



## Application Form

Please complete this form and return together with a £50 registration fee. The £50 will be returned to you on your child's last week at Bambinos nursery. However, the £50 is non-refundable if days are cancelled or any changes are made. We also require a copy of your child's birth certificate and 2 forms of identification from both parents/legal guardians. One form of identification must be photographic and one must state your current home address and must not be older than 3 months.

Start Date.....

1 CHILD INFORMATION		PASSWORD	
Forename:		Preferred name:	
Surname:		Date of Birth:	
First Spoken Language:	Ethnicity:	Gender: Male / Female	
Home address:			
Post code:	Home telephone number:		
Home address 2 (if applicable)			
Post code:	Home telephone number:		
Email Address:			

2 FAMILY DETAILS			
Mother's Details			
Mother's Name:		National Insurance No:	
Home Address (if different to above):			
Post Code:	Home Tel:	Mobile:	
Workplace:	Work Tel:		
Do you have parental responsibility? YES / NO			
Father's Details			
Father's Name:		National Insurance No:	
Home Address (if different to above):			
Post Code:	Home Tel:	Mobile:	
Workplace:	Work Tel:		
Do you have parental responsibility? YES / NO			

3	EMERGENCY CONTRACT (In order of priority)		
	Name	Relationship to Child	Contact Telephone Number

4	PLACE REQUESTED (please tick the day/s you require)				
	Monday	Tuesday	Wednesday	Thursday	Friday
9-3					
Full Day					
Per Hour (please specify hours in the column)					

\*Please note a minimum of 4 hours if paying by the hour.

5	HEALTH INFORMATION AND MEDICAL DETAILS	
Doctor's Name:		Tel Number:
Address:		
		Post Code:
Does your child have allergies?		YES / NO (if yes, please specify below)
Has your child had any immunisations?		YES / NO (if yes, please specify below)
Does your child have any special dietary requirements?		YES / NO (if yes, please specify below)
Can we administer Calpol/Nurofen to your child?		YES / NO (if yes, please specify below)

6	ADDITIONAL INFORMATION TO SUPPORT APPLICATION

7	CONSENTS	
<p><b>I do / do not</b> give permission for the person in charge at Bambinos Day Nursery to remove my child to hospital if thought necessary. I understand that a member of staff will accompany the child to hospital and if I am unobtainable and an emergency arises it will be at the discretion of the medical professional to decide on your behalf.</p>		
<b>Sign:</b>	<b>Print:</b>	<b>Date:</b>
Parent / Legal Guardian (please delete as appropriate)		

Please initial after every statement:	
<p><b>I do / do not</b> give permission for ..... to take part in any day trips provided by Bambinos Day Nursery at short notice, either on foot or by mini bus. Seatbelts and booster seats are provided for children where required and all nursery vehicles are covered by appropriate insurance.</p>	
<b>Initial:</b>	<b>Date:</b>

<p><b>I do / do not</b> give permission for ..... to take part in photographs taken for the purpose of; OFSTED evidence, evidence of participation in activities in the nursery and also activities ran by external providers i.e. Zoo lab, emergency services, dance lessons, etc.</p>	
<b>Initial:</b>	<b>Date:</b>

<p><b>I do / do not</b> give permission for nappy cream to be applied.</p>	
<b>Initial:</b>	<b>Date:</b>

<p><b>I do / do not</b> give permission for staff at Bambinos Day Nursery to check my child's hair for head lice.</p>	
<b>Initial:</b>	<b>Date:</b>

<p><b>I do / do not</b> give permission for staff to apply sun cream.</p> <p>Please note – sun screen must be supplied by yourselves due to allergies along with a sun hat (labelled) in your child's bag if necessary</p>	
<b>Initial:</b>	<b>Date:</b>

<p><b>I do / do not</b> give permission for staff at Bambino's day Nursery to help my child in brushing their teeth.</p>	
<b>Initial:</b>	<b>Date:</b>

<p>I have been made aware of where Bambinos Day Nursery's policies and procedures are located and that I can read these at any time.</p>	
<b>Initial:</b>	<b>Date:</b>

<p>I have read and accept Bambinos nursery's terms and conditions.</p>	
<b>Initial:</b>	<b>Date:</b>

## **NURSERY/PARENT AGREEMENT**

### **TERMS AND CONDITIONS**

The usual opening hours of Bambino's Day Nursery are Monday-Friday 07:30 to 18:30, this is also the same for the school club.

Fees are payable on the first day of the week/month your child is in nursery. A late payment tariff may be enforced for fees paid after this date, unless they are done so by prior arrangement. Full fees are due if a child is absent from nursery due to sickness or occasional days' absence. We offer a 20% discount for any 2 weeks of a full year your child is with us. This only applies to nursery children.

Bambino's Day Nursery offers the following discounts for siblings:

- 10% discount with 2 full time siblings in the nursery
- 5% discount with non-full time siblings in the nursery

Parents arriving late to pick up their child will be charged an additional £5 for the first 15 minutes and £1 per minute thereafter as this will result in 2 members of staff staying on the nursery premises after the usual closing time. Parents should be aware that insurance covers the care of their child during our usual opening hours (7:30-18:30). The nursery must be notified if you are going to be late to pick up your child.

Parents of children using nappies are responsible for providing their own nappies. It is preferable for parents of children receiving formula milk to bring in daily feeds 'readymade' to be stored in the nursery fridge. However, if parents wish for formula to be freshly made at each feed, the nursery is happy to accommodate this but would be grateful if parents could provide feeding bottles clearly labelled with their child's name. Formula powder must be pre-measured by parents.

Parents/Guardians have responsibility for informing the nursery of any significant details relevant to the care and wellbeing of their child, including:

- Personal details e.g. address, telephone numbers
- Change of GP
- Medical details, including allergies
- Who has parental responsibility for the child
- Special dietary requirements
- Emergency contact details and authorised collection details

The nursery is unable to accept children when they are ill. Please refer to our 'control of infectious diseases policy' as set up by the health protection agency. Medication, including Calpol and Nurofen will only be stored and administered in accordance with the 'medication' policy. Any prescribed medication must involve a medication form being completed to fulfil any requirements.

A deposit of £50 is payable to secure a place and will be returned to you once your child's place has been terminated (giving 4 weeks written notice) and all payments are up to date. Please note that the £50 is non-refundable if days are changed or cancelled.

Whilst we endeavour to protect the property of others, all personal items are left entirely at the owner's risk. Children should not bring toys (unless a comforter), jewellery and money in to the nursery. Wherever possible, personal items should be clearly labelled.

In return Bambinos Day Nursery aims to work in partnership with parents and carers to support learning and provide a safe and stimulating environment for children. We believe in providing your child a safe and happy environment and to do this we are all committed to achieving the same goal.