

# Green Shoots Day Nursery



## Admission Form

Date of Application \_\_\_\_\_ Date of Admission \_\_\_\_\_

### Child's Details

First names \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male Female (circle as appropriate)

Address \_\_\_\_\_

Family's First Language \_\_\_\_\_ Other Language/s \_\_\_\_\_

Ethnicity (see page four) \_\_\_\_\_ Faith (if any) \_\_\_\_\_

### Parent/carer details

First name/s \_\_\_\_\_ Last name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_

First name/s \_\_\_\_\_ Last name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_

### Other emergency contact details

Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Landline \_\_\_\_\_ Mobile \_\_\_\_\_

### *Who will normally bring / collect your child?*

Name \_\_\_\_\_ Landline \_\_\_\_\_ Mobile \_\_\_\_\_

If you need to ask someone else to collect your child, you must let us know. If in doubt, we will not allow your child to leave the nursery with someone we don't know.

**Child social case number (if any):**

### Getting to know your child

This information is to help us meet your child's needs and settle her/him into nursery.

What sort of things does your child like doing at home?	
Has your child attended any other setting? <i>Eg: Stay and Play, crèche, childminder, children's centre, nursery.</i>	
How do you comfort or reassure your child? How can we make the settling in process as easy as possible?	
Does your child have any fears or phobias?	
What is your home language? Does your child understand / speak it? Does your child understand / speak English?	
Does your child have any dietary requirements or food allergies?	
Does your child have any medical needs? <i>Give full details overleaf</i>	
Do you have any concerns about your child? Is there anything you would like to ask us?	

### Doctor's Details

Doctor / GP name \_\_\_\_\_

Address of Surgery \_\_\_\_\_

Phone number \_\_\_\_\_

## Medical Conditions

Name of Medical Condition \_\_\_\_\_

Symptoms \_\_\_\_\_

Medication, dosage, method \_\_\_\_\_

Special Precautions \_\_\_\_\_

Emergency Procedures \_\_\_\_\_

## Consents

### **Trips and Outings**

As part of your child's learning and development we will organise visits to places of interest such as libraries, museums, parks, local shops etc. We will contact you about major trips involving transport. Please give general agreement for short local trips.

### **Photographs and Video Recordings**

We take photographs and videos of children engaged in learning experiences. These are always taken on Nursery cameras. We use the photos in your child's Profile book. We may also use images in our promotional material, including our website, and on learning displays in the Nursery. We may use photos or videos for monitoring, observations, training, or other educational use. Your child will not be identified in these.

### **Medicines / Medical Treatment**

If your child is prescribed medication, please discuss it with your child's key worker. If it becomes necessary for your child to receive emergency treatment and you cannot be contacted by telephone or any other means we will take your child to hospital for appropriate medical treatment. For the health and safety of your child we will administer sun block as necessary during the summer months.

### **Data Protection**

We will handle the information you have provided in line with the provisions of the Data Protection Act. Any personal information will be held in confidence. The Act gives you the right to make a formal request for access to personal data held about you or your child.

### **Child Protection**

We have a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, we may also use the information provided for other legitimate purposes and may share it where necessary with other bodies responsible for administering services to children and young people.

## Signatures

Parent / Carer \_\_\_\_\_ Date \_\_\_\_\_

Parent / Carer \_\_\_\_\_ Date \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_

Key Worker \_\_\_\_\_ Date \_\_\_\_\_

### **Ethnic Monitoring**

We are required by national and local government agencies to monitor the take up of our provision to ensure that we reach all sections of our community. Please tick the phrase which best describes your child, or write your own.

**White:** White British

White Irish

Other white background, please specify:

**Black:** Black British

Black Caribbean

Black African

Other black background, please specify:

**Asian:** Asian British

Asian Indian

Asian Pakistani

Asian Bangladeshi

Other Asian background, please specify:

**Mixed:** White and Caribbean

White and Asian

White and African

Other mixed background, please specify

**Chinese or other ethnic group:** Chinese

Any other group, please specify:

**Thank you.** Any information given will be treated in the strictest confidence and will be used solely for the purpose of monitoring our service.

## **Admission Agreement Form**

This agreement is between the person/s with parental responsibility and the day nursery, to be signed prior to the child's admission and following a change of attendance details or increase in charges.

**Child's name:**

**Date of Birth:**

**Admission Date:**

### **Attendance**

The above-named child will attend the day nursery during these hours:

<b>Days</b>	<b>From</b>	<b>To</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**This place is provided for (Please tick one):**

**48 Weeks a year** (all year round)

**38 weeks a year** (term time only)

**9 weeks a year** (school holidays only)

### **Payment**

Charges are payable monthly in advance and cover 52 weeks of the year for all-year placements. This includes any periods when your child is absent, as well as bank holidays that fall within the contracted period.

Please note that the nursery will be closed during the following times:

- One week over Easter
- The last two weeks of August
- One week over Christmas

Full details of our charges are available on our website.