



Application Form

It is parent/ carers' responsibility to ensure that the information given on this form is correct.

It is parent/ carers' responsibility to notify nursery@aspire of any changes to information held by the nursery

Forename of child:			
Surname of child:			
Name child known as: <small>(If different to above)</small>		Child's Date of Birth:	
Parent/Carer Title: <small>(delete as appropriate)</small>	Mrs/Mr/Ms/Miss/Other <small>(Please specify)</small>	Parent/Carer Forename:	
Parent/Carer Surname:			
Relationship to child:			
Your Address:			
		Postcode:	
Telephone Number:		Mobile:	
E-mail:			
Billing Address: <small>(if different to above)</small>			
		Postcode:	
Parent/Carer 2 Title: <small>(delete as appropriate)</small>	Mrs/Mr/Ms/Miss/Other <small>(Please specify)</small>	Parent/Carer Forename:	
Parent/Carer Surname:		Relationship to child:	
Your Address:			
		Postcode:	
Telephone Number:		Mobile:	
E-mail:			
Which contact is primary during nursery hours:			



Emergency Contact Details: (Must be different to Parent/carer 1 & 2 i.e. relatives / friends / G.P.) (nursery@aspire require 2 contacts in case of emergency)	
Person 1 Name:	
Relationship to child:	
Telephone:	
Person 2 Name:	
Relationship to child:	
Telephone:	
Parental Consent: (By ticking below you are giving consent that)	
Emergency First Aid may be given to your child:	<input type="checkbox"/>
Photographs may be taken of your child for use in nursery@Aspire publicity materials:	<input type="checkbox"/>
Medical information: (A full medical history form will be issued by nursery@aspire- By ticking below you are agreeing to / giving consent that)	
I will inform the nursery staff of any medical condition that affect my child:	<input type="checkbox"/>
I will inform the nursery staff of any contagious disease or illness that affect my child:	<input type="checkbox"/>
I will inform the nursery staff of any allergies that affect my child:	<input type="checkbox"/>
I will inform the nursery staff who can pick up / drop off my child:	<input type="checkbox"/>
Please sign and date below to show that you have read and understood the attached terms and conditions and that all information you have submitted on this form is true and accurate to the best of your knowledge. Proof of your identity will be required by nursery@aspire to process your application.	
Signed:	Date:



Packages Required:

Please tick session/s required:

	Package 1 (07:30 - 18:30)	Package 2 (07:30 - 13:00)	Package 3 (13:00 - 18:30)	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Additional hours				

Date you wish your child to start at the nursery:

/ /20

Terms, Conditions and Policies

Applications for Nursery Places- Please read and tick boxes.

Applications for nursery@aspire places will only be accepted by completing this form. The non-refundable registration fee of £30 must be paid at the time of application. This fee covers the administration of your application and entitles your child to a free nursery@aspire 'goody' bag . If your application to a place at nursery@aspire is unsuccessful then your child will be placed on the waiting list. Priority is given to children on the waiting list who have a sibling already at the nursery and those wishing to enrol for "full" places.

Sessions

nursery@aspire requires that children enrolled must attend at least two sessions per week. This is for us to ensure that your child benefits most from their time with us and for friendship groups and relationships with our staff to flourish. The packages cannot be combined.

Securing Places

If a place is available for your child you will be informed in writing. A month's fee as a deposit will be requested. This fee must be paid and the place accepted in writing within two weeks of the initial offer and before any child begins attending the nursery.

Admission / Removal of Children

nursery@aspire reserves the right to refuse to offer an applicant at any time without recourse or to withdraw an offer of a place at any time before the child is due to start or to give a month's notice of the withdrawal of a place already in use.



Deposit

Your deposit, once paid, is held and offset against the final month's fees. The deposit is non-refundable if you decide at a later date (but before the due start date) not to take up the place or if you do not give one month's notice of your child leaving nursery@aspire.

Changes to your child's sessions

All changes to your child's sessions **must** be requested in writing by e-mail a month in advance. This includes:

- If you wish to increase your child's sessions or change the days on which your child attends, you will go on a waiting list and the changes will be arranged as soon as a suitable vacancy arises.
- If you need any extra ad hoc sessions on a one off basis.
- If you wish to reduce the number of sessions your child attends, or if you no longer require the place. Bear in mind that our minimum requirement that a child attends on at least 2 days per week.
- When your child is going to leave to start attending school.

Insufficient notice or failure to notify nursery@aspire in writing of changes to child's attendance may result in full charges being made.

Holidays

nursery@aspire will only be closed for two weeks during the year, at Christmas and New Year. No charges will be made during this time. All other days or sessions are to be paid in full i.e. when your child is absent due to sickness or family holidays. A copy of the closure dates of the nursery will be included with your welcome documents. nursery@Aspire will be closed for statutory bank holidays.

Payment of Fees

Fees are Payable monthly in advance by direct debit on the last working day of the previous month. We do not have the facilities to handle daily or cash payments. Invoices are issued mid-month for the following month's payment and must be paid before the first day of the month.
 Failure to pay your fees on time will incur our standard penalty fee of £25 per week, with the initial fee being applied on the first day of the new month if payment has not been received by the end of the last working day of the new month. It may also result in us having to refuse your child entry to nursery@aspire until all outstanding fees are paid. nursery@aspire reserves the right to pass on any charges it incurs as a result of unsuccessful payments or excessive administration to your account.

Increase to Fees

nursery@aspire reserves the right to review fees regularly. This will normally be done annually in September but may be done at any time. At least one term's notice will always be given of any increases.

Lateness

nursery@aspire will charge a lateness penalty of £10 for every 30 minutes (or part thereof) late past your agreed collection time. If you are going to be unavoidably late collecting your child please let us know as soon as possible so that we may make the necessary arrangements for the continued care of your child.



Illness

If your child becomes unwell during the day, it is nursery@aspire's policy to inform the parents/carers as soon as possible and discuss the best course of action to take. nursery@aspire can cater for many problems but a child who is running a temperature or suffering from sickness or diarrhoea cannot be catered for in the nursery. This is for the protection of the other children who attend. Parents/carers are requested to not send their child to nursery if they are suffering from any infectious diseases. nursery@aspire staff must be informed of any illnesses which may prove to be dangerous to other children. nursery@aspire will advise all parents/carers of any outbreaks of illness in the nursery and give advice of exclusion periods and also if possible treatments.

Accidents & First Aid

If an accident occurs requiring medical attention you will be contacted immediately (if you are unavailable your emergency contacts will be sought in order of their submission). Our trained first aiders will be with your child and carry out any appropriate first aid. If necessary an ambulance will be called or your child will be taken to the nearest accident & emergency ward (St George's Hospital) in a professionally insured car driven by one of our staff and accompanied by another. nursery@aspire would request that you or a representative known to the child come to the hospital to meet them. In your absence any permissions for treatment may be given by nursery staff. All incidents will be recorded and filed, you may be asked to read and sign a copy of this record. You can request a copy of the incident form at any time.

Medication

Regular and necessary medication prescribed by your GP can be administered by nursery staff following your **written notification on a medicine consent form**. The medication must be provided in a container detailing the prescription. All non-prescribed medication must be provided with written consent from the child's GP, this would include regular doses of pain, cold or flu medication. Please note that we cannot be held responsible for any allergic reaction to medication administered by us with your consent.

Property & Belongings

nursery@aspire will provide extensive toys and apparatus for children of all ages. It is not necessary and we would not advise that children bring toys from home. Children's comforts and toys of special interest are acceptable. nursery@aspire cannot take responsibility for the loss or damage of children's property although every effort will be made by staff to ensure that children's belongings are not lost or stolen. Practical inexpensive clothing is strongly recommended for your child. nursery@aspire strongly recommends labelling clothing if possible with the child's name. Please supply your child with indoor shoes or slippers, a pair of wellies and waterproof coat when the weather dictates, for your child to change into as needed outside in all weather conditions as required by EYFS. During summer months please provide your child with a clearly labelled bottle of sufficiently strong sun cream and a hat to be worn at all times during free flow break times inside and outside. nursery@aspire staff will not be able to apply sun cream without specific written consent.



Insurance

nursery@aspire has extensive public liability insurance and its staff follow all Health and Safety legislation.

Security

The nursery@aspire site is a secure site. Only adults known to the nursery staff will be allowed on the nursery site, all staff employed by the nursery are subject to enhanced criminal records bureau and substantial background checks before they are allowed contact with the children. Visitors will be made to sign in and out and will be accompanied at all times by a member of the nursery staff.

In addition no child will be able to leave the nursery with anyone unknown to the nursery staff unless previously arranged by you in writing. If an emergency arrangements are made by telephone for someone not listed to collect your child you will have to give the name, address and telephone number of the chosen collector and the collector will have to provide identification when they arrive to collect the child (copies of this identification will be taken and the person will have to sign that they have collected the child).

Fire Safety

We regularly carry out fire drills to ensure that children and staff know the procedure in the event of a fire. A register is taken at each drill and a record of each drill is kept on file. Smoking is not permitted anywhere on the nursery@aspire site.

Promoting Positive Behaviour!

Our nursery believes that children flourish best when they know they are expected to behave. Children gain respect through interaction with caring adults who show them respect and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers.

Within the nursery we aim to set these boundaries in a way, which helps the child to develop a sense of the significance of their own behaviour, both on their own environment and those around them.

Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

We aim to:

- recognise the individuality of all our children
- encourage self-discipline, consideration for each other, our surroundings and property
- encourage children to participate in a wide range of group activities to enable them to develop their social skills
- work in partnership with parents and carers by communicating openly
- by praising children and acknowledging their positive actions and attitudes, we hope to ensure that children see that we value and respect them
- encourage all staff working with the children to accept responsibility for implementing the goals in the policy
- promote non-violence and encourage the children to deal with conflict peaceably
- provide a key worker system enabling staff to build a strong and positive relationship with children and their families
- have a named person who has overall responsibility for issues concerning behaviour.



Policies

Health & Safety, Equality of Opportunity, Behavioural and Special Needs policies will be available on request and available to read in the nursery reception. A complete set of the nursery's policies is freely available for you to look at or request copies of. All policies will be reviewed (normally annually in September) and made in partnership with the Local Authority Executive Service.

Inclusion and Equality

The nursery takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they be an adult or child. The nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. Discrimination on the grounds of gender, age, race, religion/belief, colour, creed, marital status, ethnic or national origin, or political belief, has no place within this nursery.

A commitment to implementing our equal opportunities policy will form part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the nursery manager/ owner/registered person at the earliest opportunity.

The nursery and staff are committed to:

- recruiting, selecting, training and promoting individuals on the basis of occupational skills requirement. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, gender, marital status, race, religion/belief, colour, cultural or national origin, or sexuality, which cannot be justified as being necessary for the safe and effective performance of their work or training
- providing a childcare place, wherever possible, for children who are designated disabled or disadvantaged according to their individual circumstances, and the nursery's ability to provide the necessary standard of care
- striving to promote equal access to services and projects by taking practical steps, (where possible) such as ensuring access to people with additional needs and by producing materials in relevant languages and media
- providing a secure environment in which all our children can flourish and all contributions are valued
- Including and valuing the contribution of all families to our understanding of equality and diversity
- providing positive non-stereotype information about different ethnic groups and people with disabilities
- Improving our knowledge and understanding of issues of equality and diversity
- regularly reviewing childcare practice to ensure the policy is effective and practices which are discriminatory
- making inclusion a thread, which runs through all of the activities of the nursery including encouraging positive role models through the use of toys, imaginary play and activities that promote non-stereotyped images.

Education

All children are entitled to an education. nursery@aspire will provide our child with the preparation for the later stages of education by following EYFS. We will make observation and keep "records" of all children and staff.

These records will be available for view and can be discussed with staff at any time.



Newsletter

There will be a regular nursery@aspire newsletter. Copies of this will be available to all parents/carers and interested parties.

Safeguarding

nursery@aspire will work with children, parents and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

We believe that our nursery should provide a caring, positive, safe and stimulating environment in which children can learn and which promotes the social, physical and emotional wellbeing of each individual child.

nursery@aspire recognises its responsibilities and duties to report Child Protection concerns to the Social Services Department and to assist Social Services in Child Protection enquiries and in supporting Children in Need.

The nursery will raise Child Protection concerns with parents/carers at the earliest appropriate opportunity. The nursery will ensure that all staff are given the opportunity to attend appropriate training in Child Protection issues, as recommended in the guidance.

Meals and Food & Drink

All meals are included, dependent on the sessions booked. All children are given a healthy mid-morning and mid-afternoon snack. Details of these snacks will be posted termly. If the children have cooked during the day then they may get the opportunity to eat their goodies! nursery@aspire endorses a healthy eating policy. Information and ideas relating to healthy meals are available on request.

You must inform the nursery of any dietary requirements, allergies or food intolerances. All staff will be made aware of these and do their utmost to ensure that your child does not ingest those things that they are not allowed or cannot eat. Parents/carers must be made aware that nursery food is prepared in a nut free environment.

Communication & Reporting to Parents / Carers

nursery@aspire understands that the nursery care of children is incredibly important. We encourage you to take a keen interest in your child's time at the nursery and to this end encourage you to discuss their progress with staff. If you wish to speak to the manager at any time do not hesitate to ask. You can also telephone or e-mail nursery@aspire at any time if you have questions or wish to discuss your child. A suggestion box is available in the nursery reception. These suggestions are reviewed on a regular basis.

At nursery@aspire we recognise and value our relationship with parents/carers. We aim to share our knowledge of your child informally each day before and after school and we will arrange formal parent/carer consultation meeting to discuss your child's achievements and set targets for the future.

Behaviour of Parents & Staff

Your behaviour can have a detrimental effect on the children at the nursery. It is unacceptable for them to witness physical or verbal abuse. It is also unacceptable for our staff to be physically or verbally abused. We therefore reserve the right to refuse admittance to anyone we may believe will cause upset or disturbance. We may also ask anyone to leave at any time.



Nappies and Potty Training

nursery@aspire will provide disposable nappies and wipes, which are provided at no additional cost to you. Please note we do not provide any barrier creams. These need to be provided by parents/carers and clearly labelled. Consent forms will have to be completed and signed by parents/carers. The staff at nursery@aspire are experienced in helping children to potty train. If you think your child is developmentally ready to start using the potty we will endeavour to support you and your child to the best of our ability.

Formula

Formula milk must be provided by parents/carers daily in labelled bottles. The nursery will not provide formula milk.

Whistle blowing

nursery@aspire is committed to ensuring an environment of openness and accountability. We expect all employees, students and any other adult associated with nursery@aspire who has any serious concerns, to come and voice them in confidence to any member of the management team or by emailing trustees@aspirecentre.com without any fear of reprisal.

I have read and accept these terms and conditions:

Signed:

Date: