

Hanford Day Nursery

Enrolment Form

Hanford Day Nursery
Hanford
Stoke-on-Trent
ST4 4QD
Tel : 01782 641212

Child's Full Name _____

Date of Birth ____/____/____

Parent or Guardians' Full Names _____

Home address _____

Tel no _____ email _____

Address and tel. no. at which parents can be contacted during the day

Mother _____

Telephone no. _____ Mobile _____

Father _____

Telephone no. _____ Mobile _____

It is the responsibility of parents to keep contact details up to date, please let us know if your details change.

Person(s) holding Parental Responsibility

Name _____ Signed _____ Date _____

Name _____ Signed _____ Date _____

Legal Contact

Name _____ Signed _____ Date _____

Preferred Days _____ Est. Start Date _____

Signature _____ Date _____

N.B. By signing above you agree to be bound by the terms and conditions overleaf.

Terms & Conditions

- i) Payment for childcare must be made one month in advance by standing order or childcare voucher, on or before the dates in the example below:-

Example – September Nursery Fees

<u>Payment Type</u>	<u>Payment Date</u>
Standing order	August 26 th
Childcare voucher	August 24 th

Failure to pay nursery fees on time will result in the free childcare entitlement being removed and a higher charge will apply.

- ii) Parents must keep the nursery informed of any relevant changes in circumstances e.g. contact details, home address, workplace etc.
- iii) Parents must keep the nursery informed of and changes in medical details that nursery staff may need to be aware of.
- iv) Nursery staff will not administer medication within the first four hours of a child being in our care.
- v) Parents must give one months notice should they decide to leave the nursery or equivalent fees in lieu.
- vi) Completion of an enrolment form does not guarantee a place at Hanford Day Nursery.

For office use only:-

Place available Yes/No

Response given Yes/No

Start Date _____

Visits arranged Yes/No

Nursery signature _____