



WELCOME TO LITTLE SEEDS!



Little seeds application form

DETAILS ABOUT YOUR CHILD			
Full Name			
Gender			
Date of Birth <i>(Certificate required)</i>		Religion (If any)	
Home Address (This must be where the child is normally resident, Including Post code)			
DETAILS ABOUT YOU			
Name of Parent/Guardian (Delete as appropriate)			
Home Address (If different from above)			
Telephone	Home		
	Mobile		
	Work		
Email Address			
Your relationship to the child			
Do you have parental responsibility to the child?			
Emergency Consent (e.g. the school has permission to give/arrange/emergency treatment)		Yes/No <i>(Please delete as appropriate)</i>	
Emergency Contacts <i>(Minimum of two)</i>	Name:	Name:	
	Address:	Address:	
	Telephone Home:	Telephone Home:	
	Mobile:	Mobile:	

Details of siblings

Full Name	D.O.B	School/s (if applicable)

Little Seeds Sessions



- **Session 1** 8.30am - 09.30am
- **Session 2** 09:30am - 11:30am
- **Session 3*** 11:30am - 12:30pm
- **Session 4** 12.30pm - 2:30pm
- **Session 5** 2:30pm - 3:30pm
- 8.30am - 3.30pm **ALL DAY** - 7 hours total to include lunchtimes

N.B If you would like to stay for the lunchtime session, either at the end of the morning session or before the afternoon session, we are happy to accommodate that.

Please note sessions and days you'd prefer below:

MEDICAL HISTORY

GP's Name	Surgery Address	Telephone Number

Does your child have any medical conditions? *(please give details)*

Does your child have any dietary requirements? *(please give details)*

Will your child be attending any other setting whilst at Orchard Vale? *(If yes please give details)*

Which nursery will your child be attending?



Terms and Conditions

Notes for Guidance

Parties to the Contract. It is essential that the names and addresses of all parents/guardians are held, including the address of residence of your child. It is also important that all matters relating to access and custody of the child are recorded.

Public Liability Insurance. It is a requirement that we hold Public Liability Insurance and the insurer, policy number and expiry date are duly noted.

Name of Child. It is important that the full name of your child is recorded and any name by which your child is known, if this is different.

Particular Needs of the Child. It is important for us to know if your child has any specific needs with regard to diet, religion, culture or health. These should be discussed fully.

Bringing/Collecting Children. It is important that you advise us of who will normally bring and collect your child. We will **not** release a child into anyone's care other than those persons originally sanctioned by you, unless your specific express permission has been received in good time. It is important for you to advise us if there is any change in circumstances regarding access, residence or contact.

Contracted Hours. It is important to note that all additional hours you choose for your child to undertake, are in place for one term and cannot change during that term. If changes to additional hours are required, you should speak to the Head of Foundation to discuss implementing the change to additional hours in the following term.

Statutory Public Holidays. If a statutory public holiday falls within the normal contracted hours, then we will **not** charge you as normal, as the nursery will be closed.

Parental/Child Sickness. In the event of either you or your child being unable to attend due to sickness, then **we will** charge the full rate, as per the contracted hours.

Parental/Child Holidays. In the event of the parent or child not attending due to holidays, then **we will** charge you the full rate, as per the contracted hours.

Closure. In the unlikely event that we are closed or unable to provide care, then **no fee** will be payable for the contracted hours care is unavailable.

Fees due. All Nursery fees are payable, in advance, in two equal instalments. These instalments are payable at the beginning of each half term, for the term being billed for. **If fees are unpaid, Little Seeds reserve the right to withdraw the place at any time.**

Contract Termination. Under normal circumstances, both parties may terminate this contract, ideally giving one half term's calendar notice.

Parent to sign:

Signed: _____ Print Name: _____

Date: _____