

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

Parent -1: Name:.....

Daytime Contact/ Employer's Address:.....

.....

First Telephone:..... Second Telephone

Parent -2: name:

Daytime Contact/ Employer's Address:.....

.....

First Telephone:..... Second telephone:.....

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

Relationship: Telephone:.....

Other important information
ADMISSION POLICY

Our minimum requirement for children aged under 3 years is a minimum 2 full days or 4 sessions. Children over three years have to attend 3 full days. When children reach 3 years of age, they are expected to attend at least 3 full days regardless of attending less than 3 days when they started with us.

SESSIONS REQUIRED

Preferred Commencement Date:.....

Tick sessions required:

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Single Full Day(8am – 6pm)					
Morning (8am – 1pm)					
Afternoon (1 – 6pm)					
School Hours (9.00 – 3.30)					
Early Education Funding sessions					
Breakfast					
Lunch					
Mid-session Snacks					
7.30 am start					

Fees are inclusive of nappies, wipes, lotions, a mid-session drink and snack and early closing on Christmas Eve. Contribution is needed for the children attending NEG sessions and having our snacks and any additional activities.

NB: *One month prior to commencement two hundred pounds 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 payment of £30 to cover the registration fee (non-refundable).If you are only accessing funded hours, the deposit and the registration fees will not be charged.*

DECLARATION

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

Parent -1: Name:.....

Signature:

Date:

Parent -2: Name:.....

Signature:

Date:

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 to enter the building.

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

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 for a high temperature or pain relief? 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.

July 22

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 and closed at 2 pm on Christmas Eve. 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 and 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. Two hundred pounds 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, provided four weeks' notice is given.

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. We do not charge any fees for the days we are closed. 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 HSBC Plc. Our practice is to submit a Small County Court claim for any outstanding overdue balances.

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 months' 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. This includes any child suffering from an infectious illness, or is reliant on Calpol. Children suffering from sickness or diarrhoea, should be kept at home at least until 48 hours after the last attack. If a child is unwell whilst at the Nursery, every reasonable effort will be made to contact the parents. Parents must complete a medication form before any medicine is administered.

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 an exception. All articles left in the nursery and outside are 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, no more than 5 mph. The Nursery accepts no responsibility for injury, damage or loss to persons, vehicles or property in the car park.

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.

Smoking: Smoking is not allowed in the building, car park 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.