**Daycare Application Form**

Child’s First  Name   ………………………………………………...                    Child’s Surname   ………………………………………………………………….

Date of Birth    \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_                                                          Birth evidence shown (office use only)      Y / N

Country of Birth ………………………………………… Nationality ……………………………………………………….

Male ☐ Female    ☐                                                          Telephone Number …………………………………………………

Preferred Start Date   \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

            **A MINIMUM OF 2 SESSIONS’ (DURING SCHOOL HOURS 8:45-15:00) BOOKING IS REQUIRED**

|  |  **Extended Day****Breakfast Session****7 7.45am – 8.45am****(Term time only)** | **Morning Session****8.45am – 11.45am** |  **Afternoon Session****12 – 3pm** | **Nursery/ School****Day****8.45am – 3pm** | **Extended Day****After School****Session****3pm – 5.30pm** |
| --- | --- | --- | --- | --- | --- |
|         £8.00 |       £23.50 |       £23.50 |       £42.00 |       £14.50 |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |

**Important! Please note**: **Daycare is a Term Time Only setting. A holiday club is available at Comper and can be booked separately via the House of Fun website, please visit: www.house-of-fun.co.uk**

 **Please tick the box below to indicate if your child is:**

**2yo (TYE) funding** ☐ **30 hrs Early Years Entitlement** ☐  **30 hrs code ………………………………………………………**

**Parent National Insurance no: (to enable 30 hour code check) ……………………………………………………….**

**Signed…………………………………………………………………. Dated…………………………………………**

**You will need your child’s passport or birth certificate in on booking for us to take a copy.**

Using Daycare does not guarantee you a place at **Comper Nursery**.  If you wish your child to attend the school you will need to apply for this separately. Application forms are available from the school reception.

Please refer to the contract for conditions relating to bookings. A contract must be completed and signed, and accompany every new booking for Daycare. Our late collection fee is £10.00 and is charged per 15 minutes.

1st Visit Date  .……/………/……..             2nd Visit Date  ……../…..…/………             Start Date  ……/….…../……..

**Medical Information**

**In an emergency, it is sometimes necessary to obtain treatment for a child from a Doctor or the Casualty Department of a hospital. As delay in these circumstances is highly undesirable, we would ask that you give your consent should such an emergency unfortunately arise.**

**In the event of sudden illness or accident I agree to my child receiving emergency treatment.**

Parent/Carer’s Signature:…………………………………………………………     Date:……………………………

**Immunisation Record**

**Has your child been immunized against the following**:

Measles/Mumps/rubella             Yes ☐ Date……./………/………. No ☐

Whooping cough                        Yes ☐ Date……./………/………. No ☐

Diphtheria                                   Yes ☐ Date……./………/……… No ☐

Tetanus                                      Yes ☐ Date……./………/………. No ☐

Polio                                           Yes ☐ Date……./………/………. No ☐

H.I.B                                           Yes ☐ Date……./………/………. No ☐

**Getting to know your child:**

Has your child previously attended a day nursery or playgroup?   Yes  ☐      No ☐

If yes, please give details of which one………………………………………………………………………….

Was he/she settled in the environment?           Yes  ☐     No ☐

If no, give details why not…………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………….

Does he/she have any siblings? Yes ☐   No ☐

If yes, please give details (e.g. brother aged 5)…………………………………………………………..

………………………………………………………………………………………………………………………………………………………………………..

**Rest and sleep times:**

Does your child have a nap during the day? Yes ☐ No ☐

If Yes, what time do they normally nap?............................And for how long?......................

Our rest time in the Daycare is from 12:30 pm to 2:00 pm.

Would you like your child to have a nap during this time? Yes ☐ No ☐

Does he/she have a comforter or special toy? Yes ☐ No ☐

If Yes, please ensure they bring this with them to the Daycare.

**Toilet Training:**

Is your child: Toilet Trained ☐ Wearing Nappies/Pull Ups ☐

**If your child is still wearing nappies/pull ups please ensure that you provide a supply of these and any necessary creams.  Please ensure that you keep a regular check on the supply held.**

Please inform us of any instructions that you would like followed when we change your child.

Name of cream to be applied…………………………………………………………….

Amount of cream to be applied:

Minimal amount ☐ Generous amount ☐  Other instruction……………………………………………………………

Frequency that cream is to be applied:

 At every change ☐

 Whenever it is needed             ☐

 After soiling only ☐

 Other instruction…………………………………………………………………………………….

I give consent for staff in the Daycare to apply the cream, supplied by me, to my child as instructed above.

Signed…………………………………………….. Print Name……………………………  Date…………/………../…………..

**Collection arrangements**

Who will normally collect your child? ……………………………………………………………………………………………

If this is someone other than those already stated:

Relationship to child: ………………………….      Contact Telephone Number: …………………………

You may wish to provide us with a photograph of this person or supply a password that they may use when collecting your child.

Password: ……………………………………………………………

I agree to inform you in advance if the above arrangements for collecting my child are to be altered:

Signed………………………………………… Print Name……………………………………………  Date ……/………./……

**Mealtimes:                                      Does your child have an Epipen:** Yes ☐   No ☐

Please give details of any Food Allergies ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

or Special Dietary Requirements (e.g. halal/vegetarian/pescatarian):

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Please tick a box below to indicate the reason:

☐ Allergy

☐ Intolerance

☐ Personal Preference

**Photography permissions:**

Occasionally, we may take photographs of the children at our school. We may use these images as part of our school displays. We may also use them on our school website.

Photography or filming will only take place with the permission of the headteacher, under appropriate supervision. When filming or photography is carried out, children will only be named if there is a particular reason to do so, and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material or issues that are sensitive.

Tapestry is the platform we use to celebrate your child’s progress throughout school. Photographs of individuals, groups or classes of children may appear in these records.

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

Please circle your answer:

| I give permission for my child’s photograph to be used within school for display purposes. | **Yes / No** |
| --- | --- |
| I give my permission for my child’s image to be used on Tapestry on my account and on accounts belonging to other children should it be a group photo/video. | **Yes / No** |
| I give permission for my child’s photograph to be used in other printed publications e.g. school newsletters. | **Yes / No** |
| I give permission for my child’s image to be used on our website. | **Yes / No** |
| I give permission for my child’s images to be used on our school Facebook Page. | **Yes / No** |
| I give permission for my child’s images to be used on our school Instagram. | **Yes / No** |
| I give permission for my child’s images to be used on our school Twitter page. | **Yes / No** |
| I give permission for my child to have school photographs /video footage taken. I understand that printed/digital material can be purchased by parents e.g. film of children performing, school group photos.  | **Yes / No** |

I have read and understood the conditions of use on this form.

Signed……………………………………………… Print name…………………………………………….  Date…………/………./……….

**Individual needs:**

Please use this space to give any further relevant information about your child i.e. language spoken at home, extra support requirements, habits etc: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Visits and Short trips:**

Some of the routine activities of the daycare may involve visits to the local park, Forest school, the library or short trips using public transport. For your child to take part in these activities you must give your permission.

I agree to my child taking part in short trips described above.

Signed:………………………………………………Print Name…………………………………….Date:…… /……/….…

Contract for Daycare (based on Oxfordshire County Council Policies)

***Please read carefully before signing and do ask us for any help***

**Child’s name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Date of Birth\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

**Daycare** is a setting open in School term time with a holiday club provision which is booked separately via the Hourse of Fun website.

***We (Comper Daycare) will provide Daycare on the following terms and conditions****:*

**Attendance**

(1) You (the parent/carer) agree to inform us as soon as possible if your child is unable to attend a booked session.

(2)  In line with school policy, you may take up to **10 days** **planned absence pro rata\*** from Dayare, per academic year (1st Sept to 31st Aug), without charge.

(3) You agree to give **4 weeks’ written notice** informing us of planned breaks. Failure to provide 4 weeks’ written notice will result in the full charge being made.

(4) In the event of any further planned or **unplanned absences**, for whatever reason (holidays, illness, appointments etc.) the full charge will still apply. Missed sessions may not be banked and carried forward.

**\*Pro rata – your entitlement is based on the amount of days your child attends the Daycare**

**Lunch**

(5) We will offer lunch (term time and in Daycare only) for your child at a cost of £2.30, for the sessions set out in the schedule to this contract.

(6) Lunches must be paid in retrospect via our online payment system SCOPAY or via childcare vouchers. You will receive full guidance of this prior to your child joining our daycare.

(7) Where you have not asked us to provide lunch for your child, you will provide your child with a packed lunch. We can offer ideas on healthy packed lunches.

**Collection**

(8) You agree to collect your child by the end of each session. There is a risk to the safety and well-being of the child resulting from late collection. After an initial ‘warning/reminder’ there is **an additional charge of £10.00 per child, every 15 minutes, made for late collection**. **Late fines must be paid immediately**. In line with the After School Club policy more than two, separate additional payment ‘fines’ will lead to a withdrawal of your child’s place.

(9) You agree to inform staff in advance if you wish your child to be collected by someone other than you. A password must always be given by the person who is collecting your child on your behalf.

(10) Of course, we will not release your child to any person who is not authorised by you or who has no form of identification.

**Illness (see also attendance): *In line with national expectations and guidance***

(11) Your child must not attend if he/she shows any signs of being unwell.

(12) We will administer prescribed medication (no other), but then only upon receipt of a medicine form.

(13) If your child has diarrhoea or sickness during a Daycare session, you will collect your child promptly.

(14) Children may not attend a Daycare session until at least 48 hours after the last bout of diarrhoea or sickness

**Toileting requirements**

(15) If your child is still wearing nappies/training pants we will change them as necessary. However, you agree to provide us with a supply of nappies/training pants, wipes and any creams etc. required. A signed intimate care plan will need to be in place in line with our intimate care policy, which can be found on our website.

**Payment**

(16) You are liable for Daycare fees at the rate set out in the schedule to this contract.

(17) Our fees are reviewed annually and we will give you at least one month’s written notice of any changes.

(18) Your booking reserves a regular Daycare place, whether your child attends the sessions or not, and charges are calculated accordingly.

(19) You will pay via our online payment system SCOPAY and will be given a login and guidance for when your child joins the Daycare.

(20) We reserve the right to cancel your Daycare, without notice, if monies are outstanding for more than 30 days. If the invoice remains unpaid the debt will then be referred to Oxfordshire County Council’s finance department.

(21) You are not charged for bank holidays or teacher training days (training dates will be advised well in advance).

(22) Additional ‘one-off’ sessions may be booked depending on availability and must be paid on SCOPAY on the day of booking. **Without payment the place will not be reserved.**

(23) A one-off deposit fee of £25.00 (for full terms), £50 (securing a place up to 3 months), £100 (securing a place over 3 months) needs to be paid on confirmation of a place being offered to secure your booking. This fee will be credited against the first monthly fees..

**Termination of contract**

(24) You are entitled to terminate this contract on **four weeks’ written notice**.

(25) We are entitled to terminate this contract without notice in the event of non-payment of fees or for any reason that we deem to be detrimental to the effective running of the Daycare.

**Changes to Daycare**

(26) We agree to change your Daycare booking, subject to availability, on receiving written notice from you **two weeks in advance**.

(27) You are entitled to make changes to your original contract on **one occasion of your choice** during every three month period.

***I confirm that I have read and agree to abide by the terms and conditions written in this contract. Please retain a signed copy for reference.***

***Signature/s of Parent(s) or Carer(s****)………………………………………*

***Print Name(s)………………………………………..***

*Today’s Date………………………………………………………*