

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:	Mrs/Mr/Ms/Miss/Other: <small>(Please specify)</small>	Parent/Carer Forename:	
Parent/Carer Surname:		Relationship to child:	
Your Address:			
Postcode:		E-mail:	
Telephone Number:		Mobile:	
Billing Address: <small>(If different to above)</small>			
Postcode:			
Parent/Carer 2 Title:	Mrs/Mr/Ms/Miss/Other	Parent/Carer 2 Forename:	
Parent/Carer 2 Surname:		Relationship to child:	
Your Address:			
Postcode:			
Telephone Number:		Mobile:	
Which contact is primary during nursery hours:			
Emergency Contact Details: (Must be different to Parent/carer 1 & 2 i.e. relatives / friends / G.P.) <small>(nursery@aspire require 2 contacts in case of emergency)</small>			
Contact 1			
Name:			
Relationship to child:		Telephone:	
Contact 2			
Name:			
Relationship to child:		Telephone:	



Nursery@aspire
 020 8870 5093
 20 Burr Road, London
 SW18 4SQ
 manager@nurseryataspire.com



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.

Full Name:			
Signed:		Date:	

Packages Required:

Please tick session/s required:

	Package 1 (07:30 - 18:30)	Package 2 (07:30 - 15:00)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Date you wish your child to start at the nursery:

Terms, Conditions and Policies

Applications for Nursery Places- Please read and tick boxes

An application form must be completed and submitted with a non-refundable administration fee of £50.00 Your application will be placed on the waiting list only after the fee has been received. Submission of the application form does not ensure a spot at our nursery. Priority is given to siblings, as well as to staff and teachers at the academy. You will be contacted only if you have successfully secured a place.

Sessions

nursery@aspire requires that children enrolled must attend at least four 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.

<p>Securing Places</p> <p>If a place is available for your child you will be informed in writing. We require a full-time fee for the deposit, irrespective of the number of days your child is enrolled. <input type="checkbox"/></p>
<p>Admission / Removal of Children</p> <p>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 <input type="checkbox"/></p>
<p>Deposit</p> <p>After paying the deposit for your child's enrolment, you are granted a grace period of 14 days during which you may opt to withdraw. Beyond this grace period, the deposit will be considered non-refundable, with no exceptions. <input type="checkbox"/></p>
<p>Changes to your child's sessions</p> <p>Once you have secured a full-time place at our nursery, you will be required to maintain the same package for a minimum of 6 months and a four weeks written notice is required to reduce the sessions. Only after your child has attended for six months will you be eligible to request a change in your child's package. Any changes made after 6 months must include a minimum of four full days a week. <input type="checkbox"/></p> <p><i>Insufficient notice or failure to notify nursery@aspire in writing of changes to child's attendance may result in full charges being made.</i></p>
<p>Holidays</p> <p>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. If you have a holiday scheduled, it is essential to inform the nursery. During this time, you cannot decrease your attendance days. Should you wish to reduce your days, we will offer your spot to parents on the waiting list. <input type="checkbox"/></p>
<p>Payment of Fees</p> <p>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.</p> <p>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. <input type="checkbox"/></p>
<p>Increase to Fees</p> <p>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. <input type="checkbox"/></p>
<p>Sibling discount</p> <p>Sibling discounts are applicable only while both children are enrolled in the nursery. If one sibling departs, such as to start reception school, the remaining younger sibling will no longer qualify for the discount. <input type="checkbox"/></p>
<p>Lateness</p> <p>Our operating hours are from 7:30 AM to 6:30 PM. It is essential that you vacate the nursery premises by 6:30 PM. If you are still on site at that time, a lateness fee of £15.00 will be applied to your account. Additionally, a charge of £15.00 will be incurred for every subsequent 15-minute interval. <input type="checkbox"/></p>

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

At our nursery, a first aider is always present to guarantee the safety and well-being of your child. We are committed to adhering to our established policies and procedures. In the event that an ambulance is required, a staff member will accompany your child and remain with them until you arrive. You will be informed promptly, and we kindly request your permission to call for an ambulance in case of an emergency. All relevant information will be documented for your signature.

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.

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.

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.

<p>Security</p> <p>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).</p>
<p>Education</p> <p>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.</p>
<p>Safeguarding</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>Behaviour of Parents & Staff</p> <p>At Aspire Nursery, we believe that fostering strong relationships among all parties is essential for creating an environment where children can thrive. Should you have any issues or concerns, we encourage you to schedule a meeting with the manager or your designated key person. It is crucial to address any complaints directly with the manager to facilitate effective resolution. We also emphasize the importance of treating our staff with respect, as verbal abuse will not be tolerated.</p>
<p>Communication & Reporting to Parents / Carers</p> <p>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</p>
<p>Newsletter</p> <p>There will be a regular nursery@aspire newsletter. Copies of this will be available to all parents/carers and interested parties</p>



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Meals & Snacks			
All meals and snacks are included in the price, and we encourage healthy eating habits. Menus are rotated weekly, with puddings available on an optional basis. If you prefer your child not to have pudding, fruit will be provided instead. It is the parent's responsibility to inform us of any allergies, and we require medical documentation for verification. Additionally, any changes to your child's allergies must be communicated to us in writing. If you have specific preferences regarding meat, we can accommodate those requests. <input type="checkbox"/>			
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 <input type="checkbox"/>			
Formula			
Formula milk must be provided by parents/carers daily in labelled bottles. The nursery will not provide formula milk. <input type="checkbox"/>			
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. <input type="checkbox"/>			
I have read and accept these terms and conditions:			
Full Name			
Signed:		Date:	