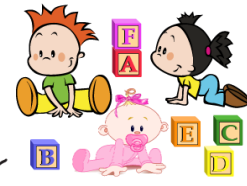


Lincoln Nursery



Day Nursery Admission Form



Ollerton Nursery

Full name of child:	Name child known by:
Date of birth:	Religion:
Address:	Home Telephone: Mobile:
Email Address:	Language(s) spoken at home:

Mother's Name: Place of work: Telephone No:	Father's Name: Place of work: Telephone No:
Legal Parental Responsibility*: YES / NO	Legal Parental Responsibility*: YES / NO
*Please indicate whether this parent has legal responsibility for the child. Please also specify if parents are not living together.	

Name of 1 st emergency contact (other than parent):	Relationship to child:
Telephone Number:	Mobile Number:

Name of 2 nd emergency contact (other than parent):	Relationship to child:
Telephone Number:	Mobile Number:

*Must have 2 emergency contacts

Password:	(To be used by person/s who are collecting your child. They will be asked the password before being able to collect your child. You must inform the setting if anybody other than the named parent/carer on this form is collecting your child, even if they are somebody who has been before. Please note if we are not aware that somebody different is collecting your child we will have to contact the named parent/carer before we can let them take the child. The person collecting your child may also be requested to show some ID)
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IMPORTANT INFORMATION Please ensure you take the time to read carefully – all parents must abide by the following:

Confidentiality: I understand that, as a parent or guardian bringing a child into the nursery, I will be in close contact with other people's children and may learn things about them that I would not otherwise know. Although the nursery staff will not discuss confidential matters with me, the children may tell me things about themselves and their family and I may observe things that allow me to draw conclusions about them. This information is personal and private and I will treat it with respect and confidence. If I have any concerns about what I see or hear I will discuss it with the Nursery Manager.

Change of circumstance: I understand that as the parent/carer of the child named on this form it is my responsibility to inform the setting of any changes to personal circumstances regarding home or family.

Information sharing: In circumstances whereby I have arranged for somebody other than the named parent/carer(s) on this form to collect my child I give my permission for the staff to share and discuss how my child has been during the day with this arranged person. (Please note if you do not give consent for staff to share information with the arranged person you must inform the setting)

Name of Child's Doctor and/or GP Surgery:	Name of Health Visitor:
Telephone No:	Telephone:

Fun Farm Day Nursery Parent Contract

Admission

A completed Childcare Agreement Contract Form and a £30 Non-Refundable Admission Retainer Fee are required to secure your Child's place.

Fees and Invoices

Childcare accounts are payable monthly, in advance for a calendar month of childcare. Accounts are payable by BACS, Bank Transfer, Bank Card or by Cash. We also accept childcare vouchers and payment from tax free childcare accounts. We receive any free entitlement directly from the Local Authorities. (More information will be available when your child becomes eligible)

Invoices will be issued in the week preceding the start of the month and will be due for payment by the 7th of that month. Unless there is a prior arrangement, a charge of £25 late payment fee will be charged. Any parent or carer whose fees remain unpaid after the 14th of that month, without prior agreement of the Nursery Manager or Directors, risk their place at the Nursery being withdrawn with immediate effect. A sibling discount is applied to the costs of the eldest child. All discounts are applied to core childcare provision only and do not apply to the service charge, meals or other services. Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to sickness, holidays or early closing on the last day of the Christmas term (if applicable) or unavoidable nursery closure.

Be aware that the number of days childcare provided each month may vary. Bank holidays and Christmas / New Year closures will not be charged for.

If you expect to be late collecting your child please notify the nursery as soon as possible. If notified, the additional time will be charged at the standard hourly rate. Un-notified late collection will be charged at a rate of £10 per half hour to cover emergency staffing and other arrangements.

In case of default on payment the nursery reserves the right to apply a £50 administration fee for the preparation of court papers and interest will be charged at 8% above the Bank of England's interest rate. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The nursery will give parents and carers two months notice of increase of fees which will normally be reviewed in April.

Termination, cancellation and other change of sessions

One month's notice is required by either party for any changes of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are non – refundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right to charge from the original start date notified on the Agreement form.

The nursery reserves the right to terminate the Agreement with immediate effect in the case of non-payment of fees, or if a parent or carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidating or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

Any changes to session times or dates must be sent via email or a handwritten letter given to the nursery office. No changes can be authorised by the staff in your child's room.

Communication and Security

It is a requirement of the nursery that we hold both parent/carers contact details Inc. mobile/home and work numbers along with two emergency contacts. This contract must be signed by both parents/carers. For children in lone parent families one signature will be required along with contact details, but still two emergency contacts. A password is required on the admission form in case of another person/s collecting your child. ID will also be required and staff must be informed on the day of collection.

The CCTV System: The system comprises of a fixed position camera in every room of the nursery except toilet areas/nappy changing areas. It also consists of monitors, a digital recording system and public information signs. Signs will be prominently displayed to notify staff, parents/carers, visitors and members of the public that a CCTV installation is in use. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage. **Purpose of**

the system: The system has been installed by the nursery with the primary purpose of protecting the property and equipment. We are also ensuring the safety of the children, staff, parents/carers and visitors consistent with respect for the individual's privacy. These purposes will be achieved by monitoring the system to assist in the prevention and detection of crime or serious incidents/occurrences.

Insurance

The nursery has extensive insurance cover for the nursery based activities and outings. Details of the insurance may be requested from the nursery manager. The certificate is displayed in the nursery.

Personal property and belongings

The nursery cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Every reasonable effort will be made by the nursery staff to ensure that property or belongings of any parent, care or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home. Due to the nature of nursery activities we suggest that children do not wear their best clothes.

Liability

The nursery accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parent's care on nursery premises. We will not be liable to parent's and/or children for any economical loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Accidents and illness

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required the nursery will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer prescribed medicines only if parents have completed a Medicine Consent form.

We may require parents to withdraw their child from nursery without a refund in fees, in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Please refer to our Illness policy regarding exclusion and incubation periods by which we are bound. Parents and carers must inform the nursery if the child is suffering from any illness, sickness or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound. No refund will be made if your child is excluded from nursery due to illness.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the nursery. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these Terms and Conditions at any time. One month's notice will be given of any changes made.

The nursery is operated by Fun Farm (Lincoln) Ltd

I have read and understood these Terms and Conditions and agree to be bound by them.

Signed (parent)

Print Name:

Date:

Signed (parent)

Print Name:

Date: