



## Admissions Application Form

### Child Details

Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Town / City \_\_\_\_\_

County \_\_\_\_\_

Postcode \_\_\_\_\_

### Parent/Guardian

Full Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Authorised to collect child? Y / N

Work Address \_\_\_\_\_

Town / City \_\_\_\_\_

County \_\_\_\_\_

Postcode \_\_\_\_\_

Home Tel. Number \_\_\_\_\_

Work Tel. Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

National Insurance No. \_\_\_\_\_

Email Address \_\_\_\_\_

### Parent/Guardian

Full Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Authorised to collect child? Y / N

Work Address \_\_\_\_\_

Town / City \_\_\_\_\_

County \_\_\_\_\_

Postcode \_\_\_\_\_

Home Tel. Number \_\_\_\_\_

Work Tel. Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

National Insurance No. \_\_\_\_\_

Email Address \_\_\_\_\_

National Insurance Numbers will only be used for debt recovery purposes and is a requirement of the application process



## Admissions Application Form

### Additional Information

Details of immunisations and vaccinations

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Details of any allergies or special needs

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Special dietary requirements

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#### **TO BE COMPLETED BY OFFICE**

Birth Certificate (sight of) Y/N

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Mother name:

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Father/Parent Name:

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Are you supported by an agency (i.e. Social Services etc.)

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Does your child require a comforter to sleep? (i.e. dummy, if so please provide two in a sealed

Box to be left at the nursery) Yes  No

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Any other information

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## Admissions Application Form

### Additional Emergency Contact

Full Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_ Authorised to collect child? Y / N

Home Tel. Number \_\_\_\_\_

Work Tel. Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_

### Additional Emergency Contact

Full Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_ Authorised to collect child? Y / N

Home Tel. Number \_\_\_\_\_

Work Tel. Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

### Additional Authorised Collectors

Full Name \_\_\_\_\_

Tel Number \_\_\_\_\_

Full Name \_\_\_\_\_

Tel Number \_\_\_\_\_

### Doctors Information

Full Name \_\_\_\_\_

Practice Name \_\_\_\_\_

Address \_\_\_\_\_

Town / City \_\_\_\_\_

County \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_

### Placement Requirements

Starting Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

	AM	PM	FULL DAY	FULL WEEK
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				



198 Tregwilym Road, Rogerstone, Newport, South Wales NP10 9EL - Telephone 01633 895141





Greenfields  
NURSERY



## Childcare Agreement

This agreement is between Greenfields Nursery, 198 Tregwilym Road, Rogerstone, Newport, South Wales, NP10 9EL

And (name and address of parent(s)/guardian(s))

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For the care of (child's name)

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Starting as per admission form. This agreement covers all future changes to increase or decrease the original placement. **Payment is to be made monthly in advance.**

Four weeks written notice required or full fees in lieu of notice. **A deposit of one week's fees of the monthly bill is required and will be credited to your final bill as long as there are no unpaid amounts outstanding and four weeks' notice has been given in writing and paid.**

**An administration fee of £20.00 is applicable to cover expenses related to record keeping and/or other administrative costs.**

If your child is away from nursery for any reason or if the nursery closes due to 'acts of God', environmental factors, adverse weather conditions, any other factors foreseen or otherwise, or any other factors beyond our control, Greenfields cannot offer you a refund.

If your child attends for a full day please provide 5 nappies. If your child attends AM or PM please provide 3 nappies.

For extra security, a form is supplied for you to provide photographs for each person who is authorised to collect your child. This must be returned to the nursery when your child attends

I/we understand that the children are taken on walks, visits etc. off the premises and I/we give my/our permission for my/our child to be included in such outings. Written permission will be sought if the visit requires coaches.  
ds for the first time.



I/We give my/our permission for the staff to administer medication in line with the published policies and procedures. I/we give my/our permission for emergency first aid to be given by staff and/or for medical attention to be obtained if I/we cannot be contacted.

I/we understand that the staff cannot undertake the care of sick children as clearly laid out in their policies and procedures (those with an infectious disease requiring exclusion from nursery for a stipulated period).

I/we agree for my/our child's image to be used for nursery advertising / promotion for example, but not limited to, a group photo in the nursery brochure or an activity picture on social media or on our website, display purposes within the nursery.

Parents(s)/Guardians(s) agree to follow the complaints procedure as displayed in nursery.

Signed \_\_\_\_\_  
Parents(s) / Guardian(s)

Signed \_\_\_\_\_ Position \_\_\_\_\_  
On behalf of Greenfields Nursery

Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## Nursery Contract with Parents

### Name of child:

**Fees** - fees are payable monthly in advance. Fees are payable by/on the 1<sup>st</sup> of each month. A late fee charge of £100.00 will be applied if payment is not received by the 3<sup>rd</sup> of the month. Payments can be made via bank transfer or PINGIT. We also accept childcare vouchers and cash. If your child is absent full fees are still payable. One month's written notice or one month's fees in lieu of notice is required should your child leave the nursery or reduce their days permanently. The nursery is open 52 weeks of the year except bank holidays. Bank holidays are chargeable.

An administration fee of £20.00 is applicable to cover expenses related to record keeping and/or other administrative costs.

A deposit of one week's fees of the monthly bill is required and will be credited to your final bill if there are no unpaid amounts outstanding and four weeks' notice has been given in writing and paid.

**Hours** - the hours of the nursery are Monday to Friday 7.30am - 6pm. Children must be collected no later than 6pm. Collection after 6pm may result in a late fee charged at £10.00 per 10 minutes.

Staff will only release children to persons authorised to collect them. The nursery must be notified if somebody different to normal is coming to collect them and a password will be required. For extra security, a form will be supplied for you to provide photographs for each person who is authorised to collect your child.

**Illness** - In the event of your child being taken sick whilst at nursery, you will be informed and asked to collect your child as soon as possible. In the event of a serious accident or illness medical professionals will be contacted and staff assigned accordingly. Parents are asked to refer to the illness/communicable disease list supplied for your information on minimum periods of exclusion from nursery.

**Complaints/Concerns** - We ask you to discuss with us any concerns or complaints. Please discuss any Complaints/Concerns with management. Complaints/Concerns are considered and where possible investigated and resolved. We have a written complaints procedure in place. You have the right at any time to contact the CIW.

**Care Inspectorate Wales,  
South East Region  
Welsh Government,  
Rhydycar Business Park  
Merthyr Tydfil,  
CF48 1UZ**



**Behaviour** - positive behaviour management is used throughout the nursery as outlined in our positive behaviour policy. A consistent approach to behaviour guidelines and the sanctions applied is followed by all staff.

**Special Needs** - early identification of any problems such as speech, hearing difficulties etc. is important. If we have any concerns regarding the development of your child we will discuss the situation with you.

**Equality** - We operate an Equal Opportunity Policy, which means that no-one will be discriminated against, based on race, age, religion, gender, culture, background or ability.

**Medication** - If you wish the staff to administer medication to your child you will be expected to sign a parental consent form.

**Dietary requirements** - Special dietary requirements and details of any allergies are noted on your child's admission form as well as displayed on notices in the kitchens and dining hall. All staff are made aware of any dietary requirements and/or allergies.

**Emergency evacuation procedures** are practised regularly and at different times of the day. Should an evacuation from the building be necessary we will take refuge in the Breakfast/Afternoon club building and you will be contacted by telephone to collect your child.

**Signed** .....

**Name of Parent(s)**

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**Date** .....

Personal information contained in this contract, childcare agreement and application form is kept in line with the Confidentiality and Data Protection policy for *Greenfields Nursery*