

Office use only		Form processed by  Name  Date  Signature
T&Cs signed?	<input type="checkbox"/>	
Permissions / Privacy Notice selected?	<input type="checkbox"/>	
Birth cert seen	Date:	
Entered on Connect	Date:	
Offer email sent	Date:	
Reg fee received	Date: £20 / £40	
Discount	Sibling / Staff / Other	
Funding eligibility numbers	2 yr	30hrs

## Application Form - Paint Pots Pre-School & Nursery Ltd



To register your child with us, please complete and return this application form to the individual setting together with our non-refundable registration fee (**unfunded sessions only**) of £40 for day care, £20 for pre-school sessions. **Note: we will need to see a copy of your child's birth certificate**

### CHILD'S DETAILS

Legal Forename:	Legal Surname:
Middle Name(s):	Preferred name to be known by at Paint Pots:
Date of Birth:                    /            /	Sex:            M / F
Nationality & Ethnic Origin:	Religion & Place of Worship:

### HOME ADDRESS

House No/Name :	Area, Town/City :
Street :	Postcode :

### PARENT / CARER DETAILS

Family Email Address: <i>(Paint Pots accounts correspondence / invoices will be sent to this address)</i>			
Title: Mr/Mrs/Miss/Other <i>(Carer 1)</i>		Title: Mr/Mrs/Miss/Other <i>(Carer 2)</i>	
Forename(s):		Forename(s):	
Surname:		Surname:	
Relationship to child :	Parental Responsibility: Yes / No	Relationship to child :	Parental Responsibility: Yes / No
Home Address: <i>(if different from child's)</i>		Home Address: <i>(if different from child's)</i>	
Postcode:		Postcode:	
Email Address:		Email Address:	
<b>Contact Telephone Numbers:</b> Home		<b>Contact Telephone Numbers:</b> Home	
Mobile		Mobile	
Work		Work	

Place of Work: (Carer 1)	Date of Birth:	Place of work: (Carer 2)	Date of Birth:
National Insurance no:		National Insurance no:	
Occupation:		Occupation:	

**Details of additional contacts with parental responsibility** as defined by children Act 1989.  
 Parental responsibility may be shared between a number of people beyond the child's natural parents. Married parents have equal parental responsibility, on separation or divorce both parents continue to have responsibility.

Please list contacts with their full name, address, contact telephone number & relationship to child

Other Emergency Contact(s) - List below with their full name, contact telephone number & relationship to child

List below names of people authorised to pick up your child and their relationship to child

**Please provide a password for use by anyone collecting your child:**

What languages are spoken at home:

Child's position in family 1 2 3 4 5 (please circle) and list below details of other siblings living at home

Name:	DOB:	School attended:
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**MEDICAL INFORMATION**

Doctors name, surgery address & contact telephone no:	Health Visitors name & contact telephone no:
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Details of any other agencies or support workers involved in your child's care:

Immunised Against: Polio  Diphtheria  Tetanus  Whooping Cough  MMR

Any special health considerations? Yes / No / None known (please circle, if Yes give details below)

Any allergies or special dietary requirements? <i>(eg no dairy, no pork, vegetarian etc)</i>	Yes / No / None known <i>(please circle, if Yes give details below)</i>
Any ongoing administration of prescribed medication required?	Yes / No <i>(please circle, if Yes give details below)</i>
Any other additional information that could help us in your child's care:	

### SESSION REQUEST TABLE

<b>Preferred Start Date:</b>		<b>Attendance Required:</b> Term time / All year / Holiday care only <i>(please circle)</i>					
<b>At</b> <i>(please circle)</i>	<b>Day Nurseries:</b>	Waterloo Rd	Bursledon Rd	Burgess Rd	Howard Rd	Quob Lane	Spring Cres
	<b>Preschools:</b>	Woodlands	St Marks	Orchard Lane	<b>After School Club:</b>		Banister
Please tick preferred days/sessions below			<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<b>Full Day</b>		08:00 -18:00					
<b>Long AM</b>		08:00 -12:45					
<b>Long PM</b>		13:15 -18:00					
<b>School Day</b>		09:00 -15:00					
<b>Preschool AM</b>		08:30 - 11:30					
<b>Preschool PM</b>		12:30 – 15:30					
<i>Bursledon Rd</i>		13:00 – 16:00					
<b>Lunch Club - Preschools</b>		11:30 – 12:30					
<b>After School Club</b>		15:00 -18:00					
<i>Banister, Howard Rd, Burgess Rd, Quob Lane only</i>							
<b>Early Start</b>		7:30 – 8:00					
<i>(available at Waterloo Rd, Bursledon Rd, Quob Lane)</i>							

### FINANCIAL INFORMATION

*Each parent/carer with financial responsibility must read and sign our Terms & Conditions. If a third party is involved in payment of child's fees ie College, Care 2 Learn please advise setting manager at time of application. Please note that families remain financially responsible for full fees until all third parties paperwork has been completed and payment agreement has been confirmed.*

<b>Where did you hear about us?</b>	Google	YoungSouthampton.org	Recommendation	Website	Facebook
	Doctors / Health Visitor	Other <i>(please give details)</i>			

## PRIVACY NOTICE

Paint Pots Preschool & Nursery Ltd takes your privacy seriously and will only use your personal information to manage your account with us and to provide care to your child.

From time to time we will need to contact you, via phone, email and Tapestry to provide you with updates, share relevant news and to send you invoices.

We will input the data from this application form into a system called Connect Childcare which we use to manage our settings. Your data is held in secure data centres and can only be accessed by authorised personnel. Personal information will not be shared with any third parties except for statutory reasons.

Ticking this box confirms you have read and understood the above statement and give us consent to contact you regarding relevant matters.

## PERMISSIONS

### 1. Permission for Emergency Medical Treatment

The Nursery reserves the right to take a child to hospital or to a doctor in the event of an emergency. By signing below, you are providing your written permission for the setting to do so. The company will make every reasonable effort to ensure a child's well-being but cannot accept responsibility for medical problems.

### 2. Permission for Photographs / Videos (Internal) Yes / No\* ('delete as appropriate)

Photographs and videos of your child are taken routinely for display purposes within the nursery and to record observations of your child to enable us to assess his/her development. These are shared with carers via the secure Tapestry system.

By signing below, you are providing your written permission to photos / videos of your child being taken for observation and display purposes.

### 3. Permission for Photographs / Videos (Facebook) Yes / No\* ('delete as appropriate)

I give my permission for still and/or moving images, being video footage, photographs and/or frames and/or audio footage depicting my child to be used for : *Paint Pots Company Facebook page*

### 4. Permission for Local Outings: Yes / No\* ('delete as appropriate)

I give permission for my child to be taken on supervised visits e.g. to local shops, to post a letter.

### 5. Permission for use of normal baby/childcare products Yes / No\* ('delete as appropriate)

I give my consent to staff at Paint Pots to use all normal baby / child care products including washing products, cotton wool, sun cream. Please list any products you do not wish us to use on your child

**I have read and agree to the terms and conditions (below) for nursery / preschool placement and give my permission for my child to be cared for by Paint Pots under these terms. I confirm that the information on this form is accurate and that I will advise the nursery of any changes.**

**Signed**

**Name (Print)**

**Date**

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## Paint Pots Pre School and Nursery Ltd Current Terms, Conditions and Regulations

*(setting = nursery or preschool)*

**Age of admittance:** Paint Pots Pre-School and Nursery Ltd offers care and early education for children aged from 3 months.

**Opening Hours:** Our nurseries are open 51 weeks a year, Monday – Friday, 8 am - 6 pm. They are closed for 1 week between Christmas and New Year, on all other Public Holidays and for 2 days staff training. Our preschools are open 38 weeks a year, Monday – Friday, 8:30 am – 3:30 pm. Term Dates are published on our website. Sessions available are detailed in the Session request table. We also offer holiday care. An earlier start is available at some nurseries, incurring an additional fee for care and breakfast. Extended sessions are negotiable and will be charged at an hourly rate for any hour or part thereof. We will be as flexible as possible to meet individual requirements. To comply with statutory staffing requirements it is essential that children are delivered/collected within the agreed hours. A late collection fee is charged as applicable.

**Registration and Waiting List:** To secure a place at the setting, an application form should be completed in full and submitted to the relevant setting with the booking fee, which is non-refundable. If a suitable place is not available at the time of application, your child's details will be added to a waiting list.

**Fees:** Full time sessions are charged for 51 weeks, term-time sessions for 38 weeks per year. Nurseries are closed for 1 week between Christmas and New Year and bank holidays, for which no fees are levied. We are also closed for 2 staff in-service training days **there is no reduction in fees for the 2 days staff training closures; for non-attendance ie family holidays, sickness; or for closure due to unforeseen circumstances including adverse weather, staff unavailability, building or site problems such as flooding.** Please consult the manager in case of absence due to long term illness. All fees are payable monthly in advance, by 1st of each month. Additional hours taken during the month will be added to the next month's invoice. Fees may be paid by online bank transfer or standing order. All fees are reviewed annually and are subject to variation. Notification of any increase will be made at least 1 month prior to implementation. A charge is made for all children under 5 to cover the cost of sunscreen.

**Non Payment of Fees:** Should an invoice remain unpaid beyond 1st of the month, a reminder will be sent. The company reserves the right to levy a late payment charge of £20 to cover administration costs if the invoice remains unpaid by this date without prior permission. Should there be no response / action, a second contact will be made advising the date by which payment must be made and beyond which the child will no longer be able to attend should no payment be received. The child will not be able to attend any further sessions until full payment has been received.

**Cancellation / Changes to Booking Patterns:** 1 month's notice or payment in lieu is required to withdraw a child from the setting. Requests to change booking patterns must be notified by 25<sup>th</sup> of the current month for action from 1<sup>st</sup> of the next month.

**Sickness:** We cannot accept a child who is obviously unwell. Please refer to our Sickness Policy. If a child is unwell and will be absent from the session, parents must notify the setting as soon as possible. Should a child become unwell whilst at the setting, every reasonable effort will be made to contact the parents. The setting will administer first aid where necessary. Parents should indicate on the application form where they and a relative or friend can be contacted during setting hours. Written permission must be provided before any medication can be administered to a child attending a Paint Pots setting. A medicine book will be maintained.

**Clothing and Personal Property:** All clothing and personal items must be clearly marked with the child's full name. All articles are left in the setting at the parents' own risk. We advise that children should be "dressed for mess".

**Security:** Staff are instructed not to release children into the care of anyone who is unfamiliar to them unless previous permission has been given by the parent/guardian and the collecting individual knows the unique collection password for a specific child.

**Parking:** Parents must exercise great care when using the car park. 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 company are for guidance only. They do not constitute any agreement.