

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
2-4 months			
DtaP/IPV/Hib vaccine			
Pneumococcal vaccine (PCV)			
MenC vaccine			
Rotavirus vaccine			
12 – 13 months			
Hib/MenC vaccine			
MMR vaccine			
Pneumococca; vaccine (PCV)			
Pre-school boosters			
DtaP/IPV/Hib vaccine			
MMR vaccine			
Others			

Does your child have any:

ALLERGIES?

.....
.....

MEDICAL CONDITIONS which require regular attention (eg, 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. Weekly payments paid on the first day of the week your child attends are possible. Voucher payments are welcomed. Our fees are reviewed once per year.
- Fees are payable during periods of absence from the nursery, including sickness, holidays etc. Public and Bank Holidays are not charged.
- 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.
- Children may be excluded from the nursery if fees remain outstanding more than 14 days beyond the 1st of the month and the registration terminated.
- 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.
- Children eligible for funding will have their full entitlement deducted from their monthly invoice at the rate paid to Apple Tree from the Local Authority.
- 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 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 your child should not be brought to nursery until the infection has cleared.
- We work closely with parent/guardians to provide suitable food for children who have a special dietary requirement or religious preference.
- 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.

I have read, understand and agree to 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 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.

Terms & Conditions

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



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Session Times & Fees

As from 1st September 2020



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.

Full Time	Morning	Afternoon
8.00 – 6.00	8.30 – 12.30	1.00 – 5.00
	8.00 – 1.00	1.00 – 6.00

<u>Fees</u>		<u>Fees under 2's – Burton Latimer only</u>
5 Full days	£218.80	£230.95
Full day	£48.60	£51.00
AM sessions		
8.30 – 12.30	£26.76	£29.20
8.00 – 1.00	£33.45	£36.50
PM session		
1.00 – 5.00	£26.76	£29.20
1.00 – 6.00	£33.45	£36.50

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

Due to children's individual requirements, parents are asked to supply formula milk and their own preference of nappies as required. All wipes, creams etc are supplied by Apple Tree and included in the session price.

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. The 'free entitlement' hours are usually taken within longer sessions and the cost of the additional hours to make up full sessions is calculated by deducting the cost of the funding received from the normal session cost. 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).

A limited number of funded only places are available, but priority is given to parents wishing to book full sessions. Some families may be entitled to Funding for two-year old's dependent upon circumstances. Please speak to the Nursery for further details.

Our fully funded sessions are either 8.30 – 11.30 or 1.00 – 4.00. These are limited in availability and are on a first come basis.

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. 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 funded hours do not cover the cost of 'extras' such as meals, drinks, snacks and extra-curricular activities. Apple Tree Day Nursery are an inclusive childcare provider and as such we do not charge for these 'extras' separately. We include the cost of these in the full session fee rates, and the hourly rate for the additional hours to make up full sessions is therefore higher than the funded rate.

Priority is given to parents wishing to incorporate the funded hours within our normal sessions. For parents choosing to only take up the free hours, sessions will be allocated on a first come, first serve basis. We then ask for a voluntary contribution towards the cost of meals and activities in order to minimise the shortfall between the funded amount and the cost of the session being provided.

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 Local Authority, each nursery will receive a slightly different rate. To request this information please email the nursery at funding@appletreedaynurseries.co.uk