

APPLICATION FORM

Child's Name: _____

Commonly Known As: _____

Child's Date of Birth: _____

Parent's Names: _____

Home Address: _____

Email: _____



SAFEGUARDING CONTACT NUMBERS

Home: _____ Mobile 1: _____

Mobile 2: _____ Work: _____

Emergency Contact Name and Number: _____

(Emergency contact will be called if both Parents cannot be reached and should be within 20 mins of Nursery)

Doctors Name and Number: _____

Any other authorised adults who may collect your child _____

Any other adults to whom custody should not be given: _____

PERSONAL HISTORY

Health Visitor Contact Details _____

Previous Setting Contact Details _____

Vaccinations: Diphtheria ____ Whooping cough ____ Tetanus ____ Hib ____ Polio ____ MMR ____

Has your child had chickenpox Y / N

Please state any health problems or allergies which we should know about: _____

Any Likes / Dislikes / Fears: _____

NURSERY SESSIONS

Intended Start Date: _____ Start School Year: _____

Preferred Days and Sessions: _____

Parent Signature: _____ Date: _____

Please return this form with a copy of your child's birth certificate.

01672 515486 | collegefieldsnursery@outlook.com

TERMS AND CONDITIONS

To enable us to provide and maintain the highest standards of care for your child, we require all parents to be aware of and abide by the following terms and conditions:

REGISTRATION AND FEES

Children are usually required to attend a minimum of two sessions a week to enable your child to build relationships and understand our routines.

Fees are invoiced termly in advance and must be paid within the first month from date sent.

Fees can be paid by cash or BACS. Scheduled instalments can be arranged on an individual basis.

We accept vouchers from most salary sacrifice schemes.

Additional sessions can be booked ad-hoc and will be invoiced at the standard hourly rate and must be paid on the day unless otherwise agreed.

If you are receiving 15/ 30 hours funding please check our separate funding policy.

Parents are responsible for re-validating 30 hour funding codes or risk being invoiced for the term at the standard rate.

ABSENCES, LEAVE & CONTACT DETAILS

If your child becomes ill during a nursery session we will call the parent or the emergency contact for your child to be taken home at the earliest opportunity. No refunds or swap days are given due to illness.

We are unable to swap sessions or refund fees should you choose to keep your child away from nursery for any reason e.g. holiday or outing.

If you decide to leave College Fields Nursery at any point, please be advised that you will have to give one term's notice and will not be refunded.

Continuous late pick ups without prior booking, will incur a charge due to staffing arrangements.

Absences should be notified to the nursery by 9.30 a.m.

In cases of emergency (e.g. Fire) we will follow emergency evacuation procedures and the child's main carer will be asked to collect the child immediately.

Keep us informed of any changes in your circumstances, which may affect your child's enjoyment at nursery.

Keep all contacts and changes to addresses or mobile phone numbers current.

SAFEGUARDING

We will not allow any child to leave the nursery with someone other than named people on the application form unless we have prior notification with a name, car registration and description of the person collecting the child.

In accordance with child protection guidelines, College Fields is under an obligation to report to Social Services any serious cause for concern of actual or likely significant harm against a child. This can be done without informing the parent or guardian if we believe that informing them may put the child in danger.

College Fields operates a confidentiality policy. A child's registration and early years profile is kept securely at College Fields. Some confidential information may need to be shared with key staff or with shared settings.

Our complaints policy is displayed in the entrance hall. If the complaint cannot be resolved by the nursery you can call Ofsted 0845 404040

We check our premises every session for safety. Please help us by double bolting the garden gate every time.

College Fields maintains insurances required by law. Copies of the current employer's liability and public liability insurances are displayed in the entrance hall.

DAY TO DAY

Children will often get messy or wet during the day so please dress your child accordingly. Be prepared for all weathers for outdoor play.

Snacks are provided at morning and afternoon break. We can cater for all special dietary requirements.

Children with long hair should keep it tied back when coming to nursery.

Nappies are not provided. Please put 2 or 3 in your child's bag for a full day.

Long lasting sunscreen must be applied before coming to nursery in Summer Term and appropriate cover up clothing worn in very hot weather. Please supply a named hat.

Please do not let valuable mementoes come to the nursery, as they are always popular, and we cannot accept responsibility for damage to children's toys or loss of property.

Parking, please be aware that the car park can get very busy at peak times. Please park considerately and be vigilant for small children at busy periods.

I have read the summary of the terms and conditions of registration above and nursery policies on my induction visits and agree to comply with them.

NAME OF CHILD: _____ PARENT SIGNATURE: _____ DATE: _____

PERMISSION

PHOTOGRAPHS / PR / WEBSITE / SOCIAL MEDIA

Dear Parents,

For the purposes of marketing and recording your child's development during their time at nursery we would like to use photographs of your child at play. The photos will be put on our Parents Only WhatsApp group to share events during the week. We will also use WhatsApp to send you personalised photos of your child to keep you updated on their progress throughout the year and reassurance during in settling in periods.

The photos we take will always be taken in the main school room or garden. During your child's attendance at College Fields the photos will be kept on the Nursery phone and the Nursery Laptop which have secure entry codes / passwords and anti-virus software. Both devices are locked away at night and pictures deleted at the end of each term unless used for marketing purposes.

The photos may be selected for use on our own website or for news releases throughout the year and, if in agreement, shared for promotional purposes on Facebook. In these instances children will never be named.

PLEASE SIGN BELOW TO CONFIRM YOUR PREFERENCES

I am happy for College Fields Nursery Staff to take photos of my child during their time at nursery to be sent via **WhatsApp to me personally** (Parent): **YES / NO**

I am happy to join the **Parents Only WhatsApp Group** and allow photos of my child to be shared on the group each week: **YES / NO**

I am happy for the photos to be selected for the College Fields Nursery website, used for news releases and shared on **Facebook** to the local community. **YES / NO**

Child's Name: _____ Parent's Signature: _____ Date: _____

FUNDING APPLICATIONS

If you are accessing funding for 30 hours or for 2 year olds with working Parents You have to apply for a code online at

<https://www.wiltshire.gov.uk/child-care-free-early-education-for-3-and-4-year-olds>

<https://www.wiltshire.gov.uk/child-care-free-early-education-funding-for-2-year-olds>

Please enter the details below and let me know if you may be eligible for low income Pupil Premium or Disability funding.

FUNDING CODE											
2 YR / 30 HOURS											
My National Insurance Number											
Child's Date of Birth (DD/MM/YY)											
Child's name:											
Qualifying Parent Name:											
Qualifying Parent Date Of Birth:											
Qualifying Parent Address:											

OPENING TIMES AND FEES

We are open weekdays, term time only. We request that you select at least 2 sessions per week to ensure your child can build relationships and feel confident in the setting and routine.

MORNING ONLY	0900 – 1200 £23
MORNING WITH LUNCH	0900 – 1300 £28
LUNCH AND AFTERNOON	1200 – 1500 £23
AFTERNOON ONLY	1300 – 1500 £14
FULL DAY	0900 – 1500 £42

Hourly rate for extra hours ad-hoc = £8ph

Early drop-offs or late pick-ups are available on request from 0830 -0900 in the morning or 1530 -1600. These must be booked in advance and cost £5 each to be paid on the day. These are not covered in the funded hours.

NURSERY GRANT INFORMATION FOR 2025

Every child aged 3 or 4 is entitled to 15 funded hours at any nursery setting or childcare provision. The funding covers the care and education of your child but does not include any sundries or consumables. The funding we receive is currently below our standard hourly rate and does not cover all outgoings. To ensure we remain sustainable:

We ask all Parents to contribute £2 per funded hour

(unless claiming current Better Together 2 year olds funding)

This charge means that we can continue to offer the following:

- **A good choice of healthy food for snack times and cater for allergies**
- **Wipes and nappy bags and sun cream, nappies or food if forgotten**
- **Quality materials to provide seasonal and festive activities such as Mother's Day gifts, Christmas Photographs, Diwali and Chinese events and catering.**
- **We have 2 main events in Summer (Family Picnic and Pimms) and a Christmas Party where we host a professional Entertainer and provide refreshments for the Parents.**
- **We invite visitors into the setting, such as Zoolab and Krazy Kanga, to provide our children with new experiences.**

This additional charge will be shown on your invoice. The charge is voluntary but if you do opt out you will be asked to provide an alternative for the items above where possible.

FUNDING HOURS

Working Parents of all children from 9 months old can apply for **30 hours** and will be responsible for applying and supplying us with a code so we can access the funding. This must be done 4 weeks before the intended start of term. Parents must be responsible for updating their status and validating their code or risk being charged the full session rates.

We accept **Better Together funded 2 year olds** which requires a personalised code for your child. This will be issued by the council on proof of your eligibility.

All codes must be eligible before the start of each term in September, January and April.

If your child also attends another nursery setting we are happy to split the grant entitlement between us and your other chosen nursery. To do this we will need the name and contact details of the other setting, Nanny or Childminder and the number of hours you wish to claim from each of us.