

Admission form

We know that deciding on a nursery is an incredibly important decision, so thank you so much for choosing Natural Nurture.

You will need the following information;

Contact details for primary, secondary and emergency contacts
Allergy, Medical and Dietary information for your child

If you have any questions regarding the admission process please contact us on 01403 782 787

Primary Contact

The primary contact is the first person we contact should the need arise. They will also receive all invoices, newsletters and any other correspondence sent by the nursery.

First Name:
Last Name:
Relationship to child:
Home Address
Home Tel:
Mobile:
Work:
Email Address:

Secondary Contact (Secondary contact is not mandatory)

First Name:
Last Name:
Relationship to child:
Home Address (if different to Primary Contact)
Home Tel:
Mobile:

Work:
Email Address:

Family Password:

(We will not allow any child to leave Natural Nurture with anyone not known to us as the usual parent or carer. In the event you are not able to collect your child and someone else comes, we ask that: Staff are notified personally or by phone; a name and description is given to staff, and the person collecting must repeat the family password.)

Emergency Contacts

First Emergency Contact

First Name:
Last Name:
Relationship to child:
Home Tel:
Mobile:
Work:

Second Emergency Contact

First Name:
Last Name:
Relationship to child:
Home Tel:
Mobile:
Work:

About Your Child

First Name:
Last Name:
Gender:
Date of Birth:

Child's First Language:
Religion:
Ethnicity:
Nationality:

Medical Contacts

Dr's Name:
Name of practice:
Address:
Telephone number:

Health Visitors Name (if applicable):
Name of practice:
Telephone number:

Are immunisations up to date: Y / N (if no please detail)
Allergies:
Details of any Medication needed:
Any other medical notes:
Special Dietary requirements:

Special Education Needs:

Does your child have any special education needs and/or disabilities?
Special Educational Needs Information:

Session Requirements

We are open Term Time only and our days run from 8am – 5pm. **The minimum attendance is two half-day sessions.**

Start date: _____

Free Entitlement hours? Y / N **Will require Breakfast (if 8am session)? Y/N**

Will require Settling in sessions? Y/ N **Lunch or Packed Lunch** (please circle)

	Start Times				Finish Times			
	8am	9am	12pm	1pm	12pm	1pm	3pm	5pm
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Childcare Voucher Name: _____

Parental Consent

I give permission for (please tick)

- My child to be taken to the doctor / hospital in case of emergency
- My child to be observed by staff to complete learning stories and track developmental progress
- My child to have nursery sunscreen applied
- My child to have Sudocrem applied on an as needed basis
- My child have their temperature taken should they be showing signs of fever
- My child to be given Calpol as a first aid procedure to reduce a fever.
- My child to be photographed at the nursery for their records
- My child’s photos and videos shown on the website
- My child’s photos and videos shown on social media
- My child’s photos and videos used for advertising for the nursery
- My child’s photos and videos used for talks and presentations
- The nursery share my contact details with other parents
- The staff to work with other professionals and share information regarding my child’s well-being and development (ie support teachers, schools, other childcare providers)
- The nursery to contact me via email and phone. *(You may withdraw your consent at any time by contacting the nursery.)*

Signature: _____ **Date:** _____

Terms and conditions

Activities

- 1) We are an outdoor nursery, so our children are out in all weathers. Minor bumps, scrapes and lots of mud are to some extent par for the course, so please bear this in mind when choosing Natural Nurture for your child.

Clothing

1. The children are out in all weathers and will get dirty, so warm and practical clothing suitable for every activity, including painting, mud kitchen and sandpit are an absolute must.
2. Children and their clothes will get messy so do not dress your child in expensive clothing that you do not want to get dirty.
3. In winter please ensure that your child comes in suitably warm clothing. We will provide the waterproofs and wellies, but please provide the underlayers needed to keep your child warm
4. Please also supply at least 2 changes of clothes including trousers, tops, underwear, socks and jumpers at all times.
5. Please name all clothing.

Fees

- 1) You are invoiced monthly and fees are due one month in advance. We request that fees are paid within 10 days of receipt of invoice.
- 2) Fees can be paid by debit card, Childcare vouchers or cheque made payable to Tuppenny Company
- 3) If you are using a voucher company to pay for part of your fees, you must inform us of the voucher company name, amount and any changes you make to the amount.
- 4) Full fees are still charged when a child is dropped off later than the start of a session, picked up earlier than the end of a session and if your child is sick.
- 5) Nursery fees are reviewed annually.

Withdrawal

- 1) If you wish to withdraw your child from the nursery we require one full month's notice in writing. This applies to children waiting to start at the nursery and those already attending. If the correct notice is not given, the following month's fees will be due.
- 2) A full months notice must be given if you wish to decrease the number of sessions
- 3) We reserve the right to ask for a child or child's parents to leave the nursery if circumstances make it necessary. This is rare and only considered when there is possibility of disruption to the nurseries activities. The return of fees is discretionary and subject to all terms and conditions.
- 4) We aim to continually improve our core curriculum and supplementary activities, therefore we reserve the right to make alterations to the daily timetable as we see fit.

Illness

- 1) The nursery is a **NUT FREE ZONE**
- 2) We reserve the right to refuse entry to children who are unwell (temperature, vomiting or diarrhoea) or suffering from infectious diseases. Children who are unwell cannot be cared for in a nursery environment and must remain at home until fully recovered.
- 3) If your child becomes unwell at nursery, we will ask you to come and collect them. In the event that we cannot get hold of you, we will telephone your emergency contacts.
- 4) If your child is on prescribed medication such as antibiotics, we that they remain at home for the first 24 hours. On your child's return to nursery we will ask you to sign a medication form to confirm the medication needed.

Name of Child:

- 5) Children who have suffered from vomiting or diarrhoea must exhibit no further symptoms for a full 48 hours before returning to nursery.
- 6) If all efforts have been made to contact parents, in the event of an accident or serious illness the nursery retains the right to take such actions, as we deem necessary including hospitalisation in an emergency.

Contact Details

- 1) Please keep us fully informed on your current address, phone numbers and email address.
- 2) Please also ensure that we have up-to-date details of emergency contacts – this must be someone who is local to you.

I have read the nursery terms and conditions and agree to abide by their terms.

I have also been given the opportunity to read the nurseries policies and procedures and know that they can be viewed either online at <https://naturalnurture.org/policies/> or copies can be found in the nursery office during office hours. I will comply with all the policies and procedures of the nursery.

I also certify that I am the person with parental responsibility for the above named child.

Signature:

Name:

Agreement date: