



Heaven Sent Day Nursery

Application Pack

Thank you for choosing to apply for a space at Heaven Sent Day Nursery.

We know this form is a little long but it's because we want to ensure we meet your child's needs. This means we ask for the following:

- Basic information about your child and you
- Background information about your child
- Details on your employment
- Medical contacts for your child
- Medical information about your child
- Your permissions
- Agreements to Terms & Conditions

Upon completion of your application, please ensure you remember to sign on pages 8 and 11 and return your form with the relevant supporting documents (listed at the end of the application) to the main school office at St Francis' Catholic Primary School, Maryland Park, Stratford E15 1HB.

FOR APPLICANT TO COMPLETE:

Basic Information About My Child

CHILD DETAILS

Forenames: _____

Known as: _____

Surmane: _____

Date of Birth: _____

I am applying for:

Term Time Care

Full Year Care

Date you wish your child to start: _____

Age your child will be on this date: _____

PREVIOUS CARE EXPERIENCE (e.g. prior Children's Centre, Playgroup, Daycare etc)

FOR OFFICE USE ONLY:

Child's name and DOB: _____

Date application received: _____

Application received by: _____

Documents needed: _____

Documents checked by: _____

Priority: _____

Start date: _____

Child's age on start date: _____

Information About Myself (Parent/Carer)

1st PARENT/CARER DETAILS (Person making application and responsible for any fees)

Forenames: _____ Relationship to child: _____
Surname: _____ Date of Birth: _____
Address: _____

Does the child reside with you at the above address? YES / NO

Email address: _____

Home Telephone Number: _____ Mobile Number: _____

National Insurance Number: _____

Are you a member of staff at St Francis' Catholic Primary School? YES / NO

Are you a Newham employee? YES / NO

Do you live in London Borough of Newham YES / NO

Do you live outside of Newham YES / NO

2nd PARENT/CARER DETAILS

Forenames: _____ Relationship to child: _____
Surname: _____ Date of Birth: _____
Address: _____

Does the child reside with you at the above address? YES / NO

Email address: _____

Home Telephone Number: _____ Mobile Number: _____

National Insurance Number: _____

Are you a member of staff at St Francis' Catholic Primary School? YES / NO

Are you a Newham employee? YES / NO

Do you live in London Borough of Newham YES / NO

Do you live outside of Newham YES / NO

Persons permitted to collect my child

	<u>Collect</u>	<u>Emergency Contact</u>
1 Parent / Carer	YES / NO	YES / NO

2 Parent / Carer	YES / NO	YES / NO

An Additional Contact / Person Who May Collect	YES / NO	YES / NO

Name: _____

Telephone No: _____

Relationship to 1 Parent / Carer: _____

The password / security word for my child is: _____

(As an additional level of safeguarding, please choose a memorable word that is shared between you and the listed people with permission to collect your child)

Information About My Child's Background

ETHNIC ORIGIN (Please tick only one category)

- | | | | | | |
|----------------|--------------------------|---------------|--------------------------|---------------|--------------------------|
| White: British | <input type="checkbox"/> | Asian British | <input type="checkbox"/> | Black British | <input type="checkbox"/> |
| European | <input type="checkbox"/> | Indian | <input type="checkbox"/> | Caribbean | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | Asian | <input type="checkbox"/> |
| | | Bangladeshi | <input type="checkbox"/> | African | <input type="checkbox"/> |
| | | Other | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Mixed Race: British African Caribbean Asian Other

Any other ethnic background Wish Not to Disclose

If "Other" please specify: _____

MAIN HOME LANGUAGE (Please tick only one)

- | | | | | | | | |
|---------|--------------------------|---------|--------------------------|-----------|--------------------------|------------|--------------------------|
| English | <input type="checkbox"/> | French | <input type="checkbox"/> | Italian | <input type="checkbox"/> | Lithuanian | <input type="checkbox"/> |
| Urdu | <input type="checkbox"/> | Punjabi | <input type="checkbox"/> | Bengali | <input type="checkbox"/> | Arabic | <input type="checkbox"/> |
| Gaelic | <input type="checkbox"/> | Spanish | <input type="checkbox"/> | Hindi | <input type="checkbox"/> | Polish | <input type="checkbox"/> |
| Russian | <input type="checkbox"/> | Turkish | <input type="checkbox"/> | Cantonese | <input type="checkbox"/> | Other | <input type="checkbox"/> |

If "Other" please specify: _____

RELIGIOUS AFFILIATION (Please tick one below)

Buddhist Jewish Muslim Christian

Hindu Sikh Christian-Other Other

Not Disclosed No Religion

If "Other" please specify: _____

Professional Contacts For My Child

DOCTOR'S DETAILS

Doctor's Name: _____

Doctor's Address: _____

Telephone No: _____

HEALTH VISITOR DETAILS

Name: _____

Address: _____

Telephone No: _____

OTHER PROFESSIONALS INVOLVED (e.g. Social Worker, Speech Therapist etc)

Name: _____

Job Title: _____

Address: _____

Telephone No: _____

Medical Information About My Child

	Yes	No
Does your child have any long-term illness, medical condition or disability	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide a brief description:

If you answered "Yes" to the previous question:

	Yes	No
Has a professional assessment been undertaken to identify and confirm the long-term illness, medical condition or disability?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Can you provide copies of these professional assessment(s)?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Do you believe your child requires any additional support or assistance while they are within Heaven Sent Day Nursery's care:	<input type="checkbox"/>	<input type="checkbox"/>

If "Yes", please provide a brief description:

Do you have any concerns or issues with your child's:

	Yes	No
Sight	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>
Speech or Language	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination or Movement	<input type="checkbox"/>	<input type="checkbox"/>
Behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Specialist Educational Needs	<input type="checkbox"/>	<input type="checkbox"/>
Other not listed	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above are answered "Yes" please detail these concerns below:

	Yes	No
Is your child able to use the toilet unaided?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Dietary Requirements Does your child have any specific dietary requirements (including Halal)?	<input type="checkbox"/>	<input type="checkbox"/>

If "Yes" please detail these below:

Allergies

	Yes	No
Does your child have any Allergies that need to be considered while your child is within the Day Nursery's care?	<input type="checkbox"/>	<input type="checkbox"/>

If "Yes" please detail these below together with your care plan arrangements:

Immunisations and Health Checks

Please confirm whether your child has received the following Immunisations:

	Yes	No
Primary Immunisations (usually given at 8, 12 & 16 weeks after birth)	<input type="checkbox"/>	<input type="checkbox"/>
MMR Immunisation (first dose - usually at 12 months of age)	<input type="checkbox"/>	<input type="checkbox"/>
MMR Booster (second dose - usually at 3-5 years) BCG Vaccination	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Any other immunisations undertaken. If "Yes", please give details below:	<input type="checkbox"/>	<input type="checkbox"/>

Permissions for my child

Please tick the relevant boxes.

I give my consent for my child (insert name) _____

to:

- receive first aid (and see a doctor as necessary) in the case of an emergency
- receive the use of plasters in the event of an accident
- see a health visitor
- have administered (by a first-aider from the Staff) an asthma inhaler and / or Epi-pen (only where such medication has been prescribed by a doctor for the sole use by my child and where the Day Nursery holds a copy of that prescription)
- go on walks / visits (using public transport with staff when appropriately supervised)

USE OF PHOTOGRAPHS

Good early years practice requires the measurement and assessment of your child's progress. A common method for such record keeping is via the use of photographs and videos.

By ticking the following boxes you give your permission to enable photos and video of your child to be taken and used whilst at Heaven Sent Day Nursery or out on trips and visits for:

- his / her profile record
- displays within the setting
- displays within the children's centre
- Early Years training for the London Borough of Newham
- the use by the local or national media (e.g. Newham Recorder)
- the use on the St Francis' or Heaven Sent Day Nursery website, social media or literature

TERMINATION

- I understand that the Day Nursery has the right to terminate this contract immediately (without recompense) should any of the following instances occur:
 - consistent late payment of fees
 - consistent late collection of your child from the provision
 - continued unacceptable behaviour by your child
 - gross misconduct by the child's parent / carer (this includes but is not limited to using threatening or abusive behaviour) towards any Staff or indeed other parents or children who use the provision.

Signed: _____

Date: _____

Print name: _____

Heaven Sent Day Nursery Obligations & Your Obligations

These terms and conditions govern the basis on which we agree to provide childcare service to you.

1. OBLIGATIONS ON Heaven Sent Day Nursery

We will:

- i. Inform you as soon as possible whether your application for a place has been successful. You must confirm within one week of receiving notification that you still wish to take up the Day Nursery place once it has been offered. If you do not, Heaven Sent Day Nursery reserves the right to withdraw that offer;
- ii. Provide the agreed childcare facilities for your child at the agreed time (subject to any days when the Day Nursery is closed). If we change the opening hours of the Day Nursery, we will give you as much notice of our decision as possible and, if necessary, work with you to agree a change to your child's hours at the Day Nursery;
- iii. Provide you with regular feedback on your child's progress and well-being at the provision on an at request basis as well as more formal feedback sessions such as parents evenings
- iv. Notify you as soon as possible of any days on which your child's Day Nursery will be closed (such as bank holidays etc);
- v. Try to make available to any other of your children, who are of an appropriate age, a place at our Day Nursery. However we cannot guarantee that a place will be available.
- vi. Attending Heaven Sent Day Nursery or having done so, does not give you an automatic right or any preferential treatment for your child to attend St Francis' Catholic Primary School when your child reaches Reception School age.

2. OBLIGATIONS ON YOU

You will:

- i. Complete and return to us our health record questions (as part of your application) before your child starts at our Day Nursery and immediately tell the Day Nursery manager of any change to the information or circumstances provided in your answers to those questions;
- ii. Complete the relevant consent information (as part of your application) with regards to the administration of medicines, plasters as well as the use of photos and video for recording your child's progress;
- iii. Immediately inform us should your child be suffering with a contagious disease. For the benefit of other children in the Day Nursery, you must not allow your child to attend the Day Nursery if they are suffering from a contagious disease which could be easily passed from one child to another during normal everyday activities within the Day Nursery (please ask for contagious disease policy for details)
- iv. Immediately inform us of any changes to your contact details. The responsibility is on you to ensure that all such information is at all times current and correct;
- v. Keep us informed as to the identity of those persons who will collect your child from the Day Nursery. If you as the child's parent(s) are unable to collect your child from the Day Nursery then you must pre-notify us of such an instance. Where this occurs we will

require proof of that individual's identity prior to their collection of your child. That individual will also have to quote the security password that you have set up previously with the Day Nursery for such instances. If the Day Nursery is not reasonably satisfied that you have given that individual your authority to collect your child from Day Nursery then we will not release your child into their care;

- vi. Inform us if your child is the subject of a court order and provide us with a copy of such an order on request;
- vii. Immediately inform us if you are unable to collect your child from the Day Nursery by the official collection time (please note, additional charges are payable for this);
- viii. Inform us as far in advance as possible of any dates on which your child will not be attending Day Nursery. Any days or sessions where your child would normally attend Day Nursery and they do not, for whatever reason, will be non-refundable.
- ix. Provide us with at least 6 weeks notice of your intention to decrease the number of hours your child spends at the Day Nursery or to withdraw your child from the Day Nursery and end this agreement. If insufficient notice is given you will be responsible for the full fees for your child for the 6 weeks from the date of any change as if their hours had not decreased. This is necessary if your child is receiving the government Free Entitlement Sessions ("FES") as there is a need to comply with the relevant Local Authority Service Level Agreement and the Code of Practice on sessions being funded in this way. If you do not receive NEG funding then you will be required to provide 1 calendar month notice of your wish to decrease your child's hours or indeed your intention to end this non-FES funded agreement. Fees will be revised immediately if we discover your entitlement for NEG funding has changed.

3. PAYMENT OF FEES

- a. Our fees are based on a monthly fee which shall be notified to you in advance of your child starting at the Day Nursery ("Monthly Fee"). We may review these fees at any time but shall inform you of the revised amount at least 1 calendar month before it takes effect. If you do not wish to pay the revised fee, you may end this agreement by giving us 1 calendar month's notice, by completing our notification to leave form, which can be obtained from the provision manager;
- b. Fees must be paid on a monthly basis, in advance. If your child is eligible to receive the government's FEG sessions we may amend your billing calculations in order to comply with the relevant Local Authority Service Level Agreement and the Code of Practice. You will be notified in writing, one calendar month in advance, of any changes to the calculation of your bill.
- c. All payments made under this Agreement must be paid by standing order. You may however pay your first month's fee and the required deposit by cheque on a one time only basis.
- d. If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will charge you for additional childcare monthly in arrears. We will amend the amount of your following month's invoice.
- e. If you fail to make payment in full by the due date we will enforce an interest charge of 2% above the base rate of the Bank of England on the day the monies fell due. This will be charged every day the invoice remains unpaid, along with an administration fee of £25.00. For any failed standing order or cheque we will charge an administration fee of £5.00.

- f. No refund will be given for periods where your child's Day Nursery place is unfilled due to illness or holidays. Where Day Nursery is closed on bank holidays no refund will be given for this closure.
- g. Where the day care offers a reduced fee rate after a child's birthday that reduction will take effect from the first day of the following invoice period.

4. SUSPENSION

- a. We may suspend the provision of childcare to your child , and add on 1 calendar month's notice at any time if:
 - i. You have failed to pay any fees;
 - ii. Your child's behaviour at the setting is deemed by us to be unacceptable or endangers the safety and well-being of the other children at the Day Nursery or the staff. The suspension shall continue whilst we try and address these problems with you.
- b. If your child is suspended part way through a calendar month, under these conditions, we shall give you a credit for any fees you have already paid for the remaining part of the calendar month, calculated on a pro-rata basis. This credit may be offset against any sums payable by you to us.
 - i. If the period of suspension exceeds 1 calendar month, either of us may terminate this Agreement by written notice.

5. TERMINATION

- a. You may end this Agreement at any time, giving us at least 6 week's notice, by completing the notification of leave date form. However, once your child is eligible to claim the government Free Entitlement Sessions (FES), you are required to give us 2 calendar month's notice, by completing the notification of leave form. A full copy of the FES terms and conditions can be obtained from your Day Nursery Manager.
- b. We may immediately end this Agreement if:
 - i. You have failed to pay your fees by the request due date;
 - ii. You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time of us asking you to;
 - iii. You behave unacceptably, as we will not tolerate any physical or verbal abuse towards our staff;
 - iv. Your child's behaviour is unacceptable or endangers the safety or well-being of any other child at the Day Nursery, or indeed any member of the Day Nursery's staff;
 - v. We take the decision to close the Day Nursery. We will give you as much notice as possible of such a decision.
- c. You may immediately end this Agreement if:
 - i. We have breached any of our obligations under this Agreement and we have not or cannot put that right within a reasonable period after you have drawn it to our attention; or
 - ii. We suffer any event of insolvency.

6. GENERAL

- a. We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you. Please refer to the safeguarding policy.
- b. If the provision has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities to you. If the closure exceeds 3 days in duration (excluding any days the Day Nursery would otherwise be closed) we will credit you with an amount that represents the number of days the Day Nursery is closed in excess of those 3 days.
- c. If you have any concerns regarding the services we provide please discuss these with your Child's keyworker. If these concerns have not been addressed to your satisfaction please contact the Day Nursery Manager. Customer satisfaction and your child's welfare is of paramount importance to us and any concerns/complaints will be addressed as impartially and ethically as possible. Should it become necessary you may wish to refer your complaint to the Day Nursery's governors for adjudication, following the Day Nursery's complaint procedure.
- d. We carry a wide range of toys and equipment at the Day Nursery. Unless we specifically request otherwise your child should not bring any of its own toys to the Day Nursery. If they do bring toys with them, we accept no responsibility for any loss or damage to those toys.
- e. From time to time we may have photographs taken of the children who attend the setting. If you do not wish your child to be included in these photographs you should complete the relevant consents section of the application form.
- f. As the number of children with nut allergies is increasing, with the support of parents we aim to keep the facility NUT FREE. Parents are requested not to send food or empty food packaging into the Day Nursery. Parents are also requested not to use creams, sun creams, oils etc on their child that may contain nut oil. E.g. "arachis" as this may have severe consequences to another child or member of staff.

I agree to the terms and conditions listed above. I confirm that I am legally responsible for this child.

Signed: _____ Date: _____

Print name: _____

Where did you hear about us?

- St Francis School website or newsletter
- Word of mouth
- Banner/Advert displayed outside St Francis' School
- Flyer

Please thoroughly check the information that you have provided before submission as any incorrect or missing information may delay your application.

Applicant checklist

- Completed every section of the application form
- Sign agreements for consent, photographs and termination on page 8
- Sign the agreement section of the settling policy
- Sign obligations on pages 12

Please ensure you bring original documents for copying:

- Proof of address (council tax bill/tenancy agreement AND utility bill)
- Child's birth certificate
- Payslip dated within last 3 months for applicants applying for discounted care
- Any relevant medical reports for your child

A member of the administration team will take a copy of your application for you to keep as a receipt for your records. You will be contacted within 2 weeks of receipt of your application with further information on securing a place.

We look forward to supporting you and your child on the exciting journey into Heaven Sent Day Nursery.

