

APPLICATION FORM FOR A PLACE AT TOYBOX DAY NURSERY

Name of child.....

Date of Birth.....

Address.....

.....
.....**Post Code**.....

Email address.....

Phone numbers –

Home..... Mobile.....

Mobile Work.....

Work..... Other.....

Parent 1 full name.....Nationality.....

Parent 2 full name.....Nationality.....

Emergency contact's in the event that we cannot contact you on the numbers above

Name.....Number.....

Name.....Number.....

Name.....Number.....

Doctor's Name & Telephone number.....

Health visitors name and Telephone Number.....

Special dietary instructions concerning your child.....

.....

.....

Special religious instructions concerning your child.....

.....

.....

Special medical instructions concerning your child.....

.....

.....

Is your child's immunization record up to date YES / NO

Comments.....

.....

.....

PLEASE INDICATE BELOW THE HOURS YOU REQUIRE AT TOYBOX.

MONDAY.....

TUESDAY.....

WEDNESDAY.....

THURSDAY.....

FRIDAY.....

From when is place required?.....

Where did you hear about Toybox?.....

- **Once we have received this completed application form we will be able to confirm whether a place is available for your child. If we are not able to offer you a place, your child's name will be placed on the waiting list and you will be notified when a place is available.**
- **Once your place has been confirmed a £45 non refundable registration fee is required.**
- **For each half day session you reserve, a £50 deposit is required to secure your child's place. If you do not take up your place this deposit is not returned.**
- **This deposit will be returned when your child leaves Toybox, once all outstanding invoices are settled.**
- **Failure to settle invoices within a 4 week period, will result in your nursery place being withdrawn and the deposit will be retained until invoices are settled or used against unpaid invoices.**
- **Please sign below to indicate that you have read and agree to abide by our Terms & Conditions, policies and procedures.**

.....Date.....

TERMS AND CONDITIONS.

ABSENCES

Any absences will be charged at the normal rate.

HOLIDAYS

Each child is entitled to 2 weeks holiday a year without a charge, provided that at least 4 weeks notice is given in writing.

These 2 weeks free holiday may only be taken as whole weeks and not as odd days. They may also only be taken within that calendar year and may not be carried over to the next year.

Christmas week and Bank Holidays when Toybox is closed, are free and are in addition to the 2 free holiday weeks.

INVOICES

Invoices are issued weekly and are to be paid within 4 weeks. Failure to settle any invoices within 4 weeks will result in your child's nursery place being withdrawn with immediate effect.

SETTLING IN SESSIONS

To ensure every child is integrated into the nursery prior to their first day we will arrange settling in sessions for them with you. These sessions will increase in length and they can have as many as they need to ensure they are happy with us. These sessions are free of charge until they reach 4 hours long – they are then charged at our normal rates.

REGISTRATION FEE

A £45 registration fee is required. Children accessing only their EYFE hours are exempt from this charge.

RESERVATION DEPOSIT

Once a place has been confirmed at Toybox for your child, we will ask for a non refundable deposit to hold this place until your child starts. This deposit will vary depending on how many sessions you are reserving and will be returned when your child leaves and all outstanding invoices are settled. For children accessing only EYFE hours this will be returned once they start and after headcount.

NOTICE

4 weeks notice in writing is required should you wish to relinquish your child's place at Toybox.

CHANGES

4 weeks notice is required should you wish to alter your child's hours/days at Toybox. (Subject to availability)

DROP OFF & COLLECTION

Toybox's opening hours are 7.15am – 6pm.

In order to ensure we are always running at the correct Ofsted regulation staff/child ratios, Toybox asks that you drop off and pick up at the times you have pre booked.

Late collection charges will be applied.

In addition to the above Terms and Conditions, we ask all parents to abide by our Policies and Procedures. Failure to comply may result in your nursery place being withdrawn with immediate effect.

Toybox Parental Permission Form.

Under the Terms and Conditions set out in The National Standards for Day Care, could we please ask you to complete this form.

Could we please stress the importance of this form and that without it we may find ourselves in the position where we are unable to administer or seek medical advice or treatment for your child.

I give my consent for any necessary emergency medical advice or treatment to be given to.....in the future.

Sign.....Date.....

I give my consent for a senior member of Toybox staff to administer Calpol or Piriton to.....if necessary in the future.
(In the event that your child is already on medication at the time, we would not administer any further medication without your verbal consent first.)

To prevent overdosing, if we are not able to contact you and your child has been at Toybox for less than 4 hours we will NOT administer any medication. We strongly advice therefore that you inform a member of staff if your child has received any medication prior to arrival.

Sign.....Date.....

I give my consent for Toybox staff to take.....off the premises for walks.

Sign.....Date.....

I give my consent for photographs to be displayed within the nursery of my child and occasionally in the local paper/on line paper. I give my consent for my child's photo to appear in their personal Record of Achievement book and, on very rare occasions i.e. in a group situation, in that of one of their peers. I give my consent for photo's to appear on our private/closed Facebook group. The only members to this group are present staff and present parents. People are removed as soon as they no

longer have a connection to the nursery.

Sign.....Date.....