



Application Form

All information will be confidential and will only be shared with outside organisations with your permission

Child's Information

Child's Forenames	
Child's Surname	
Know as	
Child's Date of Birth	
Male/Female	
Ethnic Origin	
Religion (leave blank if you would prefer not say)	

Information about the parents/carers

	Name	Address	Contact Numbers	Email address	Child lives with (please tick)
Mother			Home: Work: Mobile:		
Father			Home: Work: Mobile:		
If your child does not live with either parent, please provide details including address, contact details and relationship					

Emergency Contacts – please provide the names of at least 2 contacts excluding yourself

	Name	Address	Contact Numbers	Email address
Emergency contact 1			Home: Work: Mobile:	
Emergency Contact 2			Home: Work: Mobile:	

Collection Details – Please provide details of anyone else who may collect your child other than parents/carers. If someone different than the names you provide is to collect your child then we will need you to add them to this list

Name	Relationship to Child	Contact Numbers
		Home: Work: Mobile:
		Home: Work: Mobile:
		Home: Work: Mobile:
		Home: Work: Mobile:

Please provide a password

If for whatever reason you or anyone else on the list cannot collect your child and you send someone unknown to us then you **MUST** inform us of the person’s name, a description of what they look like and they must be able to tell us the password. We will not let your child go to someone other than that on the list if we have not spoken to the main carer of the child.

Childs health information

Name of Doctor	Surgery name & Address	Surgery contact number

Has your child had all their immunisations? (if no, please give details)	
Has your child got any allergies or special dietary requirements? (if yes, please give details)	
Is your child in good health? (If no, please give details)	
Does your child have any special needs that they may need extra help with?	
Does your child have a disability that they may require extra help with?	

Consent Information – please sign against each question to give your consent

Do you give permission for	SIGNATURE
your child to attend supervised outings?(Notification will be given in advance)	
Your child to attend local groups?	
Your child to attend visits to the local park and woodland walks?	
Us to take photographs of your child for the purpose of their learning journey folder?	
Your child's photograph to be used for promotional purposes?	
First aid to be administered by a qualified member of staff should the need arise including application of plasters?	
A member of staff to take your child to seek urgent care should the need arise?	
Paracetamol to be administered if your child's temperature rises above 38 Degrees?	
For the staff to apply sun cream? (You must apply before coming to nursery. If your child is sensitive to certain cream then you must supply your own)	
We will normally put your child to sleep on their back. If your child sleeps in another position please state and sign to say you agree to us doing this.	Position: Sign:
Us to share details with outside organisations such as Health Visitors, Speech therapists etc.	

Please give details of any agencies or professionals who are working with your child.

Hours – Please add the required times

Approximate start date

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
All year round					
Term time only					
Holidays					
Before and after school	AM:	AM:	AM:	AM:	AM:
	PM:	PM:	PM:	PM:	PM:

If you require shift hours please state the hours you are likely to do

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What you will need to bring

Please ensure you bring the following items with you for when your child starts with us. Please ensure EVERYTHING is clearly labelled with your child's name. Your child will be allocated a draw when they arrive, which can be used to keep their slippers in and other personal possessions. School children will only need to bring slippers with them to leave at the nursery, they will need wellies during the holidays and a puddle suit if required.

- Draw string bag (this will help save space on the coat hooks)
- Wellies
- Slippers (your child will be required to wear these whilst in the nursery)
- Spear clothes to be kept in the draw string bag
- SMALL pack of nappies if required (these can be kept in the child's separate nappy draw)
- For the garden and woodland walks you may wish to bring a puddle suit to protect their clothes however this is not a requirement.

Important information and contractual agreement.

Mucky Pups Childcare is open for 51 weeks of the year. We are not open bank holidays or during the Christmas period.

A deposit of £30 per month will be required if you are wanting to start care after the first four weeks of making your decision. This will hold the place open and will be deducted from the first months invoice.

Payment MUST be made no later than the 27th of each month. You may pay by cash or standing order. You will find the bank details on the monthly invoice that you will receive 5 working days before the 28th. If a child is collected 10 minutes later than their normal time then you will be charged one full hour or time and a half if out of hours.

There are no set sessions however you will have a minimum hours contract. These minimum hours are what you will be charged for regardless of your child's attendance. You are not able to swap hours around. If you wish to do extra hours then we will do our best to accommodate those hours. If on the rare occasion Muckypups Childcare should close then you will not be charged. If an invoice is not paid on time then our late payment procedure will be followed.

To terminate the contract or to reduce hours– One months notice in writing is to be given; otherwise payment of normal fees will be due. There will be a two week notice period if you wish to reduce hours.

You will abide by the sickness policy at all times. This policy is to protect the health of all staff and children within the nursery.

We have read and agree to abide to the terms and conditions set out in this agreement.

Sign (Parent/carer1) Print name

Sign(Parent/carer2)..... Print name

Date

Date