**Caterpillars (2s base) 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   ………./…………./……….

**Does your child have siblings that attend Comper Nursery School (please circle) Yes/ No**

            **A MINIMUM OF 4 SESSIONS (DURING SCHOOL HOURS 8:45-15:00) BOOKING IS REQUIRED**

|  |  **Morning Session****8.45am – 11.45am** |  **Afternoon Session****12 – 3pm** | **Full  Day****8.45am – 3pm** |  **After School****Session****3pm – 5.30pm****Mon to Thurs** |
| --- | --- | --- | --- | --- |
|         £30.00 |       £30.00 |       £60.00 |       £16.00 |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |

**Important! Please note**: **Caterpillars is a Term Time Only setting.**

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

**2 year old early education funding (15 hours)** ☐ **3 year old extended entitlement (30 hours)** ☐

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

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

By signing here you are consenting to your eligibility being verified by Comper

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

A place in our 2s base does not guarantee you a place at **Comper Nursery School**.  If you wish your child to attend our nursery provision you will need to apply for this separately. Application forms are available from the school reception and on our website.

Please refer to the contract for conditions relating to bookings.  A contract must be completed and signed, and accompany every new booking for our 2s base.

***For school admin use only***

Visit Date  .……/………/……..                         Start Date  ……/….…../……..

**Medical Information**

**We have trained first aiders in school. I give permission for first aid to be administered to my child as and when required.**

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

**In an emergency, it is sometimes necessary to call emergency services or 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:……………………………

**Dental Practice**

Dentist’s name: ……………………………………………………………………………………

When did your child last have a check up at the dentist? ……………..

**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: …………………………

Please supply a password that anyone authorised, may use, when collecting your child. You may wish to provide us with a photograph of this person (optional)

Password: ……………………………………………………………

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

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

**Meal times**

**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 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 planned for the children in Caterpillars 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 Caterpillars Room (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\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

**Comper Nursery School, Caterpillars Room is open in school term time only.**

***We (Comper Nursery School) will provide 2 year old provision 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 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.

**Lunch**

(3) We will offer lunch for your child at a cost of £3, for the sessions set out in the schedule to this contract.

(4) Lunches are charged in arrears. You will receive an invoice at the end of each half term - please make payment promptly.

(5) 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**

(6) You agree to collect your child by the end of each session. Due to staffing ratios we are unable to look after children outside of their booked sessions.

(7) 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.

(8) 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***

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

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

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

(12) Children may not attend any sessions until at least 48 hours after the last bout of diarrhoea or sickness

**Toileting requirements**

(13) 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**

(14) You are liable for fees for the Caterpillar Room at the rate set out in the schedule to this contract.

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

(16) Your booking reserves a regular place in the Caterpillar Room, whether your child attends the sessions or not, and charges are calculated accordingly.

(17) Further guidance will be provided regarding payment for sessions when your child starts.

(18) We reserve the right to cancel your place in our 2s base, 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.

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

(20) Additional ‘one-off’ sessions may be booked depending on availability.

**Termination of contract**

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

(22) 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 Caterpillar Room.

**Changes to bookings**

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

(24) 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………………………………………………………*