



## Enrolment Form

### CHILD DETAILS - \* compulsory information

Surname\* ..... Forenames.....

Address\* ..... Postcode.....

Home Tel no..... Date of Birth.....

\*Official proof of Childs ID and Age: Type of ID:..... Issue number:.....

Date seen by staff:..... Staff's Name and signature:.....

### PARENT/GUARDIAN DETAILS 1

Forename\* ..... Surname\* ..... Does this parent have parental responsibility? Yes/No

Work Tel No\* ..... Mobile No\* ..... Does this parent have legal access to the child? Yes/No

Occupation..... Company/Employers Address\* ..... Does the child live with this parent? Yes/No

Email.....

### PARENT/GUARDIAN DETAILS 2

Forename\* ..... Surname\* ..... Does this parent have parental responsibility? Yes/No

Work Tel No\* ..... Mobile No\* ..... Does this parent have legal access to the child? Yes/No

Occupation ..... Company/Employer Address\* ..... Does the child live with this parent? Yes/No

Email.....

Who will usually deliver/collect the child? (Must be over 16)

Please list three people below who we may contact in an emergency. Please indicate if any of the emergency contacts are authorised to collect your child. Please state a password (PW) other than a date of birth as well.

### EMERGENCY CONTACTS & RELATIONSHIP TO CHILD

Contact 1 ..... Relationship..... Tel No..... PW.....

Contact 2 ..... Relationship..... Tel No..... PW.....

Contact 3 ..... Relationship..... Tel No..... PW.....

### BOOKING REQUIREMENTS

**Booking required from..... Start Date:.....**

Days required (Please circle as appropriate)

Session	Privately funded	15 hours	30 hours
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			

### MEDICAL INFORMATION

Doctor's name..... Tel No.....

Health Visitor..... Tel No.....

Dentist..... Tel No.....

### Vaccinations (Please underline as appropriate)

Whooping Cough      MMR      Polio      Diphtheria      Tetanus

Details of any medical problems or special needs.....

Dietary information (Please specify if medical/allergies or religious reasons).....

e.g Allergies to Calpol Yes/No

In the case of a raised temperature (over 38°C) do you give your permission for staff to administer Calpol?

Calpol will only be given on the understanding that arrangements are made for your child to be collected as soon as possible in accordance with the setting's procedures on the administration of medicines.

Please note that WVMDN will require your written consent to administer any prescribed medicines.



**Enrolment Form**

As parent/guardian, I consent to have my child receive first aid by facility staff and, if necessary, be transported to receive emergency care. I give consent for the emergency contact person listed above to act on my behalf until I am available. I agree to review and update this information whenever a change occurs and at least every 6 months.

I agree to abide by the terms and conditions of this agreement and policies and procedures of WVMDN.

Signed..... Date .....

Signed..... Date .....



## Enrolment Form

### Terms and Conditions

1. You will be required to pay the nursery fees at the rate agreed. You will be charged for sessions booked rather than for sessions used.
2. A full-day session is from 8.00am - 6.00pm. A half-day session is from 8.00am - 1.00pm, or from 1.00pm - 6.00pm.
3. Early drop off is available between 7.30am and 8.00am and late finish is available to 6.30pm at an extra cost. These can be booked in advance and regular bookings (with the normal written calendar months' notice, for any changes or an emergency/ad hoc basis (minimum 24 hours' notice) see current price list).
4. Late collection of children not agreed in advance will be deemed to be *unauthorised* and will be charged at (see current price list) rate per 15 minutes or part or part 15 minutes.
5. The fees on the fees list are annualised, to give an average monthly amount. All fees become due without demand, in advance. Fees are payable in full for bank holiday days and the Christmas closure (see current closure dates) period from and including Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and any holiday time that your child may take away from the nursery. All payments should be made by either standing order, online, BACS, cheque or cash.
6. Fees are required to be paid before the month commencing. ***Due to administration costs please note any fees outstanding more than one week and any cheques bouncing will incur a charge - see current price list.***
7. In order to reserve a nursery place a deposit of £300 for a full time or a part time space is payable in advance of confirmation of place. This deposit will be returned on termination of your contract with the nursery provided that one calendar months' notice has been given in writing. ***Please note if the child fails to start at the nursery for any reason there will be a £200 administration charge.***
8. If a member of staff, either whilst employed or within six months of leaving WVMDN is recruited by a parent/guardian of a child who has attended the nursery, the said parent / guardian will be liable to pay WVMDN the equivalent of the last 2 two months gross salary of the said member of staff.
9. If the number of sessions is reduced a one calendar months' notice needs to be given in writing or a payment in lieu.
10. Extra one-off sessions may be booked subject to availability. These sessions need to be paid in advance and before the extra session is attended.
11. Please let the Manager, Deputy or Section Leader know as soon as possible if your child is unable to attend the nursery. Please note that you will still be charged if your child is unable to attend for any reason.
12. You must notify the nursery in writing, email or by telephone if your child suffers from any infectious or contagious disease.
13. You will need to provide the names of up to three people (including yourself) who will be authorised to collect your child.
14. Young babies who are only breastfed can only start full time care once the nursery staffs are able to feed by bottle.
15. Any dietary requirements for a child should be comprehensively covered by parents. This includes food and milk. Parents will have a choice of Cow's milk, Soy milk, lactose free milk and Oat milk.
16. Please note that we have CCTV coverage throughout the Nursery this is to safeguard our children, staff and visitors, it is also used as a training tool for our staff.
17. All buggies/prams left in the buggy/pram shelter must be labelled and folded/collapsed at all times. WVMDN will not be liable to any loss or damage to the buggies/prams or loss or damage of belongings left in the buggy/pram. Due to limited space, only umbrella/foldable buggies are allowed.
18. Please note that WVMDN will not be liable for damage to any clothing or toys that children may bring to the Nursery.
19. Please note that non-payment or late payment will constitute a breach of this agreement, WVMDN reserve the right to take any necessary action to recover all fees due and costs incurred in taking such action.
20. WVMDN has the right at any time by giving notice (in writing) to terminate or change the agreement with immediate effect, if you fail to pay fees within 7days of the due date.
21. Nursery closure due to unforeseen circumstances which affect the day to day running of the nursery and do not allow us to meet strict health and safety guidelines (e.g. adverse weather conditions, power failure, flooding etc. – this list is not exclusive or exhaustive), fees will remain payable.
22. I/we have been provided with details of the setting's policies and procedures, including the Information Sharing procedures and understand that there may be circumstances where information is shared with other professionals or agencies without my consent.
23. I/we accept only a forum setup and co-ordinated by representative of the nursery is permissible, this is to ensure a positive way to share information about the nursery. I agree to abide by the terms of reference of any parent's forum provided by the nursery.
24. I/we accept that information sharing that is not factual and reflects the nursery in a negative light could lead to the remove child from the nursery.
25. I/we agree the Nursery reserves the right to terminate any Child's enrolment, or restrict access to parent/guardian or child, at any time without notice, in consideration of the protection of the children and staff, and the well-being and smooth operation of the Nursery. Any disruption caused by a parent or child that is deemed inappropriate or not conducive to a nursery environment, or undermines the reputation of the Nursery, or its staff, will be cause for termination at the discretion of the Nursery Manager.
26. I accept the Nursery x reserves the right to amend the Terms and Condition, as may be deemed necessary.

I agree to abide by the terms and conditions of this agreement and policies and procedures of the Nursery (WVMDN)

Signed... ..... Date .....

Signed... ..... Date .....



## Enrolment Form

### **PHOTOGRAPH/VIDEO CONSENT/AGREEMENT FORM**

In our setting we take photographs and videos of the children for display and to provide evidence for child's assessment, these may be shared with the children themselves and their families (nursery plays etc). We may also share these as evidence for quality control purposes with authorised governing bodies (e.g. OFSTED and Local Authority Early Years )

You give consent for; (*Please delete as appropriate*)

1. Your child to be photographed.
2. Your child to be Videoed.
3. Your child to be included in children birthday celebrations pictures.
4. Your child to be included in a list of names to be given to other parents for invitations and cards
5. Your child's photographs to be included on our website.
6. Your child's photographs to be displayed on the photo screen in the foyer.

In order to print the pictures these maybe uploaded to a secure website of the printers and then delivered to the nursery via post. These printers follow a strict privacy policies keeping images confidential and deleting the images within 90 days of the order.

In addition to the above you also confirm any images/pictures you take/receive with the nursery permission will only be used for your own use and will not be uploaded on any social networking site. You also accept these images will not be used in any other way which may affect the confidentiality or privacy of the children in those pictures.

- Child's name: .....
- Parent/carer's name: .....
- Signature: .....
- Date: .....

### **OUTINGS FORM**

Child's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Your child will be taken out of the setting as part of the daily activities. The venues used are detailed here:

*Local shops, library, parks, flower shop, post office*

**For any major outings, we will inform you and ask for your specific consent**

As parent/guardian, I consent my child to be taken out whilst in the care of WVMDN. NB Details of all trips will be included in the nursery plans and notices.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Enrolment Form

### Ethnicity Form

Child's name:

Ethnicity, where collected, should be recorded according to the following categories:

#### White

- British	<input type="checkbox"/>	WBRI
- Irish	<input type="checkbox"/>	WIRI
- Traveller of Irish Heritage	<input type="checkbox"/>	WIRT
- Gypsy/Roma	<input type="checkbox"/>	WROM
- Any other white background	<input type="checkbox"/>	WOTW

#### Mixed Background

- White and Black Caribbean	<input type="checkbox"/>	MWBC
- White and Black African	<input type="checkbox"/>	WMBA
- White and Asian	<input type="checkbox"/>	MWAS
- Any other mixed background	<input type="checkbox"/>	MOTM

#### Asian or Asian British

- Indian	<input type="checkbox"/>	AIND
- Pakistani	<input type="checkbox"/>	AOPK
- Bangladeshi	<input type="checkbox"/>	ABAN
- Any other Asian background	<input type="checkbox"/>	AOTA

#### Black or Black British

- Caribbean	<input type="checkbox"/>	BCRB
- African	<input type="checkbox"/>	BAOF
- Any other Black background	<input type="checkbox"/>	BOTH

#### Chinese

Any other ethnic background	<input type="checkbox"/>	CHNE
	<input type="checkbox"/>	OOTH

#### Refused

<input type="checkbox"/>	REFU
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This data item can be collected on a voluntary basis.

A child's ethnicity should only be recorded where parents have identified the ethnicity themselves.

How would you describe your child's ethnicity or cultural background?

What is the main religion in your family? .....

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?.....What language is/are spoken at home?.....



## Enrolment Form

Dear Parent/Carer,

We require your written consent to validate the 15 and 30 hours free childcare application through Walthamstow Forest. Please return the signed form, to the office. We are unable to accept forms sent via email and require a hard copy.

### **Parent, Carer or Guardian Details: Parent/Carer 1**

Full Name: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

National Insurance Number (NI): \_\_\_\_\_

### **Parent, Carer or Guardian Details: Parent/Carer 2 (if applicable)**

Full Name: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

National Insurance Number (NI): \_\_\_\_\_

### **Child Details:**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Number of funded hours (please circle)      15 hours      30 hours

Eligibility Code (15/30 hours funding only): \_\_\_\_\_

Please select whether you give consent to WVMDN to claim Early years pupil premium (EYPP)

Yes

No

Please select which document you will provide for your proof of address:

Utility bill (no more than 3 months old)

Council Tax statement (no more than 12 months old)

Bank statement (no more than 3 months old)

Tenancy Agreement or mortgage statement (no more than 12 months old)

I confirm Walthamstow Montessori Day Nursery can validate the 15/30 hours free childcare application.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



## Enrolment Form

### **Does your child have any additional needs? Yes/No (delete)**

Has your child accessed any other services such as Speech and Language Therapist, Occupational Therapist, Educational Psychologist, Children's Centre, etc.

Will your child require additional support in our setting? Please describe the support your child may need.

### **Are any of the following in place for the child?**

SEN Support Yes/No (delete)

Education, Health and Care Plan (EHC Plan) Yes/No (delete)

Refer to the SEND Code of Practice for an explanation of the terms above.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/342440/SEND\\_Code\\_of\\_Practice\\_approved\\_by\\_Parliament\\_29.07.14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/342440/SEND_Code_of_Practice_approved_by_Parliament_29.07.14.pdf)

### **Names of professionals/ services currently involved with your child:**

Name 1 \_\_\_\_\_ Role \_\_\_\_\_

Agency \_\_\_\_\_ Telephone \_\_\_\_\_

Name 2 \_\_\_\_\_ Role \_\_\_\_\_

Agency \_\_\_\_\_ Telephone \_\_\_\_\_

Name 3 \_\_\_\_\_ Role \_\_\_\_\_

Agency \_\_\_\_\_ Telephone \_\_\_\_\_

Do you have a health visitor? Yes/No (delete)

Name \_\_\_\_\_ Based at \_\_\_\_\_

Telephone \_\_\_\_\_

Does your family have a social care worker for any reason? Yes/No (delete)

Name: \_\_\_\_\_ Based at: \_\_\_\_\_

Tel: \_\_\_\_\_

What is the reason for the involvement of the social care department with your family?

NB If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social care worker named above and keep these securely in the child's file.



## Enrolment Form

Name of Child: \_\_\_\_\_ Date: \_\_\_\_\_

On a daily basis we take photographs of the children within the nursery for a variety of reasons. We use these photographs in the Learning Journals, on nursery displays, to accompany observations and for celebrations.

We are currently trailing a software package which will allow the nursery to share information and photographs directly to the parents so that you have access to a digital copy of all daily documents.

Each evening you will be able to log into your app and access the information from the day including sleep, nappy, food and milk tracking. You will also receive a copy of each photograph which is printed and put into your child's Learning Journal. Each parent will only be able to access their child's account and information.

The app will also show the invoices and your child's bookings. This means that you will have instant access to all account information and account history.

Whilst photographs of only your child are ideal understandably on occasions other children are going to be in the picture and for this reason we need to operate a strict policy on sharing these images on social media websites.

In order for us to set the app up we will need signed permission for all of the below criteria:

	Statement	Signed by Parent/Carer 1	Signed by Parent/Carer 2
1	I give permission for my child's photograph to be taken on a nursery owned tablet.		
2	I give permission for my child's photograph to be uploaded onto a secure app called Firststeps Parent Link.		
3	I give permission for my child to be videoed/ recorded on a nursery owned tablet.		
4	I give permission for my child's recordings to be uploaded onto a secure app called Firststeps Parent Link.		
5	I confirm that I will ensure any images uploaded onto my Parent Link App are not shared on any social media websites. Any violation of this could result in withdrawal of access to the app.		
6	I give permission for my email address to be shared with the Parent Link app to gain access to the app.		

Email Address Parent/Carer 1: \_\_\_\_\_

Email Address Parent/Carer 2: \_\_\_\_\_

As soon as we receive the above form completed we will be able to set up your child's account and send you the log in details to start accessing the app.

**Unfortunately we cannot operate an option to exclude children from having their pictures taken because this forms part of our EYFS planning process and our partnership with parents. Please be advised that the above permissions will automatically become part of our terms and conditions for all children at the nursery in 1 months time.**

Signed by Parent/Carer 1 .....

Signed by Parent/Carer 1 .....