

Application Form



Parent's Details

Name of parent/guardian 1

Title (e.g. Mrs) _____

Forename _____

Surname _____

Address _____

Postcode _____

Telephone (daytime) _____

Telephone (evening) _____

Telephone (emergency) _____

Name of parent/guardian 2

Title (e.g. Mrs) _____

Forename _____

Surname _____

Address _____

Postcode _____

Telephone (daytime) _____

Telephone (evening) _____

Telephone (emergency) _____

Child's Details

Name of child _____

Date of birth

Female Male Unknown

Expected date of birth

DD MM YY
DD MM YY

Session requirements

	Mornings (8:30-12:30)	Afternoons (13:30-17:30)	Full day (8:30-17:30)	Breakfast club (8:00-8:30)	Late club (17:30-18:00)	Lunchtime (12:30-13:30)
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preferred start date or ASAP
DD MM YY

Please complete overleaf

General information

How did you hear about Nanny Jo's?

- | | | | | | | | |
|--------------------|--------------------------|---------------|--------------------------|--------------|--------------------------|----------------------|--------------------------|
| Colleague | <input type="checkbox"/> | Sign at site | <input type="checkbox"/> | Radio | <input type="checkbox"/> | Other (please state) | <input type="checkbox"/> |
| Company literature | <input type="checkbox"/> | Newspaper | <input type="checkbox"/> | Yellow pages | <input type="checkbox"/> | _____ | |
| Nanny Jo's parent | <input type="checkbox"/> | Mail-shot | <input type="checkbox"/> | Internet | <input type="checkbox"/> | | |
| Friend / relative | <input type="checkbox"/> | Advertisement | <input type="checkbox"/> | | | | |

What were the key factors for you choosing Nanny Jo's?

Thank you for your assistance

Deposit

At Nanny Jo's we ask for a £20 refundable deposit per child to secure a place on our waiting list.
Your deposit will only be refunded with the full payment of your first invoice.

Cheques should be made payable to NANNY JO'S. please do not send cash through the post.

Declaration

I have received a copy of the application and fees documents and agree with the terms and conditions contained in them.

Parent/guardian 1 signature

Date
DD MM YY

Parent/guardian 2 signature

Date
DD MM YY

Office use only	Date	Signature
Application form received	_____	_____
Deposit Received	_____	_____
1 st invoice raised	_____	_____
Deposit refunded	_____	_____
Reference No. _____		

Please send completed signed form with deposit to:

Nanny Jo's Day Nursery
3 Frinton Road, Thorpe - le - Soken,
Essex. CO16 OJE
Tel/Fax 01255 860080

Opening times & fees



Opening times

Nanny Jo's is open 52 weeks of the year, only closing for public holidays. We open at 8:00am and close at 18:00pm daily

Session times

Morning	8:30am - 12:30pm
Afternoon	13:30pm - 17:30pm
Full day	8:30am - 17:30pm

Additional times.

Breakfast club	8:00am - 8:30am
Lunchtime	12:30pm - 13:30pm
Late club	17:30pm - 18:00pm

Our morning and afternoon sessions finish before and start after lunch respectively, however for an additional charge children may stay for the lunch hour. This charge includes childcare and a balanced, nutritious meal cooked on the premises. (lunch and all snacks are included in full day sessions)

Provision can be made for children to attend before 8:30am and after 17:30pm in our breakfast or late club. There is an additional charge for both clubs which covers childcare and either breakfast or a light meal.

Fees

	0 - 2 Years	2 - 3 Years	3 - 5 Years
Morning session 8:30am - 12:30pm	£17.00	£14.50	£13.50
Afternoon session 13:30pm - 17:30pm	£17.00	£14.50	£13.50
Full day 8:30am - 17:30pm	£34.00	£29.00	£27.00
Full week 8:30am - 17:30 Monday - Friday	£157.50	£140.00	£130.00
Breakfast club 8:00am - 8:30am	£4.00	£4.00	£4.00
Lunchtime 12:30pm - 13.30pm	£6.00	£6.00	£6.00
Late club 17:30pm - 18:00pm	£4.00	£4.00	£4.00

Fee payment

Fees are collected monthly and are payable one month in advance.

Nursery Education Grant.

Parents of children eligible to the education grants will be able to offset this against their fees. The size of grant available is dependent on the number of sessions attended.

Our fees include:

Education materials:

Books, art, craft, pens, pencils etc.

Refreshments:

Water and fruit available through out the day in all rooms.

Snacks:

A light snack is supplied in the morning and afternoon sessions.

Linen:

Flannels, towels and bedding are provided

TERMS OF ATTENDANCE

Fees

1. An initial deposit of £20.00 per child is required to secure a place on our waiting list. Your deposit will be credited within the full payment of your first month's fees.
2. Fees are charged monthly in advance on the first of each month and there will be no refund for any absence. Fees will also remain payable during any period of closure due to reasons beyond our control, such as extreme weather conditions, loss of heating, lighting, fire or flood.
3. When a place is offered, parents/carers are asked to complete section one of the registration form and return it with the appropriate fee one month in advance of your Child's start date. This payment is non-refundable, since the place is now secured.
4. One month's written notice, to expire at the end of a calendar month, is required to reduce the pattern of attendance or on leaving the nursery. At least one full term's notice is expected when your child is leaving to start school.
5. In the event of unpaid accounts or cancelled standing orders Nanny Jo's nursery reserve the right to make a charge of £15 to cover administration and bank charges and the right to terminate a child's place.

Health and Safety

1. Parents arriving by car must drive slowly and park safely; vehicles are parked at owner's risk. Always be vigilant when opening doors and gates leading to the nursery areas. Parents are asked to allow other parents or visitor's access to the premises, as all entry must be controlled by a member of staff.
2. Parents are reminded that only they, or persons, previously authorised may collect their child.
3. We recommend that children should be fully vaccinated for their own protection and the protection of others who are either too young or unable to be vaccinated. However, this is not a condition, so parents should be aware that there may be children attending Nanny Jo's day Nursery that have not been vaccinated.
4. Parents are responsible for ensuring that the nursery has up to date information about their child's medical, dietary and developmental needs. The manager must be notified if a child contracts an infectious or notifiable disease. Children may not attend nursery while they are infectious.
5. Children's illnesses and all accidents are recorded in the children's accident book. Staff are trained to provide basic care and first aid. Should a child's condition require more immediate, qualified attention and a parent is not contactable or would take too long to collect their child, the team will seek immediate medical assistance and remain with the child until the parent or authorised person (selected by parent and named on the registration form) arrives.
6. Nanny Jo's nursery will administer prescribed medicines if the manager feels that the team have been given sufficient information and training to do so. A temperature reducing medicine such as Calpol may be given as a single dose in an emergency providing we have a signed consent form permitting us to do so. A record of all medication administered to all children shall be kept by the nursery.
7. Under the terms of attendance it is understood that parents give their consent, unless expressly withheld, for their child to attend local visits or activities organised by the nursery from time to time. These could include walks to local places of interest i.e. the train station, park or playing field, village shops or local schools and churches. Any trips/visits which include transport or busy public places will be fully risk assessed and agreed with parents beforehand.

General rules

1. Nanny Jo's nursery operates to the practices contained within our policies and procedures manual; this includes health and safety issues, 'foundation stage curriculum', 'Birth to Three Matters' and complaints procedure. Parents may study these documents in the nursery at any time.
2. Children should be dressed suitably with all their belongings clearly named. The nursery will not be held responsible for damage to clothing or personal items, which can occur when children enjoy activities such as painting, glueing or outdoor games. Children are not to bring sweets or toys to the nursery, with the exception of comforters, or toys that are intended to share in group discussions. Such items are expected to be kept in your Child's personal box until they are required and taken home at the end of each nursery day.
3. There are occasions when we take photographs of children and activities to use in wall displays and publications such as our newsletter. Your permission for this will be sought via a consent form.
4. In order to help your child settle at Nanny Jo's nursery we will arrange free settling in sessions for you to attend with your child, this time will be spent with your child's key person. You will be required to fill in a questionnaire about your Child's routine and individual needs, during these sessions.
5. Children frequently become upset if their routine is changed. It is therefore important to collect your child on time. An additional charge of £5 for each 15 minutes will be made to parents who are regularly late to collect their child. Breakfast and late clubs are in operation which can be utilised by prior arrangement and are subject to availability.
6. Nanny Jo's day nursery does not operate an out of hours babysitting service.
7. Any breaches of these terms of attendance will be treated seriously. Nanny Jo's day nursery reserves the right to terminate a child's place with immediate effect and the director's decision on all matters is final.