

# Registration Form

Please complete this form in **CAPITAL LETTERS**



## Personal Details

Child's full name: .....

Known as: ..... Male / Female (please circle)

Date of birth: ...../...../.....

Address:.....

..... Postcode: .....

Home telephone number: .....

Who does the child live with? .....

Who has parental responsibility for the child? .....

Who has legal contact with the child? .....

Religion: ..... Ethnic origin: .....

Languages 1: ..... Languages 2 : .....

If English is **not** the main language, will this be your child's first experience of being in an English speaking environment? Yes / No (please circle)

## Parent/ Guardian Details

Mother's name: .....

Mother's date of birth: ...../...../..... Mother's National Insurance No: .....

Mother's place of work: .....

Mother's work number: ..... Mobile: .....

Home Address (if different from child): .....

.....

Mother's email address: .....

Father's name: .....

Father's date of birth: ...../...../..... Father's National Insurance No: .....

Father's place of work: .....

Father's work number: ..... Mobile: .....

Home Address (if different from child): .....

.....

Father's email address: .....

**It is very important that the Parent / Guardian details are kept up to date, please inform the nursery of any changes.**

## Other Contact Details - If Parents / Guardians are NOT contactable

(these contacts must be 18 years of age or over)

Please list the people authorised to collect your child from nursery. Your child will only be allowed to leave nursery with the people listed here. Any changes to this information will be required to be given in writing to the nursery.

| Name: | Relationship to child: | Emergency Telephone Number: |
|-------|------------------------|-----------------------------|
|       |                        |                             |
|       |                        |                             |
|       |                        |                             |
|       |                        |                             |
|       |                        |                             |

As an extra precaution we request that you supply a password. Anyone listed above collecting your child will be asked for the password. The nursery will not allow your child to leave without the password being given.

Password: .....

Would you like Apple Tree to visit you and your child/children at your home address prior to starting? Yes / No

Are there any additional details you think we should know about your child?

.....  
 .....

Expected date of entry: .....

Sessions required- please tick relevant boxes below:

|          | Monday                   | Tuesday                  | Wednesday                | Thursday                 | Friday                   |
|----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| AM       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PM       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Full Day | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Key: AM = 8.30 – 12.30 / 8.00 – 1.00 PM = 1.00 – 5.00 / 1.00 – 6.00 Full Day = 8.00 – 6.00

**Please note that fees are payable on the first day of the week or month your child attends nursery.**

Declaration:

I wish to apply for a place at Apple Tree Day Nursery. I have received a copy of the terms and conditions of the nursery (supplied with this form). I acknowledge that by signing this form, I agree to abide by these terms and conditions.

**I understand and agree that if fees are not paid in full and on time my child will not be admitted into nursery and/or may have their place withdrawn.**

Signed: Mother/Parent/Guardian 1: ..... Date: ...../...../.....

Signed: Father/Parent/Guardian 2: ..... Date: ...../...../.....

# Health Form - Confidential



Please complete this form in CAPITAL LETTERS

Child's name: .....

Child's doctor's name: .....

Telephone: .....

Surgery address: .....

.....

Child's health visitor's name: .....

Telephone: .....

Address (if different from surgery): .....

.....

## Medical details

| Immunisation Details       | Yes | No | Date |
|----------------------------|-----|----|------|
| <b>2-4 months</b>          |     |    |      |
| DtaP/IPV/Hib vaccine       |     |    |      |
| Pneumococcal vaccine (PCV) |     |    |      |
| MenC vaccine               |     |    |      |
| Rotavirus vaccine          |     |    |      |
| <b>12 – 13 months</b>      |     |    |      |
| Hib/MenC vaccine           |     |    |      |
| MMR vaccine                |     |    |      |
| Pneumococca; vaccine (PCV) |     |    |      |
| <b>Pre-school boosters</b> |     |    |      |
| DtaP/IPV/Hib vaccine       |     |    |      |
| MMR vaccine                |     |    |      |
| <b>Others</b>              |     |    |      |
|                            |     |    |      |
|                            |     |    |      |
|                            |     |    |      |

**Does your child have any:**

ALLERGIES? .....

.....  
.....

MEDICAL CONDITIONS which require regular attention (e.g., Asthma)?

.....  
.....  
.....

FOOD or DRINK to be avoided or SPECIAL DIETRY need? .....

.....  
.....

Religious or Cultural needs? .....

.....  
.....

Do you or your child receive support from Children's Services? (i.e., social worker, speech & language therapist etc.) Please give details: .....

.....  
.....

Is there any other medical information you think we should know about your child?

.....  
.....  
.....  
.....  
.....

Signed: Parent/Guardian: .....

Date: ...../...../.....

# Terms & Conditions

(Nursery copy - To be returned with forms)



To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions:

- All fees are charged monthly in advance and must be paid by direct bank transfer or cash on the first day of the month to which they relate. We also accept childcare voucher payments and the tax-free childcare scheme. Our fees are reviewed once per year, but we also reserve the right to adjust fees to reflect any increases in our costs of providing our services. In such instance we will give at least 4 weeks' notice.
- Fees are payable during periods of absence from the nursery, including sickness, holidays etc.
- Children may be excluded from the nursery if fees remain outstanding more than 14 days beyond the 1<sup>st</sup> of the month and the registration terminated.
- The nursery is closed for the eight standard bank holiday days each year and these days will be refunded on the applicable invoices. In the event of any additional closure days (e.g., extra bank holidays) the fees will remain payable.
- In exceptional circumstances there may be events outside of our control and in which we are unable to safely open the nursery. These events may include but are not limited to 'acts of God', fire, flood, war, acts of terrorism, strikes or other industrial action, infectious diseases, pandemics and epidemics, loss of utilities such as electric, gas or water which are out of Apple Tree's control. Apple Tree will not issue refunds for any such closures.
- Four weeks written notice is required if you no longer require the place or wish to withdraw your child from the nursery. Fees are payable during the whole of the notice period.
- Apple Tree Day Nursery reserves the right to charge interest on late fees at the rate of 2% over the bank rate. For represented payments a minimum charge of £20.00 per occasion will be applied.
- Parents/guardians bringing children earlier or collecting children later from the nursery than their booked session will be subject to a surcharge. Charges are made every 5 minutes or part thereof at a rate of £5.50 (Managers discretion will apply in a real emergency situation). Parents/guardians should be aware that the nursery must be vacated by 6.00pm. After 6.00pm a £30.00 charge will be added to your account. If your child remains at nursery after 6.30pm, an additional charge of £5.50 per 5 minutes or part thereof will also be added.
- Apple Tree Day Nursery maintains insurances required by law. Details are available in the office and policies are displayed.
- Any services provided by our staff (e.g., babysitting) are done so entirely at parents/guardian's risk. Apple Tree does not accept any responsibility or liability for any services provided by staff through private arrangement with parents outside of the setting.
- Nursery policies and procedures, including safeguarding, are available for parents to view at all times. Copies of any policy can be provided on request.
- Apple Tree does not accept responsibility for accidental injury or loss of property.
- If your child becomes ill during a nursery session the nursery manager will contact the parent/guardian or the nominated emergency contact. If your child is suffering from a communicable illness, we require you to inform the nursery immediately. Your child should not be brought to nursery until the infection has cleared.
- We work closely with Parents/Guardians to cater for specific dietary and medical requirements. Parents/Guardians have a duty of care to notify Apple Tree in writing if there are any changes to a special diet or medical condition so that we can ensure our records are up to date. Any information by medical professionals must be shared with nursery.
- Apple Tree Day Nursery has an obligation to report any incident where we consider a child may have been put at risk. Reports will be made to the designated officer at the Local Safeguarding Board, Northamptonshire.
- Apple Tree will not tolerate, under any circumstances, any threatening, abusive or violent behaviour towards its staff, parents, or children in our care. Any behaviour deemed as such may result in immediate termination of the nursery place or refusal to allow the person on the premises in the future.
- Apple Tree reserve the right to amend any element of these terms and conditions without notice where such change is deemed necessary from a regulatory or legal requirement, or by providing reasonable notice for non-regulatory or statutory amendments.

I have read, understand and agree to abide by the above terms and conditions.

Parent/Carer Signature:.....

Print Name.....Date.....

Childs Name.....

In order to comply with the new Data Protection Standards, we require you to read and agree with the following statement.

We will only use your personal information in relation to our childcare service. We'd like to keep sending you information about our nursery by email, Facebook, Tapestry and telephone but we need to be sure we have your permission to do so. We keep your information so you can receive important updates about our nursery. We will keep information secure and will never share it except if required to do so by law.

By signing this box, you are consenting to us to continuing holding and processing your data and sending you information.

You can of course unsubscribe / ask us not to contact you by email / phone / Facebook etc. at any time.

Parent/Carer Signature:.....

Print Name.....Date.....

Please return this form to nursery with your completed application forms. An additional copy of the terms and conditions is included for you to retain.

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(Parent/Carer Copy - Please keep for future reference)



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# Session Times & Fees

As from 1<sup>st</sup> April 2024



The nursery is open between the hours of 8.00am and 6.00pm Monday to Friday for 52 weeks of the year, closing only for Bank Holidays.

| <b>Full Time</b>   | <b>Morning</b>      | <b>Afternoon</b>   |
|--------------------|---------------------|--------------------|
| <b>8.00 – 6.00</b> | <b>8.30 – 12.30</b> | <b>1.00 – 5.00</b> |
|                    | <b>8.00 – 1.00</b>  | <b>1.00 – 6.00</b> |

| <b><u>Fees</u></b> | <b><u>2's &amp; over</u></b> | <b><u>Under 2's</u></b> | <b><u>Consumables Charge *</u></b> |
|--------------------|------------------------------|-------------------------|------------------------------------|
| 5 Full days        | £269.00                      | £285.00                 | £2.00 per funded hour              |
| Full day           | £60.00                       | £64.00                  |                                    |
| AM sessions        |                              |                         |                                    |
| 8.30 – 12.30       | £31.20                       | £34.00                  |                                    |
| 8.00 – 1.00        | £39.00                       | £42.50                  |                                    |
| PM session         |                              |                         |                                    |
| 1.00 – 5.00        | £31.20                       | £34.00                  |                                    |
| 1.00 – 6.00        | £39.00                       | £42.50                  |                                    |

Session fees include all snacks, drinks, meals, and activities, short outings and other extra-curricular experiences.

Due to children's individual requirements, parents are asked to supply formula milk. All nappies, wipes, creams etc are supplied by Apple Tree and included in the session price. Parents wishing to use a particular nappy and/or wipe brand are welcome to supply their own.

Children with particular dietary requirements such as intolerances/allergies or religious preferences are catered for, and all foods are provided by nursery and are included in the fees.

**Fees are payable in advance either weekly or monthly on the first day of the week or month that your child attends. Full fees are payable in the event of illness or holidays. A minimum of 4 weeks written notice is to be given for cancellation of a nursery place or 4 weeks fees will be charged in lieu.**



# Funding & Funded Sessions



From the term following their third birthday each child is entitled to 15 hours of nursery education per week. As the nursery is open for 52 weeks of the year, these hours will be spread across the full year and equates to 11 hours a week instead of 15 hours term-time only (38 weeks).

Some families may be entitled to funding for two-year old's dependent upon circumstances. As such, two year funding cannot be automatically granted and has to be applied for by parents. Please speak to the Nursery for further details.

Three and four-year old's may also be eligible for 15 additional funded hours, if both parents are working. Information can be found by visiting visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). You will also be able to check your eligibility and apply for your verification code. This is commonly known as '30 hours childcare', which equates to 22 hours a week for 52 weeks of the year.

The government funding we receive is intended to enable us to deliver the 11 or 22 hours a week of high quality childcare & education. It is not intended to cover the cost of snacks, meals and other consumables, additional hours or additional activities. The government expects early years providers to ask parents to pay for snacks, meals and additional hours and activities etc.

Apple Tree, as an inclusive setting, recognise that some parents may not be in a position to have any costs involved in their children's education and as such the nursery has created a limited number of fully subsidised short sessions in which we subsidise the consumables charge.

Parents are able to utilise the funding on all of our sessions. When accessing the funding the hours will be covered by the funding and will be attended for free. However, as the government funding was only ever intended to cover the hours, a consumables charge will apply to each funded hour accessed. This charge will cover the cost of snacks, meals and consumables during the session. The consumables charge as of 1<sup>st</sup> April 2024 is £2.00 per hour. We regularly assess the consumables charge and reserve the right to adjust it to reflect any increases in our costs of providing our services. In such instance we will give at least 4 weeks' notice.

Apple Tree Day Nursery endeavors to make the funded hours as accessible as possible. In the interests of financial transparency, we are happy to share details of how much funding we receive for your child. Due to the complex nature of how the funding rates are calculated by the government and the Local Authority, each nursery may receive a slightly different rate. To request this information please email the nursery at [funding@appletrreedaynurseries.co.uk](mailto:funding@appletrreedaynurseries.co.uk)