



**The Arboretum
Nottingham NG1 4JA**

Telephone: 0115 910 1162
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www.steppingstonesltd.com

STEPPING STONES APPLICATION FORM

Childs Name			
Name Known By			
Date of Birth		Male / Female / Prefer not to say	
Full Address Including Postcode.		Start Date	

Please Note: If both parents/carers with (Full Parental Responsibility) are listed below, they will be free to collect the child at any time.

	Parent/Carer 1	Parent/Carer 2
	Billpayer & first ParentZone.me Login	
National Ins Number		
Full Name		
Relationship to child		
Full Address & Postcode:		
Email Address (This is extremely important)		
Occupation		
Work Address		
Work Number		
Mobile Number		
Home Number		

Emergency Contact Details (different from main contact)

Please ensure that you tell any additional adults that you have given us their contact details so that we can contact them if we are unable to speak to you. If they have any questions or queries, please ask them to contact us.

Name	
Telephone Number	
Relationship to Child	

Doctors Contact Details

Doctor's Name		Telephone Number	
Doctor's Address			
Health Visitor		Telephone Number	
Red Book Checked (Nursery to complete)	Management Signature Below:	Date Below	

Vaccinations/Immunisations & Health

Vaccinations/Immunisations (Please Name)	
Tetanus (date received)	
Any Allergies	
Any Dietary Needs/Religious requirements	
Any Health Problems (e.g registered disabled)	
Is your child on any regular medication?	
Is there anything the nursery should know about your child to assist in caring for them? Are there any other professionals involved e.g. Social Care, Speech Therapist, Paediatrician etc.	

Stepping Stones is an inclusive nursery, however, if your child has any additional needs Stepping Stones must be made aware on this part of the application form. We may have a waiting list in place for children with additional needs, as we only allow one child with additional needs per session in each room to allow us to provide the highest standards of care at all times.

If additional needs become apparent when your child joins, if there is a waiting list in place for that room their sessions will be transferred to the list. For further information please contact us.

Religion/Ethnic Origin

Religion	
Ethnic Origin	
Languages	

Please print, sign and date below if you give consent for a member of staff to administer Calpol to your child when he/she has a temperature.

Printed Name:	Signature:	Date:

Please print, sign and date below if you give consent for a member of staff to administer Nappy Cream/Cream to your child when he/she requires it.

Printed Name:	Signature:	Date:

Please print, sign and date below if you give consent for a member of staff to Teething Gel to your child when he/she requires it.

Printed Name:	Signature:	Date:

Permissions (Please circle)

Do you give permission for your child to be taken on outings?	YES	NO
Do you give the nursery permission to seek medical attention for your child in the unlikely event of an accident? (Please note we would not take your child to hospital but we would phone for an ambulance)	YES	NO
In accordance with protecting and safeguarding your child, do you give permission for the nursery to remove some of your child's clothing if necessary when participating in some types of water play/messy activities and in extreme weather conditions?	YES	NO
Do you give permission for your child to have his/her face painted?	YES	NO
Do you give the nursery permission for your child to participate in touching animals/reptiles as part of a topic or during nursery visits?	YES	NO
Do you give the nursery permission for your child to meet community role models on the nursery premises (Police, Fire, Ambulance)	YES	NO
Does your child have any known fear? (If yes please specify below)	YES	NO

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Please Specify Sessions Required Below

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Full Day					
Morning Session (7.45-13.00)					
Afternoon Session (13.00-18.00)					
If you are funded please circle your funding options	2 Year Early Learning Program		3 & 4 Year Education Grant		Colleges/University

Where did you hear about us? (Please tick one of the options)

Recommendation		Yellow Pages/Yell.com	
Internet Search		Daynurseries.co.uk	
Google		Any other? (Please list Below)	
Word of mouth			

Permission to use Photographs of Children

Do you give permission for photographs to be used for displays, pegs, baskets/trays, booklets, for student observations, training purposes and anywhere the nursery deems reasonable for day to day running?	YES	NO
Do you give permission for the Nursery to use photographs, or video footage on their website and in any advertising?	YES	NO
Do you give permission for my child to appear in photographs with other children?	YES	NO
Do you give permission for your child to appear in photographs on Facebook/Twitter?	YES	NO

Please note you may withdraw any of the above permission/photos answers at any point of your contract with Stepping Stones. You also have the right to have all the data erased (where there is no compelling reason for continued use by Stepping Stones). Further information regarding how we store/use your data can be found within our GDPR policy which is available via both email or can be read in reception.

Privacy Notice

Here at Stepping Stones Day Nursery Ltd we take your privacy seriously and will only use your personal information to manage your account and provide tailored care to your child.

From time to time we will need to contact you, via phone, email and the ParentZone app to provide you with nursery updates, share relevant news and send your childcare bills. We will input your data into a system called Connect Childcare which helps us manage our nursery smoothly. Your data is held in secure data centres and can only be accessed by authorised personnel. Personal information will not be shared with any third parties.

Please the last page of the application form to confirm you have read and understood the above statement and you give us consent to contact you regarding relevant matters.

Parental Agreement

Payment of Fees

All fees should be paid by the 1st of the month via Standing Order, our bank details are sort code: 20-63-28 and Account number: 80558222. Please use your **child's full name** as reference when making any payment. Our fees are averaged out over the year so you have the same monthly payment each month. **Please note that any invoice that is not paid to terms will be immediately passed to our debt recovery partners, Colligant Limited, and they have been instructed to act on our behalf. This action will attract an additional charge of 20% of the invoice value. This 20% plus vat will be added to your debt and will be payable by you.**

Payments to Hold Places

A payment of £200 is required to hold a place on our waiting list. This is not refunded as it is part payment to the first month's fees. Meaning a £800 invoice will be £600 after the deposit is deducted.

Notice

Four weeks' notice is required in writing should you wish to remove your child from the nursery or change sessions and fees will be due for all the entirety of the notice period. Nursery places will only be held open for a period of two weeks (without contact)

Bank Holidays, Annual Holidays, Sickness and Nursery Closures

In line with other nurseries, full fees are charged for all holidays and are not refunded for sickness or absence from Stepping Stones. In the event the nursery is forced to close due to any reason (such as severe weather, outbreak of flu or other illnesses etc) full fees are payable and the notice period must be adhered to.

Infectious Diseases

The Nursery reserves the right to refuse admission of a sick child and to request that if a child becomes ill during the day they be collected as soon as possible.

Absence from Nursery

Should your child be arriving late or not attending please contact us as soon as possible so we can make any adjustments at the Nursery. E.g. Meals, Staffing etc.

Belongings

The Nursery cannot be held responsible for your child's personal possessions i.e. any toys etc. brought into the nursery and please dress your children in suitable clothing to take part in messy play.

Opening & Closing Times

The Nursery opens at 7.45am and closes at 6pm every day of the week on no account will children be allowed into the nursery before 7.45am and we request that parents collect their children and have left the premises by 6pm. A late collection charge of £20.00 will be added to your bill automatically in the event of collection after 6pm. This late fee also applies to late collection after 1.00pm if your child does a morning session.

Parental Responsibility

Any changes with regard to parents/carers with full parental responsibility must be given in writing and supported with an official letter from a solicitor/court etc.

Declaration & Signatures

By signing below I/we declare that all the information provided on this form is complete and true. I understand that the information in this form may be shared with all members of staff at Stepping Stones Day Nursery Ltd and other childcare professional bodies (OFSTED, Social Care, Connect Childcare, Funding Loop etc.)

I/we have read the parental contract and agree to adhere to them fully.

Printed Name:	Signature:	Date:
Printed Name:	Signature:	Date:

