

Office use only		
T&Cs signed?	<input type="checkbox"/>	Form processed by Name Date Signature
Permissions 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 nursery together with our registration fee (non-refundable) of £40 for day care, £20 for unfunded 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:	
Contact Telephone Numbers: Home		Contact Telephone Numbers: 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?	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

Preferred Start Date:		Attendance Required:					
		Term time / All year / Holiday care only <i>(please circle)</i>					
At <small><i>(please circle)</i></small>	Day Nurseries:	Waterloo Rd	Bursledon Rd	Burgess Rd	Howard Rd	Quob Lane	Spring Cres
	Preschools:	Woodlands	St Marks	Orchard Lane	After School Club:		Banister
Please tick preferred days/sessions below			Mon	Tue	Wed	Thu	Fri
Full Day		08:00 -18:00					
Long AM		08:00 -12:45					
Long PM		13:15 -18:00					
School Day		09:00 -15:00					
Preschool AM		08:30 - 11:30					
Preschool PM		12:30 – 15:30					
<i>Bursledon Rd</i>		13:00 – 16:00					
Lunch Club - Preschools		11:30 – 12:30					
After School Club		15:00 -18:00					
<i>Banister, Howard Rd, Burgess Rd, Quob Lane only</i>							
Early Start		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 nursery manager at time of application. Please note that families remain financially responsible for full nursery fees until all third parties paperwork has been completed and payment agreement has been confirmed.

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

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 nursery to do so. The Nursery 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 (Other) 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 any of the following:

Company websites, social media websites, newspaper/magazine articles, marketing, advertisements, leaflets, or any other use such as for training, educational or publicity purposes.

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

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

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

Data Protection: To comply with data protection legislation, your consent is required to store your child's details on a computer database, for administration purposes.

Opening Hours: Nurseries are open 51 weeks a year, Monday – Friday, 8 am - 6 pm. Nurseries are closed for 1 week between Christmas and New Year, on all other Public Holidays and for 2 days staff training. 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 Nursery, an application form should be completed in full and submitted to the relevant nursery 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. We 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 or for non-attendance ie family holidays, sickness.** 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 of the amount outstanding has been received.

Cancellation: 1 month's notice or payment in lieu is required to withdraw a child from the Nursery.

Sickness: The Nursery 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 Nursery as soon as possible. Should a child become unwell whilst at the Nursery, every reasonable effort will be made to contact the parents. The Nursery will administer first aid where necessary. Parents should indicate on the application form where they and a relative or friend can be contacted during Nursery hours. Written permission must be provided before any medication can be administered to a child at Nursery. 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 Nursery at the parents' own risk.

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 Nursery are for guidance only. They do not constitute any agreement.

I have read and agree to the terms and conditions for Nursery 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

Parents Copy (please retain for your reference)

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Non Payment of Fees: Should an invoice remain unpaid beyond 10th 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 of the amount outstanding has been received.

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