







<b>FEE paying parents only : Please indicate your preferred sessions</b>					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNINGS					
AFTERNOONS					
Do you require a 45 WEEK place only?		Yes	No	School attending (Stingers OOSC only):	
<b>Preferred start date:</b>					

<b>Consent Form, please circle.</b>				
I give permission for my child to go on outings/trips into the local community e.g. local shops, the duck pond, the market and park. Please note that you may not always be notified if the trip is a spontaneous decision on the day	Yes	No		
I give permission for my child to have their photograph taken for their learning journals on iconnect	Yes	No		
I give permission for my child's photograph to be included in other children's learning journals.	Yes	No		
I give permission for my child's photographs to be included on Twitter	Yes	No		
I give permission for my child's photographs to be included on Facebook	Yes	No		
I give permission for my child's photographs to be included on the company's website (for communication links & marketing purpose)	Yes	No		
I give permission for my child's videos to be included on Twitter	Yes	No		
I give permission for my child's videos to be included on Facebook	Yes	No		
I give permission for my child's videos to be included on the company's website (for communication links & marketing purpose)	Yes	No		
I give permission for students to observe my child for their portfolio, this may include a photograph. Student portfolios will usually only be seen by college tutors and assessors.	Yes	No		
I give permission for my child's photograph to be used for marketing purposes by Birkbees Nurseries	Yes	No		

**Birkbees Nurseries will only share relevant information regarding your child with other professionals if necessary and in accordance with company policy & procedure.**

**It is important you read these carefully before signing this enrolment application form**

- **A registration fee of £50.00 (non-refundable) is payable at enrolment to secure your child's place. This fee covers admin fees and settling in sessions. A registration fee of £20.00 is payable for Stingers OOSC. If your child will be attending funded sessions only there will be no registration fee charged.**
- **Fee payments must be made in advance, before the 20<sup>th</sup> of the month; non payment of fees will result in the childcare place being withdrawn and arrears being referred to debt collection.**
- **Bank holidays are not charged. You are entitled to two weeks at half fees for holidays each calendar year as long as one month's notice is given in writing.**
- **Fee payments remain the same if children are absent for sickness.**
- **If your child is ill whilst at nursery you will be contacted and required to come and collect them immediately**
- **If you wish your child to be given prescription medication whilst at nursery a consent form must be signed, the only non prescription medicines staff are permitted to give children are Paracetamol suspensions and teething gel and these may only be given in nursery for a maximum of 48 hours.**
- **If your child has an accident whilst at nursery you will be informed and asked to sign an accident form.**
- **All our staff are first aid trained but if necessary we will seek emergency medical treatment for your child.**
- **If your child receives an injury away from nursery you are required to inform us on their next session.**
- **If your child is going to be absent from nursery you are required to inform us by telephone.**
- **You are required to inform staff of any changes to any contact details or those who have legal responsibility for the child**
- **We have 24 hour CCTV monitoring around the nursery in all rooms.**
- **All record keeping is done on our online system called iconnect. This is why it is important for you to have an email address so that you are able to log into the parent portal, Parentzone.**

**Application for childcare**

I / we wish to apply for admission of the above named child into the named BirkBees Group setting	
I / we have read the company regulations and agree to comply with them	
I / we understand that one months notice in writing is required to terminate my child's place in nursery	
Name of parent/carer:	
Signature of parent/carer:	
Date of application:	



<b>OFFICE USE ONLY</b>							
Member of staff responsible for enrolment:							
Position in the company:							
Signature							
Registration fee paid (✓ or X)				Date received:			
Fee payments expected weekly / fortnightly / four weekly / calendar monthly (please circle relevant one)							
Payments expected by cheque / standing order / cash / vouchers (please circle relevant one)							
Tick the following boxes that are relevant for the child							
Funded		Paying		Both		EYPP	
Has the child been added to connect with all the essential information:						YES	NO
Contract filled out for room to get signed on first visit						YES	NO
Dates & times of settling in sessions:							
Session 1		Session 2			Session 3		
Are these settling session in the diary:							
Date child is starting:				Days child will be attending:			
Room child assigned to:	Under 2 years		2-3years		3years +		Stingers OOSC
Contract signed by parents:				Yes			No

<b>INFORMATION FOR ROOM</b>		
Dietary information	Details:	
Allergy information	Details:	
SEN information	Details:	
Information not shared on enrolment form: (please state what is missing from the enrolment form so the room can ask parents)		
Is the child allowed on facebook, twitter and our website?	Yes	No
Is the child allowed out on outings in the local community?	Yes	No
Is the child allowed their picture taken for development files?	Yes	No
Is the child allowed to be in other children's development files?	Yes	No
Is the child allowed to be observed for students files?	Yes	No
<b>Please ensure these are completed on first settling session (tick once completed)</b>		
All about me form	Dietary form	
<b>Please ensure the following is completed and handed back to the office (tick once completed)</b>		
Contract	Completed in room	Handed to office
Copy given to parent		
<b>Has a keyworker been assigned</b>	Yes	No
Person:		
<b>Has the child been given a peg</b>	Yes	No