

## Presmere Day Nursery Enrolment Form

Please fill in all the details requested. Please notify us immediately of any changes to the information given.  
PLEASE USE BLOCK CAPITALS.

**1. Full name of Child** .....

Date of Birth ..... Telephone .....

Address .....

**2. Do you wish your child to attend full or part-time?** .....

**3. If part-time, please indicate sessions:**

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**4. Mother's Name** .....

Business Address .....

Daytime Telephone No. ....

**5. Father's Name** .....

Business Address .....

Daytime Telephone No. ....

**6. I confirm that** ..... have parental responsibility for the child named above.

**7. Who to contact in an emergency?** .....

Daytime Telephone No. ....

**8. Name of person who will collect the child** .....

**9. Name and address of the child's doctor** .....

Telephone No. ....

**10. Please tick if your child has had:**

Chickenpox	<input type="checkbox"/>	Measles	<input type="checkbox"/>	Polio	<input type="checkbox"/>	Scarlet Fever	<input type="checkbox"/>
Whooping Cough	<input type="checkbox"/>	Diphtheria	<input type="checkbox"/>	German Measles	<input type="checkbox"/>		<input type="checkbox"/>

**Please tick if your child has been immunised against:**

Whooping Cough		Measles		Polio	
HIB		Tetanus		Mumps	
Diphtheria		Rubella		Meningitis C	

Please give any details of any health problems, allergetic, etc. ....

**12. Diet**

Full-day children will be provided with a lunch. We will provide a varied diet and encourage children to eat a variety of foods. All children are provided with a mid-morning and afternoon snack.

**Please indicate if your child should not be given certain foods/drinks on the following grounds only** (if not applicable, please leave blank).

i) Medical: My child has a food/drink allergy. Please give details: .....

ii) The following foods/drinks should not be given to my child on religious grounds. Please give details: .....

**12. Is there anything else you think we should know about your child?** .....

I enclose herewith a £25 non-returnable registration fee and undertake to pay the fees in advance and give four weeks' notice in writing before removing the above named child or pay four weeks' fees in lieu of notice. I have received and read the regulations of the nursery and agree to comply with them and any other conditions which may be required in the future.

**Signature of parent/guardian:** ..... **Date:** .....

**Presmere Day Nursery  
Photograph Permission**

I .....

The Parent/Carer of .....

Hereby give permission for the staff of Presmere Day Nursery to take photographs and digital images of my child/children whilst they are at nursery.

Date ..... Signed .....

**Presmere Day Nursery  
Emergency Medical Treatment Permission**

I .....

The Parent/Carer of .....

Hereby give permission for the staff of Presmere Day Nursery to remove my child to hospital in the event of an emergency.

I understand that every effort will be made to contact me in the first instance.

Date ..... Signed .....

# Presmere Day Nursery

## Terms & Conditions

### 1. Age of Admittance

Children are accepted from birth to school age.

### 2. Hours of Opening

Presmere Day Nursery opens at 8am – children cannot be accepted before this.

Morning sessions – children must be collected by 12:30pm, unless staying for lunch.

Afternoon sessions – children cannot be accepted before 1:30pm.

The nursery closes at 6pm (5:30pm on Fridays) – all children must be collected before then.

Children are accepted for a minimum of two sessions or days per week to allow them to settle in as quickly as possible.

If anyone other than the parent is collecting a child, we MUST be informed beforehand who it is, or the child will not be allowed go with them.

### 3. Absences

It is important to notify the nursery if your child is to be absent.

### 4. Holidays

The nursery is open throughout the year except for Bank Holidays and approximately two weeks at Christmas. Full fees are charged for weeks shortened by Bank Holidays. Please notify the nursery a month in advance if you are going on holiday. Half fees will be charged during holidays as the cost of staff, lighting and heating, etc. will still have to be met. This also ensures your child's continued place in the nursery.

### 5. Sickness

Any child suffering from a doubtful rash, sore throat, discharge from the eyes or nose, or diarrhoea, should be kept at home until a doctor has certified that the symptoms have disappeared. Should a child become sick at nursery, every effort will be made to contact the parents. Please see our sickness policy.

### 6. Fees

Fees must be paid in full. We accept cheques, cash and all major childcare vouchers. Fees are payable in advance. The nursery will invoice parents if requested.

If your child is absent for a full week, then half fees will be charged as the cost of staff, heating and lighting, etc. still have to be met. This also ensures your child's continued place in the nursery.

There will be no reductions for any "part weeks" your child is absent.

### 7. Clothing and Personal Property

All personal belongings and clothing must be clearly marked with the child's name.

Children should bring outdoor clothing, wellington boots and a change of clothes (just in case).

Coats and bags to be hung on the hooks provided.

Articles are left in the nursery at the owner's risk.

### 8. Valuables, etc.

Children are not allowed to bring jewellery, money or other valuables to the nursery, nor are they to bring sweets, chocolate, chewing gum or fizzy drinks.

### 9. Parking

Limited parking is only available. Please exercise great care using the car park. People using the car park do so entirely at their own risk. The nursery accepts no responsibility for injury, damages or loss to persons, vehicles or property.

### 10. Notice

**4 weeks' notice is required in writing before the removal of a child from the nursery of payment of 4 weeks' fees in lieu of notice.**

**Admission of a child is conditional on acceptance of these terms.**

Please make cheques payable to Mrs D J Hayward. Thank you.