

Has your child had their "2-3 year old check" (with the Health visitor) if not, when is it due?

When is your child expected to start school and what would be your preferred choice?

Will your child be attending any other early years settings? (Please give name, address, key person and hours attending below)

Names of people who may collect your child from nursery. (Please notify us of any changes as no child will be released to an unauthorised person)

Special requests/requirements about religious observance, food, clothing, health or other matters to be adhered to in nursery.

Please supply any background information on your child, which may help us to understand him/her. For example any special fears; any brothers or sisters or pets; any special words for the toilet; any recent family events which may have affected your child

Preferred start date at nursery?

Which days* would you like your child to attend? (9-12pm mornings, 12-3pm afternoons)

Monday am Tuesday am Wednesday am Thursday am Friday am

Monday pm Tuesday pm Wednesday pm Thursday pm Friday pm

*Please note days cannot be guaranteed but we will do our best to accommodate your child on the days you prefer.

IMPORTANT! - FOR YOUR INFORMATION

Fees -Each 3 hour session is currently charged at £4.75 per hour (£14.25) – reviewed annually (Jan). All prices are inclusive of snack and drinks. Please check with the manager regarding current pricing. Free early education is currently available for children aged 2, 3 and 4 years of age. Please ask the Nursery Manager if you are unsure of your child's eligibility. Lunch is taken between 12 -12.45pm. Packed lunches are required for children attending afternoon sessions.

Fees are payable termly in advance as per invoices sent to your home address or email prior to term start dates. Arrangements may be made for half-termly payments if preferred. Alternative arrangements may be available for special circumstances. All enquiries will be dealt with in the strictest confidence.

Sickness - There is no reduction in fees if your child fails to attend through illness. **Children should not return to nursery until 48 hours after the last bout of any sickness or diarrhoea**

Family Holidays - To receive reduced fees of 50%, holidays must be notified to the Nursery Manager **well in advance of term start dates (see dates below)**. This applies only to holidays lasting for a minimum of 1 week and a maximum of 2 weeks in any given year.

Notice - If your child attends sessions over the allocated free early education, a term's notice is required when withdrawing your child from the Nursery. Fees will remain in place throughout the notice period. All efforts will be made to find alternative sessions if those booked become unsuitable.

Sibling Discounts are available at 10% when both children are attending nursery in the same term.

Taster Sessions- Please enquire with the Nursery Manager regarding up to two taster sessions available for you to attend with your child in the term prior to starting at the nursery. This will allow for an easier settling in period and gives you an idea of a typical day.

Admission Policy/Deposits - Please ask the Nursery Manager for a copy of our Admission Policy on registering. We will require a reimbursable £50 deposit on advance bookings, with exception to those children only claiming free early education. These deposits will be deducted from invoices at the start of the term or returned to you within 2 weeks of the start of term.

Booking your place Please ensure you have returned this form and your deposit to the Nursery Manager **Jessica Edmed, Saltwood Play and Learning Centre, School Road, Saltwood, Hythe, Kent CT21 4QB** by **1st July** for Autumn commencement, **1st December** for January commencement and **1st March** for starting after the Easter Holiday so that we can confirm your place and days available in good time. For queries- telephone -01303 238712 or 07921 458430 or email jessica.splc@outlook.com

I have read and understood the terms and conditions, as set above

Parents/Carer Name: _____

Signed: _____

Date _____

SALTWOOD NURSERY
MEDICAL INFORMATION

Child's full name

Name of child's doctor

Address of surgery

Telephone number

Health Visitor Name and number

May we contact your Health Visitor if necessary?

Telephone number

Has your child received immunisation against:

Tetanus Diphtheria Whooping Cough Polio Measles HIBS

Is your child allergic to anything?

Was your child born premature?

Has your child ever had a convulsion?

Has your child had any major illness/operations?

Has your child been in hospital recently?

Has your child any ongoing health problems?

Does your child require any other additional needs, such as: Occupational therapy, speech and language therapy etc.?(Please give contact details, if any.)

CONSENT

In the event of my child requiring emergency treatment and the person in charge, or their deputy, being unable to contact me, I give consent for the member of staff accompanying my child to approve the application of any emergency treatment including anaesthetic advised by the medical authorities for the wellbeing of my child.

Signed _____ Date _____

Telephone Numbers _____

Relationship with child

SALTWOOD Nursery
USING IMAGES OF CHILDREN - CONSENT FORM

Name of Child:

Occasionally we may take photographs of the children at our nursery. We may use these images in our prospectus or in other printed publications that we produce.

From time to time, our nursery may be visited by the media who will take photographs or film footage of a visiting dignitary or other high-profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. **Please circle your answer to the questions below, then sign and date the form where shown.**

1. May we use your child's photograph (unidentified) in the nursery prospectus and other printed publications that we produce for promotional purposes?	YES/NO
2. May we use your child's image (unidentified) on any future website?	YES/NO
3. May we record your child's image (unidentified) on video or webcam?	YES/NO
4. Do you consent to your child being photographed or filmed in press events agreed by the nursery?	YES/NO
5. Do you consent to your child's full name being published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name).	YES/NO

- Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- 'Unidentified' above means we will only use the first name.
- Please also note that the conditions for use of these photographs are listed below.

Conditions of Nursery Use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this nursery. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
2. We, the nursery, will not use the personal details or full names (which means first name **and** surname) or any child in a photographic image on video, in our prospectus or in any of our other printed publications.
3. We will not include personal email or postal addresses, or telephone or fax numbers on video, in our nursery prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "making Christmas decorations".
8. We will only use images of pupils who are suitable dressed, to reduce the risk of such images being used inappropriately.
9. **As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only.** I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.

I have read and understood the conditions of use, as above.

Parent's or Carer's Signature _____ Date _____

Name (in BLOCK CAPITALS) _____

SALTWOOD NURSERY
CHURCH AND LOCAL VISITS

Children may visit the local vicinity as part of nursery activities, e.g. Saltwood Church, Saltwood Green, Brockhill Park etc. Please complete the permission section below which would then cover your child for the above activities whilst they are at nursery. You would, of course, be notified prior to any excursion.

I give permission for my child, _____ to visit the local vicinity as part of Nursery activities.

Parent/Carer name _____ Signed _____

Date _____

In the event of my child requiring emergency treatment and the person in charge, or their deputy, being unable to contact me, I give consent for the member of staff accompanying my child to approve the application of any emergency treatment including anaesthetic advised by the medical authorities for the wellbeing of my child.

Signed _____ Contact No. _____

SALTWOOD NURSERY
APPLICATION OF SUN CREAM PERMISSION SLIP

Please ensure your child arrives with a sun hat and has high factor sun protection cream applied to all exposed skin. If you are unable to apply sun cream, please inform your key person or Leanne when you arrive at the beginning of the session and a member of staff can apply sun cream during the day.

Please be advised, children have access to the garden the majority of the day and it is often necessary to re-apply sun-cream throughout the day during warmer days.

Therefore, it is essential that we comply with our Safeguarding procedures and have written permission in advance from yourselves to apply sun cream to your child (supervised conditions at all times).

Additionally, if your child's skin is sensitive to certain sun creams, please supply your own bottle and place in your child's personal drawer with their name on. Thank you.

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I do/ do not give permission for my child, _____ to have sun cream applied to their body by a member of Saltwood Nursery Staff.

My child can/can not use traditional sun protection products. I will/ will not be supplying sun cream.

Parent's Signature _____ Date _____