

## Admission Form

Please complete **all** details requested and return the form to the office.

### Child's Details:

First Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Preferred First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_ Nationality: \_\_\_\_\_

Language/s spoken at home: \_\_\_\_\_

### Address Details:

Home Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Home telephone no: \_\_\_\_\_

Mobile No/s: (1) \_\_\_\_\_ (2) \_\_\_\_\_

### Parent/Guardian Details:

Full name/s: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Work address (1) \_\_\_\_\_ (2) \_\_\_\_\_

\_\_\_\_\_

Postcode: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Daytime telephone no:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

### In an Emergency who should we contact?

Name: (1) \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Contact telephone no: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name: (2) \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Contact telephone no: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Child's Doctor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone No: \_\_\_\_\_

**Child's Special Needs:**

Does your child have any Special Needs? Yes/No

If yes, please give details: \_\_\_\_\_

**Dietary requirements:**

Does your child have any special dietary requirements? Yes/No

If yes, please give details: \_\_\_\_\_

**Immunisation, Illness, Medical Conditions and Allergies**

**Has your child been fully immunised against:**

Diphtheria: Yes/No    Whooping Cough: Yes/No    Tetanus: Yes/No    Polio: Yes/No

Measles: Yes/No    Mumps: Yes/No    Rubella: Yes/No

Hib Meningitis: Yes/No

**Has your child ever suffered from?**

Chicken Pox: Yes/No    Measles: Yes/No    German Measles: Yes/No

Whooping cough: Yes/No    Mumps: Yes/No    Pneumonia: Yes/No

**Does your child have any allergy, medical condition or disability we need to know about? If yes, please give details:**

\_\_\_\_\_

\_\_\_\_\_

**Is there anything that is prohibited by religion? Yes/No**

**If yes, please give details:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Information**

Is there any other information we need to know about your child? Please give details:

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**Proposed starting date:** \_\_\_\_\_

**Sessions Required:** (We recommend a minimum of 2 sessions)

**(Please tick)**

	<b>Early Bird</b>	<b>Morning</b>	<b>Lunch</b>	<b>Afternoon</b>	<b>After Care</b>
Monday	8am - 8.30am	8.30am-11.30am	11.30-1.00	1.00-4.00pm	4.00-6.00pm
Tuesday	8am - 8.30am	8.30am-11.30am	11.30-1.00	1.00-4.00pm	4.00-6.00pm
Wednesday	8am - 8.30am	8.30am-11.30am	11.30-1.00	1.00-4.00pm	4.00-6.00pm
Thursday	8am - 8.30am	8.30am-11.30am	11.30-1.00	1.00-4.00pm	4.00-6.00pm
Friday	8am - 8.30am	8.30am-11.30am	11.30-1.00	1.00-4.00pm	4.00-6.00pm

**A non-refundable registration fee of £25.00 is payable to secure your child's place.**

**I have received and read the regulations and agree to comply with them and any other conditions which may be required in the future.**

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that sessions will be confirmed to you in writing according to availability and a 4 week period of notice is required for a change in sessions, subject to availability. Parents/Guardians should immediately notify the Nursery of any changes to these details.**

Please could you inform us of how you came to hear of Little Crackers Nursery:

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**For Office and Nursery Use Only:**

Date of input into System: \_\_\_\_\_

**(Please tick)**

Original copy in office:

Copy in Nursery filing system:

Copy in Child's file:

## Little Crackers Nursery Fees List & Conditions - Autumn 2007

Registration fee £25.00 (*non returnable*)

### NURSERY

Early Bird Session	- 8.00am – 8.30am	- £2.00	per session
Session 1	- 8.30am – 11.30am	- £12.35	per session or part thereof
Lunch Session	- 11.30am - 1.00pm	- £5.30	per session
Session 2	- 1.00pm - 4.00pm	- £12.35	per session or part thereof
Full Time	- Mon – Fri 8.30am-4.00pm	- £145.00	per week
After Care	- 4.00pm – 6.00pm	- £6.00 + Tea (£1.00)	Per session or part thereof

A reduction of 5% (after value of vouchers is deducted) of the session fees will be applied for a second and third child, and 10% for a fourth and subsequent child from the same family attending school at the same time.

Lunch - £15.00 per week

Fees are due on or before the first day of each month. Government Nursery Vouchers and Employers Child Care Voucher Schemes are accepted. Please contact Miss Higgins (01926 514444) for further details.

During periods of optional leave no consideration shall be given to remission of any fees. Interest is charged for late settlement of fees at a rate of 1.5% per month or part thereof. Cheques should be made payable to *Warwickshire Catholic Independent Schools Foundation or WCISF*.

**A copy of our Terms and Conditions is overleaf**

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## Terms and conditions

### Fees

Fees are payable monthly in advance on or before the first day of each month. No reduction can be allowed for holidays or other absence including illness and one month's notice in writing is required in the event of a child being withdrawn, failing which a month's fee is payable. Invoices will be addressed to the person(s) signing the Admission Form and payments should be made out to Warwickshire Catholic Independent Schools Foundation or WCISF. For the first child the full fee is payable; there is a reduction of 5% for a second and third sibling and 10% for a fourth and subsequent sibling.

Within the first six months of your contract period you will not be allowed to reduce the number of sessions booked. Thereafter sessions may be reduced by arrangement with the Nursery Manager subject to one month's notice.

Late payment of fees will be charged at a rate of 1.5% per month or part thereof and persistent late payment will result in withdrawal of places. **Fees are reviewed annually in September**

### Withdrawal

The School reserves the right to resign the charge of any pupil

- 1 who, in the opinion of the Head, is unlikely to profit from a further stay in the School;
- 2 who, by misconduct, has, in the opinion of the Head, prejudiced the right to belong to the School community;
- 3 whose fees have not been paid.

In such an event, no consideration will be given to repayment or remission of any fees.

### Registration

Applicants are required to complete a registration form and pay a registration fee of £25.00. Once these have been lodged the place will be confirmed.

Places are allocated on a first come – first served basis however priority will be given to children who have been registered for the Junior School and for whom a deposit has been paid. Parents of children moving to the Junior School from the Nursery will not be required to pay a further registration fee.

### Admission

It is essential that the admission form is completed and returned before your child enters the nursery. All information given will be treated in the strictest confidence.

**Illness**

If a child becomes ill at nursery, every effort will be made to contact the parents/guardians from the details provided. Children must not return to Nursery until they are fully recovered. In the case of vomiting or diarrhoea, your child must be kept at home until 48 hours the last incidence. If your child is suffering from a communicable illness, he/she must be kept at home until the infection has cleared. We must be kept informed of any illness which could be dangerous to others, and we reserve the right to refuse admission where we consider that the child is unfit to attend.

**Emergency contact**

You are required by law to keep us informed of changes to your emergency contact details. If you child needs hospital treatment we reserve the right to take him/her in an emergency.

**Collection of children**

For safety reasons, if someone other than a parent/guardian is collecting a child, we need to be informed in writing or the person concerned must be personally introduced to a member of staff so that we can recognise them. Alternatively a password may be given to the adult collecting your child. The Nursery staff will only let the child be collected if the correct password is given.