

Nursery Application Form

Child Details

Surname	
Forenames	
Known as	
Date of birth	
First Language	
Religion	
Ethnicity	
Address (inc. Postcode)	
Any siblings at Sandfield?	Yes/No If yes name:
School attended	
Password (For safeguarding purposes)	

Parents /Carers Details

Title	
Full Name	
Date of birth	
National Insurance number	
Address	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
E-mail Address	

Title	
Full Name	
Date of birth	
National Insurance number	
Address	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
E-mail Address	

Please state who has parental responsibility for your child:

What is the Legal Status of your child? (e.g. currently under a Care Order)

Emergency Contact Details (if parents/carers not available)

Full Name Relationship to child Address	
Contact Number Authorised to collect child	Yes/No
Full Name Relationship to child Address	
Contact Number Authorised to collect child	Yes/No

Other Professionals

Should any other professional be working closely with you and your family, please complete their details below:-

Full Name Profession i.e Health Visitor/Speech Therapist etc Address	
Contact Number	

Medical Details

Immunisation/Vaccination	Date Administered
Whooping Cough	
Tetanus	
Diphtheria	
Polio	
MMR	
HIBS	

Health Information

Please specify any illnesses or medical treatment received in the past that we need to be aware of.

Allergies

Please include food and contact based allergies e.g. Plasters, face paints.

Medical Authorisation

Please read this section carefully before completing:-

Do you give permission for your child to have emergency medical treatment whilst at Sandfield?	YES/NO
If necessary, do you give permission for your child to be taken to hospital by either car or ambulance? A parent or guardian will be notified of the incident and asked to attend the hospital as soon as possible.	YES/NO
Do you give permission for your child to have Paracetamol? (This must be your child's own bottle clearly labelled with their name and will not be stored in nursery. Paracetamol will only be given to your child if they have a raised temperature of 38 degrees and over and you will be contacted to advise that your child may need to be collected.	YES/NO

At Sandfield Nursery Practitioners will only administer medicines prescribed by a GP if a medicine form is completed prior to it being given. If your child is prescribed medication by their GP please speak to your child's Key Person in the first instance.

If a child has been prescribed antibiotics by a GP then a minimum of 48 hours must follow before returning to Nursery. The Management Team reserves the right to refuse entry of any child to Sandfield if they believe a child is not well enough. If a child becomes unwell whilst attending Nursery then parents/carers will be contacted to collect them.

Doctors Details

Doctor's Name	
Address	
Telephone Number	
Health Visitors Name	
Telephone Number	

Special Health/Dietary Requirements

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I give permission for my child's full name and dietary requirement to be displayed in the room.

Parent/Carer signature:

Additional Information

Allow staff to apply your child's own bottle of sun cream	
Allow my child to go out on trips	
Allow my child to be photographed for internal arts and craft displays	
Allow my child to be photographed for promotional use	
Allow my child to use face paints	
Allow my child to watch educational DVD's	
Allow my child to access computers	
Allow staff to share two year health check assessment with Health Visitor	
Allow my child to receive emergency medical treatment	
Allow my child to brush their teeth daily	
I will engage with Sandfield Park Private Day Nursery Ltd via the 2Simple app and agree to allow my child's photograph/video clips to be taken and shared with all relevant parties including other parents/carers when relevant.	

Any additional comments:	

Sessions required: please tick

Monday	Tuesday	Wednesday	Thursday	Friday

Requested start date:.....

Signed (Parent/Carer)	
Date	

Payments to Sandfield Park Private Day Nursery are paid via credit/debit card in advance. An authorisation form is attached. Should you fail to pay your nursery fees for a period of two consecutive weeks then your child's place will be suspended immediately until all arrears have been paid in full. Should you fail to pay your arrears then a Debt Recovery Agency may be used to recover the debt. In this instance you will be responsible for paying any charges incurred by the Debt Recovery Agency.

All information gathered, stored, used and shared is done so in line with General Data Protection Regulations 2018. For full details of how we store and use your individual personal information please request a copy of our Privacy Notice to the General or Nursery Manager.

For children accessing the free nursery education we charge a surcharge of 75p per session towards the cost of food and drink. By signing this form you are agreeing to pay this surcharge.

Parental Permission

By signing the Nursery Application Form you are confirming that you understand how all non-statutory information is being collected.

