

Ettington Pre-School Ltd - Application Form

(All data collected will be held in confidence and will only be used for reasons relating to your child's attendance at Ettington Pre-School)

Contact Details:

Child's Full Name:					
Date of Birth:	For office use: Birth Certificate seen - yes/no Date & staff initial:				
Name(s) & Address(es) of Primary Carer(s) ie. Person(s) who has/have Parental Responsibility for this child. Please see www.direct.gov.uk for definition of Parental Responsibility. PLEASE KEEP US UPDATED OF CHANGES TO ANY OF THESE DETAILS.	Primary Carer (Parent/Carer who child lives with) Name: Relationship to child: Address: Postcode: Home Tel: Work Tel: Mobile Tel: e-mail address for communication:		Second Parent/Carer: (if applicable) Name: Relationship to child: Address (if different from previous): Postcode: Home Tel: Work Tel: Mobile Tel: e-mail address for communication:		
	Who has legal contact with this child? (eg. Parents, Step-parent, previous partner) Please give any further details on a separate sheet and discuss with manager.				
Emergency contact: (eg friend, relation)	Name:		Telephone no:		
Is anybody else likely to collect this child from school?	Name:		Telephone no:		
Please give a password to be used if this child is collected by a person who doesn't usually pick them up.					

PROVISIONAL SESSIONS REQUIRED:

Please tick:

Term time only Full time (50 weeks)
 Daisy class age 2-3 Buttercup class age 3-4

Monday	8am - 9am	9-12am or 9am-1pm	1- 4 pm	All day 9am - 4pm	4pm - 5.30pm
Tuesday	8am - 9am	9-12am or 9am-1pm	1- 4 pm	All day 9am - 4pm	4pm - 5.30pm
Wednesday	8am - 9am	9-12am or 9am-1pm	1- 4 pm	All day 9am - 4pm	4pm - 5.30pm
Thursday	8am - 9am	9-12am or 9am-1pm	1- 4 pm	All day 9am - 4pm	4pm - 5.30pm
Friday	8am - 9am	9-12am or 9am-1pm	1- 4 pm	All day 9am - 4pm	4pm - 5.30pm

Please note, morning sessions from the term after a child's third birthday are from 9am - 1pm

Medical Information

Name of child's doctor:

Address of surgery:

Doctors telephone no:

Has your child received all suggested vaccinations? Yes / No

Additional medical information eg Asthma, Allergies, diet restrictions etc

(For the safety and best possible care for your child PLEASE talk to the staff prior to your child starting pre-school as they may need further information or require you to complete further documentation. Thank you.)

Emergency treatment

I give my permission for staff at Ettington Pre-school to seek any necessary emergency medical advice or treatment for my child in my absence.

Signature:

Date:

Any additional information:eg siblings, home circumstances, religion, cultural & special needs etc**Outings**

I give my permission for my child to take part in trips and outings off pre-school premises organised by Ettington Pre-school under the supervision of a member of staff and if necessary an additional allocated parent.

Signature:

Date:

Photographs

I give permission for my child to be photographed by the staff during Pre-School activities and for these photographs to be used and displayed at Pre-School.

Signature:

Date:

Signature of Primary Carer:

Date of application:

Please leave grey area blank

Received by:

Start date:

Date:

Please complete this form for monitoring purposes.

Ethnic Group		Please tick
White	British	
	Irish	
	Other (please specify)	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Other (please specify)	
Black or Black British	Caribbean	
	African	
	Other (please specify)	
Other ethnic group	(please specify)	

Ettington Pre-School Ltd. - Terms and Conditions.

Pre-School Places and Bookings

A signed and fully completed application form must be received before a place can be considered. All full and part time sessions must fit in to the session times detailed in the prospectus. Holiday club sessions must be booked separately by completing a Holiday club form. We suggest that a minimum number of two sessions per week should be booked during term-time.

Registration Fee and Deposit

A £10 non-refundable registration fee is required along with a refundable £50 deposit (see prospectus for deposit details). These are payable at time of registration.

Fees and Invoicing

Fees are billed in advance on a term by term basis (with government grant reductions applied if appropriate). Bills may be paid in full or in three installments. Installments must be paid by the payment dates indicated on the bill. If paying in full the payment should be made by the first installment date. We reserve the right to charge late fees of £5 per week for any installments not made by the payment dates. Payments may be made by cash, cheque, internet-banking or employer childcare vouchers. Continual failure to meet payments may result in the termination of the Pre-School place. In such cases, the parent remains responsible for all outstanding fees.

Any one off extra sessions are to be paid for by the start of that session.

Other than if we are in breach of these Terms and Conditions, all sessions that have been booked will be included in your bill, even if your child misses a session due to illness or holiday.

If you opt for the full time care option (sessions for 50 weeks a year) you will be entitled to a holiday allowance. Children will be allocated double the number of their weekly attendance pattern sessions at the start of the academic year, to take at a 50% discount per session. The holiday year runs from 01 September - 31 August. Holidays must be booked with at least four weeks written notice. Holiday allowance cannot be carried over to the next year – if it hasn't been used it is lost. The allowance will be deducted from the next terms invoice following notification of the holiday.

Late Collection of Children

Please note that it is important for the children and staff that children are collected promptly. Whilst we appreciate that delays are sometimes unavoidable, we do reserve the right to charge £5 per quarter of hour to cover our costs, as staff may have to be paid overtime.

Pre-School Closure

The Pre-School is open as specified in the prospectus. The Pre-school is closed on bank holidays, one week over Christmas and the last week of August.

Termination/Cancellation Change

We require one months written notice should you wish to terminate a pre-school place for any reason. Parents remain liable for fees throughout the notice period. We reserve the right to terminate a Pre-School place with immediate effect if fees are not paid by the due date or if a parent or child displays abusive, threatening or otherwise inappropriate behaviour. In all other cases, one months notice will be issued in writing should we wish to terminate a Pre-School place for any reason. If a start date is postponed or cancelled we reserve the right to withhold the £50 deposit. If you wish to change the number of sessions, a 'Session Amendment Form' form must be completed with one months notice.

Behaviour Management

Children who are deemed (by the manager) to be disruptive or are displaying inappropriate behaviour may be required to be removed by the parents from the Pre-School. The Pre-school will not tolerate staff being spoken to in an abusive or threatening manner. Such behaviour will result in immediate termination of a Pre-school place.

Liability & Insurance

We have extensive insurance cover-full details are on display near the main office.

We cannot be held responsible for any loss or damage to children’s property. Every reasonable effort will be made to ensure children’s belongings are not lost or damaged.

We accept no responsibility for children whilst in their parents care on Pre-School premises.

On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that means the decision has to be taken to close the Pre-school. If the Pre-school is obliged on these occasions to pay the staff, then the Pre-school reserves the right to charge for any session which your child would have attended if the Pre-school had not been closed due to circumstances beyond its control.

Accidents and Illness

We reserve the right to administer basic first aid and treatment where necessary. Parents will be informed of all accidents and required to sign an accident form.

For accidents of a more serious nature, involving hospital treatment, every effort will be made by the Pre-School to contact parents but failing this we are hereby authorised to act on behalf of parents and authorise necessary treatment.

We will only administer prescribed medicines if parents complete a ‘medicine consent form’; however, the first dose must be given at home and medicines must not be left on the Pre-School premises overnight.

We require parents to withdraw their child from Pre-school in the event they require special medical care or attention, the child is considered too unwell to attend or it is thought the child has an infectious or contagious disease (See infectious/contagious disease sheet attached). We accept no responsibility for children contracting contagious diseases/infections but efforts will be made to inform parents of cases of such diseases or infections within the Pre-School. We reserve the right to contact parents at any time if their child becomes ill during normal pre-school hours.

Should your child pose a potential health risk to other children or staff then we have no option but to exclude the child until a doctor declares no further risk.

Parents are required to inform Pre-School if their child is suffering from any illness, sickness or allergies.

Security

Under no circumstance will a child be allowed to leave Pre-School with anyone unknown to Pre-School staff unless the Parent has made previous arrangements. A list of responsible adults who are authorised to collect their child should be given to the Pre-School manager.

General Information

Parents are required to inform Pre-School of any food, medicine, activity or other circumstance that may cause the child to have an allergic reaction or allergy. Parents must provide full details, in writing, of the severity of the reaction and must keep the Pre-School informed of any change to the condition.

In the event that you seek to employ a member of our staff, you will be liable to pay costs to cover advertising and replacement to the sum of three months salary or £2,000 which ever is the greater. This is effective within and up to three months of an employee leaving our nursery.

Agreement

We reserve the right to update/ amend these Terms and Conditions at any time with one months written notice.

I agree to the above terms and conditions.

Signed

Date

Print name.....

Please return to pre-school for our files, thank you.