

## Application Form

### Child's Details

Surname (as shown on Birth Certificate)	Date of Birth
Forenames (as shown on Birth Certificate)	Gender: Male/Female
Preferred Name:	NHS Number:
Address:	
Postcode:	

### Parent/Carer Details

Name:	Name:
Relationship to Child:	Relationship to Child:
Date of Birth:	Date of Birth:
National Insurance Number:	National Insurance Number:
Address (if different from child):	Address (if different from child):
Postcode:	Postcode:
Home Telephone Number:	Home Telephone Number:
Mobile Telephone Number:	Mobile Telephone Number:
Email address:	Email address:
Occupation/Place of contact during Nursery Hours	Occupation/Place of contact during Nursery hours
Attach a photograph for identification	Attach a photograph for identification

### Alternative Contacts/Collectors in Emergency

Name	Name
Address	Address
Telephone Number	Telephone Number
Relationship to Child	Relationship to Child
Authorised to collect: Yes/No	Authorised to collect: Yes/No
Attach passport sized or cut down photograph for identification	Attach passport sized or cut down photograph for identification

### Health & Safety

All vaccinations up to date: Yes/No	Outstanding vaccination/s:
<u>Consent to</u> - Use plasters: Yes/No    Face painting: Yes/No    Antiseptic cream or wipes: Yes/No	
Please state any known Allergies and/or Medical conditions and Medication required:	
Hospital Attendance: Please give details of duration and treatment, including premature birth.	

In accordance with Woodlands procedure and policies:

- I hereby give/refuse (**please circle**) consent for my child to be taken to hospital, if required due to an accident/injury.
- I hereby give/refuse (**please circle**) consent to administer first aid treatment where necessary from a trained first aider.
- It is parental responsibility to apply sun cream or sun lotion on your child/ren before coming to the nursery, to sign a consent form for staff to apply nappy cream and/or for staff to administer a prescribed medication. ***Please ask for a consent form from the office.***

Doctor's Name	Health Visitor's Name
Surgery Name and Address	Address
Telephone Number	Telephone Number

## Child's outcome consolidation

Please give details of your child's heritage - e.g. parents ethnic origin and religion. This is one of the criteria required to enable Woodlands to apply for Government funding the term after your child is three.
Family's First Language
Names and ages of siblings
Any additional information, e.g. special dietary requirements (required) & Medication (required)
Please state if your child has any special needs of which the setting should be aware, this includes on waiting lists for referrals, e.g, CDC, Special needs Health Visitor, Speech & Language. This information is vital to ensure your child is fully supported from their first day (required)
Are there any other Professionals involved with your child or the family? E.g. <b>Social Worker, Speech &amp; Language therapist, support worker, family centre involvement</b> . If so, please provide names and contact details (required)
Does your child currently attend another setting or is in care of a childminder? (required)
Has your child attended their Early Years Progress Check (2-Year-old Check Up)? If so, please state date attended: Is there anything you feel we need to know as a result of attending this check? (required)
Any further information you feel we need to know before your child starts with us (required)

## Free Early Years Education (Term-time)

To check 2-year-old funding criteria: <a href="http://www.hertsdirect.org/services/edlearn/css/parents/">http://www.hertsdirect.org/services/edlearn/css/parents/</a> To check 30-hour eligibility: <a href="https://www.childcarechoices.gov.uk/">https://www.childcarechoices.gov.uk/</a>
<b>2-year-old reference number:</b> <b>30-hour eligibility code:</b>
Please note that it is parental responsibility to re-confirm 30-hour eligibility every 3 months. If you do not, then 30-hour entitlement will end, and your child will revert to 15-hour entitlement.

Preferred sessions for **2-3-year-olds** - please select either morning or afternoon sessions.

Mon	Tue	Wed	Thurs	Fri
AM / PM	AM / PM	AM / PM	AM / PM	AM / PM

Preferred sessions for **3-4-year-olds** - please select either morning or afternoon sessions.

Mon	Tue	Wed	Thurs	Fri
AM / PM	AM / PM	AM / PM	AM / PM	AM / PM

If you require full days (3-4 year olds only), please select one of the following options -

- Mon & Tues full day (8.45am - 2.45pm) and Wednesday AM session (this uses full 15 hour funded entitlement)
- Thursday & Friday full day (8.45am - 2.45pm) and Wednesday PM session (this uses full 15 hour funded entitlement)
- Additional 30 minutes - 2.45pm - 3.15pm (Charged at £4 per session and must be booked at time of application)
- 30 hours Funding - X5 full day sessions (8.45am - 2.45pm)

Please state the date you would like your child to start:

We follow early years statutory framework and from time-to-time staff/apprentice will take photographs of activities/events within the setting for evidence. These will be used for various purposes - your child's learning journal; to support training/course work; displays within the setting.

Please tick **each statement below** where you give **consent** for photographs to be used;

- Tapestry (Online learning journal)
- Room Displays
- Lobby Displays
- Background of other children's Learning Journals

**Please ensure ALL sections are fully completed before submitting this form. This form will be returned to you if not fully complete.**

Please bring your child's Birth Certificate with you. This is necessary for the safety and security of your child and to allow Woodlands to apply for funding at the appropriate time.

**To be completed by Nursery Manager**

Birth Certificate Number: ..... Reg. Area:.....

Birth certificate photocopy taken & attached: Yes/No

**FOR OFFICE USE ONLY:**

Reg Fee Received: Y/NO/NA

Issued: BB SB TS

Pre-Start Visit Date:

Start Date:

Funded Yes/No

2-Year-old reference number:

30 Hour funding code:

Sessions/ All day allocation:

Mon	Tue	Wed	Thurs	Fri
AM / PM	AM / PM	AM / PM	AM / PM	AM / PM

## Terms and Conditions

1. The Nursery operates during following times Monday to Friday, term-time only.

### The Caterpillars Room (2-3-year-olds)

AM session 08:45am - 11:45am

PM session 12:15pm - 03:15pm

### The Butterflies Room (3-5-year-olds)

AM session 08:45am - 11:45am

PM session 12:15pm - 03:15pm

All day 08:45am - 02:45pm

Additional 30 minutes (2:45pm to 3.15pm) are available to book charged at £4 per session. These must be booked in advance at 4 weeks' notice. Punctuality is of the utmost importance for sessional registration. A charge of £6 will be made for late collection.

2. If your child is unwell, please inform the Nursery on 07930916650 as soon as possible or use your child's Tapestry account. We ask that you inform Nursery of all holidays as soon as you are aware.
3. All Holidays/absences from nursery taken during Term time are still chargeable as your child's place will need to be kept open for when they return.
4. For your child's benefit we offer the opportunity for them to stay until they start full time education in Reception.
5. Children aged 2-3 years can attend our morning or afternoon sessions (times stated above). Children aged 3-4 years have the option to stay for full days. (times stated above).
6. In exceptional circumstances a child may leave during the term, **but** four weeks written notice is required, and any outstanding monies paid in full.
7. Whilst all possible care will be taken of the children's belongings, Woodlands cannot accept responsibility for any loss or damage therefore such as exclusion is permitted by the law. We therefore advise that all items of clothing, Velcro footwear and belongings are clearly named. Woodlands Pre-School & Nursery does not accept responsibility for the loss of any valuables and recommends **No valuables or coins** should be brought into Woodlands by children.
8. Children are admitted according to their age and availability of sessions. A waiting list is operated, and children only go onto the waiting list once a fully completed application

form has been received. Application forms are always acknowledged. It is the parent's responsibility to ensure the form has been received by Woodlands and all sections of the form have been completed fully.

9. Parents are reminded of the need to read the Tapestry blogs, and Woodlands reserves the right to amend these conditions of acceptance by notice contained in the respective Blogs. Whenever possible, parents will be given four weeks' notice of any change.
10. The fees for the setting per session: £21.00 per 3-hour session for both age groups and £42.00 per full day.
11. A non-refundable registration fee of £40.00 is payable on receipt of your application form. Your Nursery place will not be secure until the registration fee has been paid. Registration fee is **not applicable** to children in receipt of government funding.
12. Children aged 3-4 years who stay all day must be provided with a cold packed lunch, clearly marked with the child's name and you must always adhere to the packed lunch guidance.
13. The fees are reviewed annually, and parents will be given at least four weeks' notice in advance of any increase. Payment is ***strictly*** four weeks in advance, upon receipt of invoice. Your child will be refused admittance if you fall in arrears of your fees. Woodlands will always take further action regarding non-payment.
14. To ensure adequate protection during outdoor play all children are required to have a pair of named Wellingtons and a waterproof coat, ideally with a hood. Children always have access to the outdoor area and all weathers.
15. The bringing of vehicles onto Woolenwick Junior School premises is **strictly forbidden**. Access to and from Woodlands Pre-School & Nursery is via our own entrance from Gunnels Wood Road. Please use this entrance only. There is **no access through Woolenwick School grounds**.
16. The confidentiality of all children and their families is of the utmost importance to Woodlands and we therefore comply fully with General Data protection regulation. You will be provided with GDPR consent form to sign. **The points 1 - 16 are the terms and conditions under which your child is accepted by the Woodlands Pre-School & Nursery. Failure to abide by them could result in you being asked to remove your child from the setting.**

I declare that the above information is correct and that I will inform Woodlands Pre-School & Nursery of any changes of details in writing. I have read and understood the enclosed information, which outlines the conditions by which my child will be accepted by the setting.	
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<b>Signature of Parent/Carer:</b>	<b>Date:</b>
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## Questionnaire

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The following questions help us to continue working to improve and develop Woodlands Pre-School & Nursery. Please return it with your application form.

Thank you for your time and support.

Name of Child:
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Name(s) of Parent(s)/Carer(s)
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What made you consider sending your child to Woodlands Pre-School & Nursery at this time?
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What are your <b>main</b> considerations when deciding on the type of setting appropriate for your child?
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How did you find out about the Woodlands and where did you find our telephone number and address?
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Signature:
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Date:
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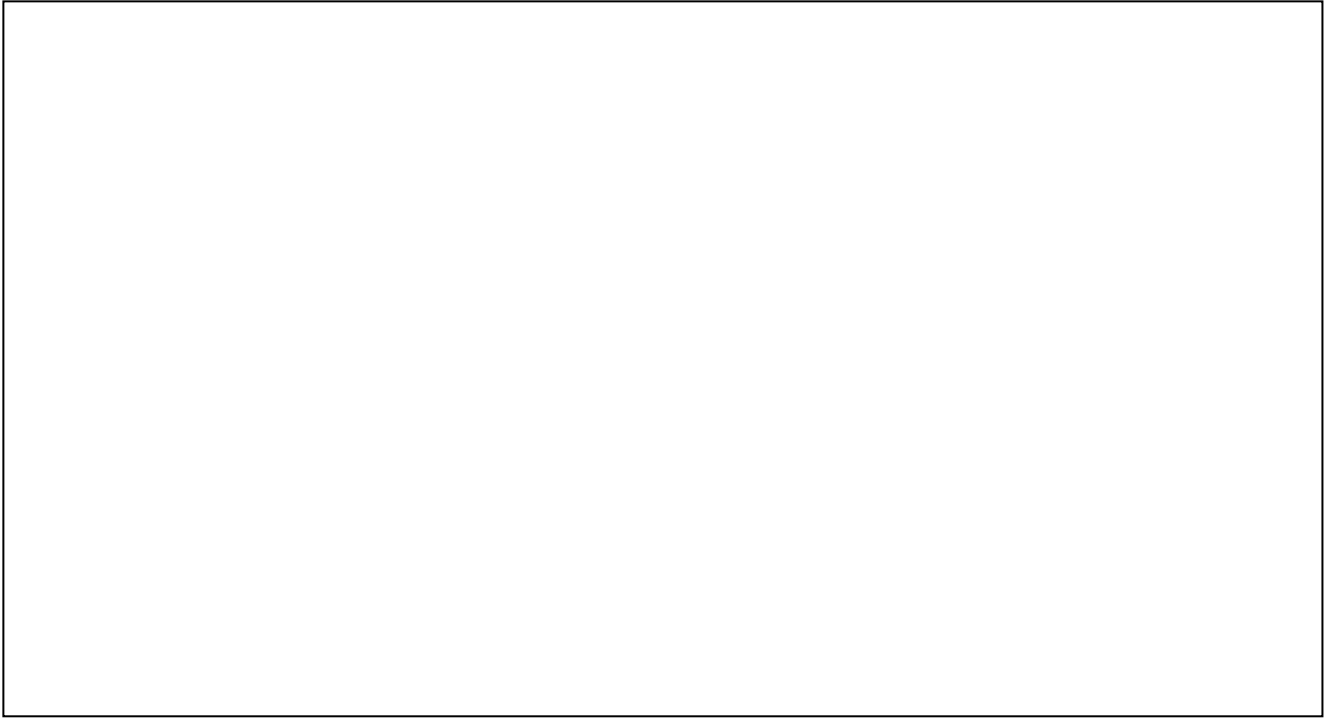
## Home Language Information Sheet

Name of Child:
Nationality:
Name of Home Language:

Please translate the following words and phrases into your home language. If you feel it will be useful, please add phonetic translation to help us pronounce the words correctly.

Hello	
Goodbye	
Thank you	
Please	
Mummy	
Daddy	
Toilet	
Poo/Wee	
Garden	
Drink	
Snack	
Yes/No	
Sit down	

Please add any words/phrases you feel might be useful to us in the box below.  
Thank you very much for your co-operation, please hand these sheets in with your application form.

A large, empty rectangular box with a thin black border, intended for the user to write any words or phrases they feel might be useful to the organization. The box is currently blank.