



The relationship between a child's parents and a setting is crucial to the child's well-being. The welfare, safety and protection of your child are at the heart of everything we do. To enable us to make the best provision for your child we are officially required to ask for information to be provided to us. Please understand that there are sound reasons why we are required to ask these questions. We want to help your child to keep safe, it is not just that we are being curious. Thank you for your co-operation.

Child's Full Name: Also known as: Any previous names:	
Date of Birth:	
Child's Address (inc postcode):	
Home & Mobile Telephone Numbers:	
E-Mail of Parent/ Carer:	

### Details of Parents/Carers & Emergency Contacts:

Name(s) of person(s) the child normally lives with (parental responsibility)	Relationship(s)	Home Telephone No.	Work Telephone No. (s)	Mobile Telephone Number(s)

Additional Emergency Contact(s) Name	Relationship	Address	Telephone Numbers	

Please confirm below whom you authorise to collect your child;

<b>Authorised Name:</b>

**SESSION DETAILS**

We are a 26 place Nursery (So 26 children as a maximum each session) and we offer different session options to cater for both 15 hours and some 30-hour places. We also offer extra paid sessions if we have room. (At a cost of £2.75 per hour)

Please fill out the table below to indicate what sessions you would like, and we will do our best to accommodate your wishes. Please note if you would like a 30 hour place we will need to validate your 30-hour code **before** your child can start Nursery. (This code needs renewing each term)

**Requested Start Date:** \_\_\_\_\_

Please tick requested place requirements: **15 Hours Place:**

(Also tick any extra paid hours you require)

Session	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Mornings only</b> 8.30 – 11.30					
<b>Afternoons only</b> 12.30 – 3.30pm					
<b>Beginning of the week *</b> (Mon, Tues, Wed am)					
<b>End of week *</b> (Wed pm, Thurs, Fri)					

\* Please note if you choose a beginning or an end of the week place there is an additional charge of £2.75 per full day to cover staffing over lunchtime. (So, 3 hours free in the morning, 3 hours free in the afternoon, 1 hour at £2.75 for over lunchtime)

**30 Hours Place:**

Please tick the days you would like below. If you choose 5 days a week there will be an additional charge of £2.75 per day to cover staffing over the lunch hour.

If you would like any other combination within your 30 hours, please tick which days you would like. (For example, Monday – Thursday)

Session	Monday	Tuesday	Wednesday	Thursday	Friday
*30 hours + £2.75 lunch cover charge per day					
30 Hour Code:					
National Insurance Number (of person who applied for the 30 hours)					

\* Please note if you would like a 30 hour place we will need to validate your 30-hour code **before** your child can start Nursery. (This code needs renewing each term)

Also...

- We require 4 weeks' notice for any changes or cancellations to regular sessions (For example if you wish to add an extra afternoon per week or change from mornings to afternoon sessions.)
- Additional sessions may be booked if we have space, subject to availability
- Fees will be charged for all booked term time sessions, regardless of attendance

#### Payment Terms:

Invoices will be issued and are payable half a term in advance. Any additional sessions are added on to the next invoice.

Lunchtime Arrangements (If your child is attending a full day)		
I would like my child to have...	A school dinner (£2.40 per day) <input type="checkbox"/>	A packed lunch <input type="checkbox"/>
Any Dietary Requirements (Eg vegetarian, halal, any food allergies etc)		

#### Additional Information:

Child's Doctor Name, Address & Telephone No.	
Any known allergies/illnesses*	
Is your child toilet trained? <i>(We would request that children attending Nursery have at least started toilet training and we will of course support you and your child with this)</i>	

Any additional needs/cultural or dietary requirements	
Any additional SEND needs e.g. speech and language, behavioural needs, learning needs	

\* If medication is required ie inhalers/epi pen/Piriton etc this must be available at Nursery at all times the child attends, and an additional form must be completed. Please see the Mrs McMaster for further information.

**Safeguarding Children Statement:** Please note that if we have any concerns about your child's development, welfare or safety, we will speak to you immediately and these concerns may be shared with the Designated Safeguarding Staff in School. Schools are required to keep records of these concerns, and if necessary seek the advice of other professionals (in accordance with School's Safeguarding Children Policy and Procedures). All matters will be dealt with in consultation with parents / carers and in the strictest confidence.

**First Aid:** we occasionally have to administer first aid to children, please **CIRCLE** any preparations you **DO NOT** wish us to use on your child:

Sun cream (min factor 25)      Antiseptic Wipes      Micropore Tape      Plasters      Cold Compress

*I confirm that the above information is correct and that I have read this form fully.*

Signed: \_\_\_\_\_ (Parent/Carer)      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Nursery )      Date: \_\_\_\_\_

We really look forward to getting to know you and your child and beginning their journey at St Chad's together. Please do not hesitate to contact me at school if you have any questions or concerns. We will be in touch the term before your child's third birthday to arrange a home visit, so we can meet you and your child in a familiar environment.

Kathie McMaster (Nursery Teacher)

**PRIVACY NOTICE**

Under data protection law, individuals have a right to be informed about how Abbey Multi Academy Trust and its academies use any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. To view this information please visit our website [www.st-chadsprimary.co.uk](http://www.st-chadsprimary.co.uk) and select 'Privacy Notices' under the 'About Us' tab. Privacy notices are also available on request from the school office.

