that the nursery should be aware of?

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Is your child allergic to baby wipes?.....

Is your child allergic to a certain brand of nappies?.....

Immunisation details.....

Is your child allergic to plasters?.....

I consent to the staff applying nappy cream when required. Signed .....

I consent to my child being observed by the staff.

Signed.....

I consent to my child having their photograph taken and displayed in the nursery. Signed.....

I hereby give permission for staff to transport my child to hospital in the event of an accident or emergency if the parent/guardian cannot be contacted?

Yes

No

Signed..... Date.....

## Bright Eyes Nursery Conditions of Acceptance

- A) Fees are payable MONTHLY IN ADVANCE on the 1<sup>st</sup> of each month. There is a grace period of 7 days at the start of each month. If fees are not paid by the 7<sup>th</sup> day a £5.00 per day charge is added and the nursery place will be temporarily suspended until fees are brought fully up to date.
- B) I am aware that all nursery policies and procedures are displayed in the reception area and copies are supplied in my Welcome Pack.
- C) One months notice must be given IN WRITING before the child is removed from the nursery OR the sessions are altered, otherwise ONE MONTHS FEES are due in lieu of notice.
- D) Anyone claiming the Nursery Grant for 3 and 4 year olds who attend state nursery will be required to pay back the full amount. The Grant is claimed for by the nursery at your request.
- E) We require a £25.00 booking fee to accompany this application form, which is non refundable, but is deducted from your last payment with the nursery.
- F) The nursery is open 51 weeks of the year. It will be closed between Christmas and New Year. We also close on all Bank Holidays, which are chargeable. There can be no remission of fees on account of absence whatever the reason (holiday or sickness).
- G) Parents may take 1 week annual holiday free of charge. This may be taken after 6 months with the nursery. One month's written notice must be given in advance so that fees can be amended.
- H) If we have any concerns about your child's welfare, we have a duty to speak to our Day Care Officer, who in turn can recommend we contact Social Services and or Child Protection.
- I) Any change of address or telephone number must be notified in writing to the Management Team.
- J) In cases of absence through illness, the nursery must be informed of the nature of illness on the day of absence.
- K) All sessions must be strictly adhered to, to conform to OFSTED ratios. Sessions are 7.30am - 1.00pm and 1.00pm - 6.00pm.
- L) In order to provide continuity for your child the minimum number of sessions they may attend in any one week is two.
- M) The proprietor may require the withdrawal at any time of a child whose conduct or attitude is in the proprietor's opinion, unsatisfactory or if she considers such withdrawal is in the best interests of the nursery.
- N) The proprietor may require the withdrawal at any time of a child whose parents/guardians fail to comply with the above Conditions of Acceptance.
- O) Parents are responsible for labelling all their children's belongings and ensuring that only suitable clothing and footwear is worn by their child to nursery.
- P) Bright Eyes Nursery does not take any responsibility for prams, pushchairs or car seats left in the pram store provided.

I agree and abide by the Terms and Conditions set out above

Signed..... Date.....

I agree to read the policy pack provided. Signed.....

Welcome pack given by..... Date

Bright Eyes Nursery. 584 Kingstanding Road, Kingstanding, Birmingham, B44 9SH

0121 382 3322 [www.brighteyesnursery.com](http://www.brighteyesnursery.com)

