



The information given on this form will be held by Linktown Nursery. It provides the information we require to assess, plan and implement support for your child. You are under no obligation to allow us to store information. All files are restricted to those authorised to see them and will be kept in a locked filing cabinet in the office.

This is in line with GDPR and the Data Protection Act 2018.

CHILDS NAME			
DATE OF BIRTH		GENDER (M/F)	
DATE OF ENROLEMENT		LEAVING DATE	
HOME ADDRESS (inc postcode)			
EMAIL ADDRESS			
MAIN CONTACT NAME/TEL NO			
DETAILS PARENTS/CARERS			
CONTACT 1			
NAME		Occupation	
ADDRESS			
(if different from above)			
TEL/MOB NUMBER			
RELATIONSHIP TO CHILD			
EMAIL ADDRESS			
CONTACT IN AN EMERGENCY		YES	NO
CONTACT 2			
NAME		Occupation	
ADDRESS			
(if different from above)			
TEL/MOB NUMBER			
RELATIONSHIP TO CHILD			
EMAIL ADDRESS			
CONTACT IN AN EMERGENCY		YES	NO
CONTACT 3			
NAME		Occupation	
ADDRESS			
(if different from above)			
TEL/MOB NUMBER			
RELATIONSHIP TO CHILD			
EMAIL ADDRESS			
CONTACT IN AN EMERGENCY		YES	NO
PASSWORD – staff will ask for this password if anyone unknown to them collects the child even if the child knows the adult collecting them			
PASSWORD			

SESSIONS ATTENDING	Please add your full hours you wish to attend below				
	MON	TUES	WED	THUR	FRI
START TIME					
FINISH TIME					
TOTAL					
FUNDED HOURS (circle)	8.30-1.00	8.30-1.00	8.30-1.00	8.30-1.00	8.30-1.00
5 morning/afternoon	1.00-5.30	1.00-5.30	1.00-5.30	1.00-5.30	1.00-5.30
or 2 full & 1 half day	9.00-6.00	9.00-6.00	9.00-6.00	9.00-6.00	9.00-6.00

You can opt for both funded and paid for sessions. You will be invoiced each month for the hours outwith your funded choices.

SHARED CARE	NAME OF NURSERY:-				
	MON	TUES	WED	THUR	FRI
START TIME					
FINISH TIME					
NO OF HOURS ATTEND					

PROPOSED NURSERY/SCHOOL

CHILD HEALTH INFORMATION

G.P.NAME

PRACTICE ADDRESS

PRACTICE TEL NO

WHICH IMMUNISATIONS HAS YOUR CHILD HAD?

ANY ALLERGIES?

ANY REGULAR MEDICATION?

DIAGNOSED MEDICAL CONDITION?

HEALTH VISITOR NAME

ADDRESS

TEL/MOB NO

PROFESSIONALS INVOLVED WITH YOUR CHILD	SERVICE	NAMES

HAS THERE BEEN A PROFESSIONAL ASSESSMENT? YES NO

IF YES, CAN YOU PROVIDE A COPY? YES NO

PLEASE GIVE DETAILS OF ANY CONCERNS YOU HAVE WITH YOUR CHILD

SIGHT	YES	NO	
HEARING	YES	NO	
SPEECH/LANGUAGE	YES	NO	
COORDINATION/MOVEMENT	YES	NO	
BEHAVIOUR	YES	NO	
TOILETING	YES	NO	
OTHER	YES	NO	

IN NAPPIES

USING POTTY/TOILET WITH HELP

FULLY TRAINED

COMMENTS

ASSESSMENT OF NEED – SPECIAL DIETRY REQUIREMENTS

ASSESSMENT OF NEED - ANY OTHER RELEVANT INFORMATION

FAMILY ETHNIC ORIGIN

CHILD'S RELIGION

DOES YOUR CHILD HAVE ANY SIBLINGS (please give details)

FIRST LANGUAGE OF CHILD/FAMILY

CONSENTS

**Please sign next to each to indicate your agreement to and authorisation of the following
TRANSPORT OUTINGS**

Occasionally we will use bus/train to access other areas

PHOTOGRAPHY

This applies to photos taken by our staff of your child in the nursery setting/context for use in Website/Facebook

Signed.....

OUTINGS

Giving your consent at this point enables staff to take the children at short notice on brief outings in the surrounding area.

This also applies to accessing public transport (bus/train) to visit the wider community.

Signed.....

SUNCREAM

Giving your consent for staff to apply suncream

Signed.....

GENERAL DATA PROTECTION GUIDELINES

Please be aware this is an opt out, opt in service. You can refuse to consent without detriment. You can opt out at any time. We keep personal records to support childrens learning, make assessments, safeguarding, comply with legislation and assess quality of service. We will share info if there is evidence, reasonable cause or significant harm to children in our care. You can access you file at any time.

Signed.....

Dear parent/carers

- * There is a £20 non refundable enrolment fee to be paid to secure your place.
- * You will be sent an invoice near the 15th of the month via email to be paid a month in advance.
- * Fees can be paid by bank transfer or paypal.
- * Fees remain payable in the event of the child's absence due to sickness/holiday
- * There will be no fees charged when the nursery is closed. This is during the festive season and adverse weather. If you have paid in advance, fees will be taken off next month's invoice or your child may attend another day.
- * We understand that there are certain circumstances which you may not be able to pay. Please speak to a member of staff and we can arrange a payment plan for you.
- * 4 weeks notice is to be given to withdraw your child and fees will remain payable during this time.
- * In the event of a late payment, a £5 fee will be added for each reminder invoice.
- * After 2 reminders (letter, text or email), your child will be removed from the register.
- * Please contact the nursery if you are going to be late collecting your child. We understand that certain issues can arise. By letting us know we can arrange suitable support for your child.
- * If there are instances when there is a pattern of lateness without explanation, a £10 late collection charge will be added.

FEES:

Full week	£220.00	FUNDED CHILDREN	
Full day 7am-6pm	£43.50	Morning	8.30am-1pm
Half day 7am-12pm or 1pm-6pm	£28.00	Afternoon	1pm-5.30pm
Lunch hour 12pm-1pm	£5.50	Full days	9am-6pm & one half day
Lunch	£1.50		
Breakfast 7am-8.30am	£7.50		

You can choose to use both funded and paid for hours throughout. Funded times are set and any additional afternoon hours over this will be charged for a half session of £28.00, e.g. 4pm pick up will be charged for the full afternoon session.

If you require childcare before 8.30am, this will be charged for breakfast club.

Lunch will be provided for funded children. Please speak to a member of staff regarding allergy's. Snacks, drinks, fruit and veg are available all day for all children

I confirm that I have read and understand the fee collection and payment policy of Linktown Nursery. I agree to abide by the terms and conditions as outlined in the letter above and as detailed in the Fee collection/payment policy & guidelines document.

PARENT CARER OF:	
SIGNATURE	
PRINT	DATE

VISIT CHECKLIST

When you come with your child for enrolment prior to starting at nursery, a member of staff will go through this checklist with you to ensure everything is covered and answer any questions you have.

INTRODUCTION TO STAFF MEMBERS	
OPENING TIME, HOLIDAYS, IN-SERVICE	
SETTLING YOUR CHILD IN	
SHOWN PEG/POCKET/NOTICEBOARD	
CLOTHING/CHANGE OF CLOTHES	
TOILETING	
SNACK/LUNCH	
PERSONAL LEARNING JOURNAL	
KEYWORKER SYSTEM	
OUTINGS/VISITS/SPEAKERS	
FEEES, SESSION, TERM, FUNDED NOTICE ETC	
CONTACT INFO FOR NURSERY	
GDPR	
PASSWORD SYSTEM	
PARENT INFORMATION BOOKLET	
COLLECTING YOUR CHILD	
ANY QUESTIONS?	

I can confirm I have read this agreement carefully and understood our Fee Collection and Payment policy. I will keep the nursery informed and updated of any changes to this contract.

SIGNED (PARENT/CARER)	
NAME OF CHILD	
SIGNED (STAFF MEMBER)	
DATE	

OFFICE USE ONLY

	DATE
DATE APPLICATION RECEIVED	
ELIGIBLE TO START	
HANDBOOK ISSUES	
DATE FIRST VISIT	
ACTUAL START DATE	
FUNDED CHILD	
PROOF DATE OF BIRTH SEEN?	
CHILD PASSPORT OR BC NUMBER	
PROOF OF ADDRESS SEEN?	
TYPE PROOF OF ADDRESS	