

honeybuns



nurseries

Children's Application Form

155 Walsall Road
Norton Canes
WS11 9QX
Tel: 01543 274785

15 Lichfield Road
Stafford
ST17 4JX
Tel: 01785 214040

Grainger Drive
Leegomery
Telford, TF1 6UL
Tel: 01952 246002

www.honeybunsnurseries.co.uk

email: care@honeybunsnurseries.co.uk

Application to join: Telford / Stafford / Norton Canes (circle as applicable)

Name of child _____ Date of Birth _____

Name(s) and address(es) of parents making the application:

Parent 1 Name: Address: Postcode: Home Tel: E-mail Address for letters, newsletters and accounts invoices _____	Parent 2 Name: Address: Postcode: Home Tel: E-mail Address for letters, newsletters and accounts invoices _____
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Signature of Parent(s)

_____	_____
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Start Date: _____ Date _____

Please Indicate Sessions/Days required:

Day	Morning Session	Afternoon Session	Full Day	Funded Session
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Registration Form

Basic Details

Name of Child: _____

Date of Birth: _____

Name known as: _____

Gender (male or female) _____

Ethnic Group: _____

Name of Parent(s)

Parent 1: _____

Does this parent have parental responsibility / legal contact ? Yes/No (delete)

Parent 2 : _____

Does this parent have parental responsibility / legal contact ? Yes/No (delete)

Name of parent with whom the child does not live (if applicable)

Does this parent have parental responsibility/ legal contact ? Yes /No (delete)

Address: _____

Home Phone: _____

Mobile: _____

Does this parent have legal access to the child? Yes/No (delete)

E-mail Address for letters, newsletters

Emergency Contact Details

Parent 1 – Work number: _____

Daytime contact number: _____

Mobile: _____

Name & Address _____

of Workplace (if applicable) _____

Parent 2 – Work number: _____

Daytime contact number: _____

Mobile: _____

Name & Address _____

of Workplace (if applicable) _____

Other emergency contacts & Persons authorised to collect the child (must be over 16 years of age)

1. Name _____ Relationship to child _____

Telephone _____ Mobile _____

2. Name _____ Relationship to child _____

Telephone _____ Mobile _____

3. Name _____ Relationship to child _____

Telephone _____ Mobile _____

4. Name _____ Relationship to child _____

Telephone _____ Mobile _____

Fees & Deposit

DEPOSIT

A deposit of £100 is required to secure your child's place; this deposit is refundable when your child starts Nursery and you agree to pay fees by Standing Order. Should you wish to pay using any other method, the £100 deposit will be deducted from your final months fees on leaving nursery. Please note - 4 weeks notice must have been given in writing to terminate the nursery place. The deposit payable is non-refundable should you decide that you no longer require the place, once the booking has been made.

Nursery Fees are due monthly payable in advance on the 1st of the month.

I / We agree to pay the first month's fees on the first pre-visit, and then to pay subsequent monthly fees in advance by standing order, or alternative method.

Parent(s) Signature(s).....

Date.....

Pre-visit Session 1

Pre-visit Session 2.....

Health & Medicine

Childs Name

Childs Doctor:

Address:

Telephone:

Health Visitor:

Telephone:

Has your child had all immunisations/vaccinations?

If no list diseases not covered

Does your child have any special needs or disabilities?

Does your child have any allergies?

If yes, please list

(If yes this will be discussed and risk assessment carried out on induction)

Does your child require special dietary requirements

Does your child need or have any long term illnesses or medication requirements?

(If yes this will be discussed and risk assessment carried out on induction)

Does your child require nappy cream at every nappy change or just at certain times?

Please explain:

Prescribed nappy cream should have a prescription label and a medication form will need to be completed with the keyworker on arrival at nursery each day

Consent Forms

Medication & Accident Book

I hereby give my consent for any person bring or collecting my child the authority to sign the Medication or Accident form for my child

Childs Name.....

Parent Signature.....

Parent Name.....

Date.....

Sun Cream

I hereby give my consent for staff to apply Sun Cream on my child, when appropriate.

Childs Name.....

Parent Signature.....

Parent Name.....

Date.....

Clothing

There may be times when the temperatures become uncomfortable for the children. We may think it appropriate to remove the children's tops at this time. If you agree with this action please complete the consent below.

I hereby give my consent for Honeybuns to remove my child's top during Hot weather when deemed to be appropriate.

Childs Name.....

Parent Signature.....

Parent Name.....

Date.....

Outings

As part of our activities we like to take the children out of nursery. This could be for going to the park, library, nature trails, etc. These trips are fully supervised. If you would like your child to participate in these activities please complete the consent below.

I hereby give my consent for my child to participate in activities away from the nursery

Childs Name.....

Parent Signature.....

Parent Name.....

Date.....

Data Protection

Child's Name:

Children love to be photographed and to see their work displayed so we hope you will feel able to support us by consenting to us using photographs and images in the ways described.

We may take photographs of the children at our nursery. We may use these images in our displays around the nursery, in our nursery prospectus or in other printed publications that we produce, as well as on our website, Facebook and Twitter page. We may also take photographs, make video or webcam recordings for assessments, monitoring or other educational uses and these are used within the nursery to help children develop and progress and are not routinely shared. From time to time, our nursery may be visited by the media who will take photographs or film footage for events. Children 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 answer questions 1 to 7 below, Our 'Conditions for Use' of these images are in the welcome pack that you are given on your child's first pre visit session.

Please circle your answer

- 1. May we use your child's photograph/image in our displays around the nursery? **Yes / No**
- 2. May we record your child's image on video and photograph for assessments, monitoring or other educational uses within the nursery? (these recordings would be used internally within the nursery and not published – they will only be shared with parents) **Yes / No**
- 3. May we use your child's photograph/image in our nursery prospectus and other printed publications that we produce for educational and promotional purposes? **Yes / No**
- 4. May we use your child's image on our website, Facebook and Twitter page which is linked to our website? **Yes / No**
- 5. May we use your child's image on group photographs which may be shared with other parents? **Yes / No**
- 6. Are you happy for your child to appear in the media – eg if a newspaper photographer or television film crew attend an event organised by the nursery? **Yes / No**
- 7. May we store data and images on the nursery computer system? **Yes / No**
(your data will only be used internally within the nursery)

Parent's / Guardians signature: **Date:**

Please Print Name:

Please provide a Parent Email Address to receive emails of your child's observations and learning profile

Email

Emergency Consent Form

I hereby give my consent for Honeybuns Nursery to call for and seek emergency medical treatment for my child should the need arise.

I understand that I will be notified immediately should my child need emergency treatment.

Childs Name.....

Parents Signature.....

Emergency Contact Number 1

2.....

Information Sharing

I understand that information about my child may be shared with external agencies with regard to any special needs your child may have or transition into school. Learning profiles are shared with other settings and school.

Parent Signature

Date

We may also share information without consent, when it is a matter of safeguarding a child

Access to the Building

Honeybuns operates secure intercom systems at the nurseries to ensure the safety of all children.

It is essential that there is a password for entry when you arrive at the nursery. Please keep this password secure at all times and only share with people who you have given permission to collect your child.

From time to time parents arrive at the nursery at the same time. It is essential that you do not let anyone else into the nursery at time of arrival.

Please provide a password for your child:

Childs Name.....

Password.....

Parent Name.....

Parent signature.....

Date.....

For Office Use only	
Details on PC	
Application form checked with parent	
Account opened	
Welcome Pack	
Policies & Procedures	
ID Card	