



Application Pack

Child's Name: _____

Application for Admission to Hanbury's Farm Early Years

Please return ASAP to secure your place

Parent / guardian name:

Email address:

Telephone number:

Child's Name:

When are you looking for your child to start?

September Intake January Intake April Intake

a) Age of child on intake date

b) Child's date of birth

c) I have enclosed a copy of my child's birth certificate
(Please note this will be disposed of once seen)

NURSERY AND WRAPAROUND CARE REQUIREMENTS (Please select as appropriate)

Days	Before School Care 8 am to 9 am	Morning 9:00 am to 12pm	Afternoon 12 pm to 3 pm	After School Care 3 pm to 5:30 pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Office use only – Date Received

FURTHER INFORMATION ABOUT YOUR CHILD

Is your child a twin or triplet, etc. (one of a multiple birth)? Yes No

If yes, please provide the names of related applications:

Is this child in the care of a local authority? Yes No

Has the child previously been in the care of a local authority but has since been adopted or become subject to a residence order or special guardianship order since being in public care Yes No

If 'Yes' to either of the above, please provide Social Worker and Local Authority contact details in the box below:

Are any other external agencies involved with your child or your family?

Has your child had a '2 year progress check' with the health visitor or at another setting? Yes No

Does your child have an Education, Health and Care Plan (EHCP) Yes No

Sibling Details (where applicable)

Name	<input type="text"/>	Date of Birth	<input type="text"/>
Name	<input type="text"/>	Date of Birth	<input type="text"/>
Name	<input type="text"/>	Date of Birth	<input type="text"/>

Are you eligible for any of the following schemes?

Think2 Funding 30 hour's Childcare Funding Tax Free Childcare Child Care Grant

I give permission for the Federation of Hanburys Farm and Oakhill Primary School to create an online **FAMILY** learning journey for _____ (name of child)

Signed: _____

Date: _____

Email: _____

I give permission for Staff within the Federation of Hanburys Farm and Oakhill Primary School to aid my child with their **personal hygiene** if required, including changing nappies.

I agree to provide my child with a change of clothes in the event of a toileting accident.

I agree to provide nappies and wipes for my child if required.

Signed: _____

Date: _____

I give permission for my child to participate in **Forest School** and **Forest Play**.

I agree to provide my child with wellies, waterproof suit and suitable clothing such as hats and gloves to use for outdoor activities.

Signed: _____

Date: _____

In **warm weather**, I agree to provide my child with a sun hat.

I agree for my child to be provided with a nursery sun hat if required. Yes No

It is helpful if sun cream is applied before entry into nursery in the summer months.

I agree to provide a bottle of sun cream to keep in nursery for personal use. Yes No

I give permission for Staff within the Federation of Hanburys Farm and Oakhill Primary School to aid my child with applying sun cream where required. Yes No

I give permission for nursery's own sun cream to be applied in the event that person sun cream is not available

Yes No

Signed: _____

Date: _____

I give permission for my child to participate in snack times, food tasting and sensory play involving food and other materials.

Dietary Requirements:

Allergies or Intolerances:

Signed: _____

Date: _____

I give permission for my child to participate in sessions facilitated by external providers and visitors into setting

Signed: _____

Date: _____

One Page Profile

Please complete the below information to help us gain your perspective on your child's interests and how to best support them.

Name of child:

Toileting – Is your child toilet trained? If not what stage are they at	Do you have any concerns about your child's health, development or wellbeing?
What do people like about your child? What are they known for?	What is important to your child? What are their special interests?
How to best support your child? What strategies work for you at home?	What are your hopes and aspirations for your child in the coming year and long term?
What are the things they need to work on next? These can be at home or at school.	Has your child attended any other pre-school or nursery settings?

Appendix 2: Terms and Conditions 2024

Aims

We are committed to providing a happy, safe and secure environment where each child can develop at his/her own pace. Parents/Guardians are expected to give their support and encouragement to the aims of the Pre-School. These terms and conditions relate to the contract between the Nursery and the Parent/Guardian.

Registration

Children will be considered for entry to Nursery when a completed Application Form has been returned to the school office. Places will be allocated on a first come basis.

Offer of a Place in Any of our Rooms

When your child's place is confirmed; the days attending will remain the same and can only be changed with agreement by the Headteacher and dependent on availability. We reserve the right to restructure the sessions we offer based on capacity.

Standard Terms and Conditions

Acceptance of a place is on the basis that changes may be made from time to time to these standard terms and conditions, to the level of fees and to the curriculum and services.

Notice of any change will be given as soon as practicable but on occasions it will be less than one month.

Opening Hours

The Nursery opening hours are from 9.00 am – 3.00 pm. There is also the option of extended hours depending on school site. This must be booked in advance.

Breakfast Club

8.00 am

Price: £6.00 (no sibling discount)

Morning Session

9.00 am – 12.00 pm

Price: £20 (if non-funded)

Afternoon Session

12.00 pm – 3.00 pm

Price: £20 (if non-funded)

We are open during **school term-time only**. We are closed over half-terms, Christmas, Easter and Summer holidays and for all Bank holidays. This also includes INSET days.

We are neither registered nor insured outside these times. Parents must collect by 12.00pm if attending in the morning session or by 3.00 pm if attending the afternoon sessions. The Nursery reserves the right to charge parents who are continually late collecting their children.

The late fee is £10 per pupil per session.

If you know you are going to be late, please can you arrange for somebody else to collect your child and telephone the Pre-School to inform us of who will be collecting, along with a description and password, so that the staff are aware of who to expect.

The Child's Health

Parents must inform the Nursery if the child has a known medical condition or health problem or has been in contact with any infectious diseases. The child must not be brought to the Nursery if he/she is unwell.

Parents/Guardians Authority

In Loco Parentis: the parents authorise the Nursery to act in loco parentis in all respects. Parents/Guardians consent to the use of such physical contact with children as may be lawful, appropriate and proper for teaching and to provide comfort to the child in distress or to maintain safety and good order. Parents/Guardians consent to emergency medical treatment including surgery and /or general anaesthetic, if certified necessary by a doctor and if Parents/Guardians cannot be contacted in time.

Payment of Fees

Fees will be charged on a weekly basis via ParentPay and these should be settled within a week. If fees remain outstanding after this time, the Nursery will reserve the right to add a £20.00 charge for late payments. If the fees are still outstanding and no attempts have been made to settle the account the Nursery reserves the right to terminate the contract. Such items will be recoverable by action if necessary following our Debt Recovery Policy.

Responsibility for payment

Fees are the joint responsibility of each person as identified with parental responsibility.

Fees and Extras

Fees cover the normal curriculum and include morning and afternoon snacks. Parents need to provide a nutritious packed lunch. Nappies, wipes and barrier creams are to be provided by the parent.

Fees will not be refunded or waived for absence through sickness or holidays.

Cancellation / Termination of the Contract

Once your child has been placed on our waiting list, you will be contacted should a place become available. Please advise us immediately if you no longer require the space.

In the event of a Parent/Guardian withdrawing a child immediately the Parent/Guardian shall still be due to pay one weeks' fee's in lieu of notice.

The Nursery reserves the right to terminate a child's place with immediate effect if a serious breach of these terms and conditions occurs or if the termination of a place is considered by Nursery, in its absolute discretion, to be in the best interests of the Nursery and/or the continuing welfare of the other children at the Nursery. There would be no refund of fees in these circumstances, fees in lieu of notice would not be charged.

Persons acting in a suspicious manner, under the influence of drugs or alcohol, or displaying offending or aggressive behaviour will be asked to leave the property and dealt with accordingly and provision offered reviewed.

Weather Restrictions/Acts of God

If the weather becomes severe or causes us to have concern for the welfare of the children or staff, we will call and ask for parents to collect their child from the Nursery. No refund will be made in this event.

Settling Sessions

We would like to ensure your child is happy and settled, however sometimes children need Parents/Guardians to help with this transition and you would be expected to stay in such circumstances.

Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Nursery being temporarily closed or the non-admittance of your child to the Nursery for any reason; this applies to absence due to sickness, holidays and Bank

Holidays.

We accept no responsibility for children whilst in their parents care on Nursery premises, i.e. prior to arrival or after pick up.

We will not be liable to parent's and/or children for any economic loss of any kind, for damage to the child's or parents' property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

We will make reasonable endeavours to keep parents and/or children's property in good order. Liability for damage of such property is excluded except where caused by our negligence.

Liability

All belongings fall under the responsibility of the parent. It is also the Parents/Guardians responsibility to ensure that all children's clothes are labelled and that no items of value are taken into the Nursery. No responsibility will be accepted for the loss or damage of these items.

Documentation

Before formal offer of a Nursery place, all application forms, birth certificate or forms of identification must be completed and presented.

Before child can start regular sessions, a transition period must be agreed and completed.

The Headteacher must also be notified in writing of any court orders or situations of risk in relation to the child for which any special precautions/ risk assessments may be required.

Concerns / Complaints

Parents/Guardians who have cause for concern must follow the schools complaints policy, published on the school website.

I have read and agreed to these Terms and Conditions

Signed: _____

Date: _____

