

Application & Child Profile Form

(Fully Funded)



Date child entered setting:

Date[s] form updated:

.....

.....

Full name of child:
.....
.....
Date of birth:
.....
Name child is known by:
.....
.....

Child's Address:
.....
.....
.....
.....
Tel. No.:
.....

Name of person with parental responsibility:
.....
Name of person who child normally lives with:
.....
Name of person who collects child:
.....
Collection password:
.....

Mother/Carer 1
Name:
.....
Address [if different from above]:
.....
.....
.....
Emergency Contact Details:
Home No:
.....
Work No:
.....
Mobile No:
.....
Email:
.....

Father/Carer 2
Name:
.....
Address [if different from above]:
.....
.....
.....
Emergency Contact Details:
Home No:
.....
Work No:
.....
Mobile No:
.....
Email:
.....

In the event of an emergency who should be the first point of contact:		
Mother	Father	Other:
<input type="checkbox"/>	<input type="checkbox"/>
	



EMERGENCY CONTACTS

Please give two other people who may be contacted in the event of an emergency if the parents are not available

Emergency Contact 1
Name:
Address [if different from above]:
Emergency Contact Details:
Home No:
Work No:
Mobile No:

Emergency Contact 2:
Name:
Address [if different from above]:
Emergency Contact Details:
Home No:
Work No:
Mobile No:

Child's Medical Details:
Name of Doctor:
Address:
Tel. No:

Allergies/health issues:

CHILD'S DIETARY NEEDS: [special diets/requirements/restrictions]
e.g. vegetarian, no beef, only eats halal meat, celiac, diabetic, allergies.

LANGUAGE:
Child's first language:
Families first language:
Languages spoken in the family:

SUPPLEMENTARY DETAILS:

Has your child had any serious illnesses or injuries? Yes / No : Details

Has your child completed an immunization program to date? Yes / No : Details

Has your child any known allergies or medical conditions? Yes / No : Details

Does your child have any particular or special needs? Yes / No : Details

Does your child have any fears? Yes / No : Details

Does your child drink milk? Yes / No : Details
If NO are they allowed ANY dairy products? Please give details.

SPECIAL EDUCATIONAL NEEDS [Please tick one of the following]:

None

Statement

Early Years / School Action

Early Years / School Plus

PREVIOUS CARE EXPERIENCE:

FAMILY INFORMATION:

Family structure/who is involved in the child's life?

CULTURE:

Beliefs and customs/family practices

PERMISSIONS:

Please sign and date the boxes below to confirm your permission for your child to take part in each activity listed. If you have any questions about any of these activities then please do contact us for clarification.

I give my permission for my child to take part in local activities i.e. visiting the park, for a walk to the post box or local place of worship etc.

Signature:

Date:

I give my permission for my child to be photographed for the purpose of tracking his/her learning, for use in newsletters, school displays, pre-school publications and local newspapers.

Signature:

Date:

I give my permission for a trained first aider to administer first aid to my child.

Signature:

Date:

I give my permission for emergency treatment or medical advice to be sought for my child whenever necessary.

Signature:

Date:

Your child will be placed on a waiting list and you will be contacted when a place becomes available. Thank you for telling us about your child, we look forward to your child joining us and enjoying their time at Kiddie Planet.

Registration Fee:

A non-refundable registration fee of £100 is charged for all children who wish to attend Kiddie Planet Pre-School prior to the term of their 15 hour free entitlement (the term after their second birthday; NB: Conditions apply). This registration fee does not guarantee you a place, and should we have insufficient availability, the fee shall be fully refunded. If you choose to defer your child's placement, or withdraw your application, this fee remains non-refundable. Cheques should be made payable to **Kiddie Planet**.

Parent/Carer Signature:

Date:

ETHNICITY OF CHILD [Please tick one of the following]:

- | | |
|---|--|
| <input type="checkbox"/> African Asian | <input type="checkbox"/> Gypsy / Roma |
| <input type="checkbox"/> Asian or Asian British, Bangladeshi | <input type="checkbox"/> Mixed, White and Asian |
| <input type="checkbox"/> Asian or Asian British, Indian | <input type="checkbox"/> Mixed, White and Black African |
| <input type="checkbox"/> Asian or Asian British, Pakistani | <input type="checkbox"/> Mixed, White and Black Caribbean |
| <input type="checkbox"/> Asian or Asian British, any other Asian background | <input type="checkbox"/> Mixed, any other mixed background |
| <input type="checkbox"/> Black or Black British, African | <input type="checkbox"/> Traveller of Irish Heritage |
| <input type="checkbox"/> Black or Black British, Caribbean | <input type="checkbox"/> White, British |
| <input type="checkbox"/> Black Somali | <input type="checkbox"/> White, European |
| <input type="checkbox"/> Black or Black British, any other Black background | <input type="checkbox"/> White, Irish |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> White, any other White background |
| <input type="checkbox"/> Did not wish to be recorded | <input type="checkbox"/> Any other ethnic background |

IMPORTANT DATA PROTECTION NOTICE

Data Protection Act. The information you provide on the application form, and any additional information you wish to provide will be used for the purpose of allocating a place for your child. We will share the information with Leicester City Council, with relevant officers and schools and may also share it with other relevant Local Authorities and Government bodies. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes. The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to target future resources. If you have a query or concern regarding this, please contact the Nursery Manager. A School or Academy may request information from the pupil's previous school(s), to clarify if the pupil requires any particular support, or are suitable candidates for admission to the school.

Please enclose a copy of your child's birth certificate with this form along with a copy of your Council Tax bill for proof of address and your completed parental declaration form.

Please make ensure that you keep us updated if any of the information on this form changes.

Parental Declaration



Eligibility criteria for free nursery education sessions for 2-4 year olds

Children Born:

1 April - 31 August

1 September – 31 December

1 January – 31 March

Eligible for free place from:

September **following** their second birthday [Autumn Term]

January **following** their second birthday [Spring Term]

April **following** their second birthday [Summer Term]

Full legal name of child [As on Birth Certificate]:
Date of birth:
Place of birth:
Name child is known by [If different from above]:

Child's Home Address:
Home Tel. No:
Mobile No.:

Please complete all hours your child will be attending regularly and those claimed as free hours during the **Autumn / Spring / Summer* Term** [* delete as appropriate] from _____ [start date]

*The Nursery Education Grant [NEG] can be claimed for a maximum of 15 hours per week for 38 weeks in each financial year [April-March] for each child. This can be split between two providers but you **MUST** inform **BOTH** settings of what you are claiming.*

Which other setting does your child attend? [If any]	
Number of NEG hours claimed at this setting only?	
Number of NEG hours claimed at another setting?	

HOURS BOOKED:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours/Week
Times Booked	-	-	-	-	-	
Daily Booked Hours						=
Daily Free Hours						=

Parental Declaration:

- ✓ This scheme has been explained to me by my childcare provider, and I confirm that my child is not claiming for more than their 15 hours each week, for 38 weeks.
- ✓ My child has not accepted, nor is attending a place in a City of Leicester Reception Class.
- ✓ I understand that my provide cannot use the public money received from Leicester City Council [LCC] to deliver the free entitlement for any other purpose, and I will pay my provider for any additional service my child uses.
- ✓ I understand that I may be expected to pay my provider if my child fails to regularly use their free entitlement.
- ✓ I understand that the information I supply will be held in electronic format and will be compared to data from other providers and maintained schools, in compliance with the Data Protection Act.
- ✓ I have provided evidence of the identity and date of birth of my child to the setting. I understand that my child is not eligible to receive the grant unless a legitimate form of ID is seen by the setting.

Parent/Carer Signature:
Print Name:
Date:



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Terms and Conditions

Nursery Places and Bookings

The Nursery must receive a signed and fully completed application form before a place can be considered. Full and part time sessions must fit in to the session times detailed on the application form; however, we will attempt to meet individual needs where necessary.

Registration Fees and Deposits

A £100 non-refundable fee is required upon booking a place for self-funded places. This is payable at time of registration.

Fees and Invoices

Nursery fees, for those whose nursery place is not funded by Leicester City Council, are payable in advance by cheque, cash, bank transfer or workplace vouchers on the 1st working day of each month.

All invoices will be sent out at least three days prior to the 1st of the month. If invoices have not been received by the 1st it is the responsibility of the parent to inform the Nursery.

Any late payments delivered after the 7th will incur a £10.00 daily charge.

Other than if we are in breach of these Terms and Conditions, all sessions booked must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to holidays or sickness. Failure to meet payments will result in the termination of the Nursery place and in such circumstances the parents will not be entitled to a refund of any fees.

A holiday discount rate of 40% is warrant provided the Nursery receives one month's written notice of the dates. There is no restriction on how many holidays can be taken.

One month's written notice is required if you wish to take your child out of the Nursery.

The Nursery offers a reduction fee if you enrol your second child and subsequent children with us. If both children attend 1 or 2 days (4 sessions) with us you will receive a 5% discount. If they both attend more than 4 sessions a 10% discount will be given.

Early Years Entitlement

Early Years Entitlement funding is available for all 3 and 4 year olds from the term following their third birthday.

Nursery Education Grant [NEG] Funding

We also accept two year olds in receipt of NEG funding. Please contact your local children's centre to find out if you are entitled to this.

Operating Hours

Kiddy Planet Nursery is open from 08:30am – 3.00pm.

If you are late collecting your child from the Nursery, a late collection charge of £5.00 for every 15 minutes may be imposed – this is at the discretion of the Nursery Owners.

Please be punctual.

Nursery Closure

The Nursery is open in term times only as specified on the Application Form. The Nursery is closed on Bank Holidays.

Behaviour Management

We may require parents to withdraw or remove their child from Nursery in the event that the Nursery Manager considers the child to be disruptive or displaying inappropriate behaviour.

We will not tolerate Nursery staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a Nursery place.

Insurance

We have extensive Insurance cover - full details of the Insurance is available upon request, from the Nursery Owner.

Personal Property and Belongings

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the Nursery staff to ensure the children's belongings are not lost or damaged.

The Kiddy Planet jumper/cardigan must be worn by children attending Kiddy Planet Nursery. It is the parent's responsibility to name and clearly label all items of clothing.

We suggest that all toys, books or other equipment are left at home.

Termination / Cancellation / Change

We require **one months' notice, in writing**, should you wish to terminate a Nursery place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable. We reserve the right to terminate a Nursery place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour. Nursery fees are as follows: £6.00 per hour for 2 year olds and £5.00 per hour for 3-4 year olds.

In all other circumstances we will give you one months' notice, in writing, should we wish to terminate a Nursery place for any reason.

If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the application form.

If a parent wishes to change the number of sessions taken at Nursery, one months' notice, in writing, must be given and a 'Change of Sessions' form must be completed and handed in at Nursery.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Nursery being temporarily closed or the non-admittance of your child to the Nursery for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on Nursery premises, i.e. prior to arrival or after pick up.

We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

We will make reasonable endeavours to keep parents and / or children's property in good order.

Liability for damage of such property is excluded except where caused by our negligence.

Accidents and Illness

We reserve the right to administer basic first aid and treatment when necessary.

Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Nursery to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment. We will administer prescribed medicines if parents complete a 'Medicine Consent' form; however, the first dose of medicine must be given at home and parents must take all medicines home at the end of each day. We may require parents to withdraw their child from Nursery, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend Nursery. We may also ask parents to withdraw their child from Nursery, if we have reasonable cause to believe that they are or maybe

suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the Nursery if their child is suffering from any illness, sickness or allergies before attending Nursery.

We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during Nursery hours.

Security

Under no circumstances will the child be allowed to leave Nursery with anyone unknown to Nursery staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Nursery will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the Nursery. A list of responsible adults who are authorised to collect the child should be given to the Nursery Manager along with a collection password. The Nursery does also use an intercom system for entry to buildings.

General Information

Parents are requested to inform the Nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Nursery of any changes to all information kept in the Nursery.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents and the Nursery. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. Two months' notice will be given of any changes made.

I confirm that I have read and understood and agree to all of the conditions laid out above by Kiddy Planet Nursery.

Signed:.....

Print Name:.....

Date:.....

Likes & Dislikes



CHILD'S NAME:

	Likes	Dislikes	Date/Initial	Amendments: Likes	Amendments: Dislikes	Date/Initial
FOOD						
PLAY						
SLEEP/REST						
COMFORT						
PERSONAL CARE ROUTINES						



The Child's Week

Child's Name:

Date completed:.....

Date(s) updated:

	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1					
Session 2					
Session 3					
Notes:					

Please complete with parent/carer on entry and ensure that it is updated periodically. This information will be used to help plan the child's needs in an effective manner. Use this sheet to record the sessions that the child attends, the different carers the child regularly spends time with and so on.



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