

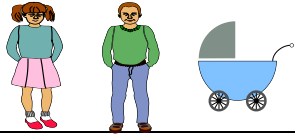




# WELCOME TO ORCHARD VALE BABY UNIT!



## OUR APPLICATION FORM

<b>Name of Child:</b>					
<b>Male/Female</b> (Please delete as appropriate) 					
<b>Date of Birth:</b> (Certificate Required)		<b>Religion:</b>		<b>Telephone No:</b>	
<b>Address:</b> (Including Post Code)				<b>Area:</b> (eg: Whiddon Valley)	
<b>Name of Parent/Guardian:</b> (Please delete as appropriate)					
<b>Address:</b> (if different from above)					
<p> <b>Session 1</b> = 8:30 - 9:30 (1 hr)      <b>Session 2</b> = 9:30 - 11:30 (2 hrs)      <b>Session 3*</b> = 11:30 - 12:30 (1 hr)  <b>Session 4</b> = 12:30 - 2:30 (2 hrs)      <b>Session 5</b> = 2:30 - 3:30 (1 hr)                *Lunchtime session         </p> <p> <b>A combination of sessions are available, sessions need to be a minimum of 3 hours duration. Extra hours can be arranged. Please enquire for availability and current prices.</b>  </p>					
<b>Emergency Contacts:</b> (Minimum of two - additional to those above)	<b>Name:</b>  <b>Address:</b>  <b>Telephone:</b>		<b>Name:</b>  <b>Address:</b>  <b>Telephone:</b>		
<b>Details of any brothers/sisters:</b> 					
<b>Name/s:</b>		<b>D.O.B.:</b>		<b>School/s (if any):</b>	

Westacott Road, Whiddon Valley, Barnstaple, N. Devon EX32 8QY  
 Tel: 01271 375074 Fax: 01271 347050  
 Headteacher: Mrs Jan Baker

Medical History:



Doctor's Name:

Address:

Telephone:

Does your child have any medical conditions you would like to tell us about? (Please give details)

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

Will your child be attending any other Childcare Provider whilst at Orchard Vale? YES/NO (If yes, please provide details)

Which school will your child be attending? \_\_\_\_\_

Have you any skills which you would like to share with the school?

Does your child have a special toy or comforter? \_\_\_\_\_

Does your child have a favourite song or story? \_\_\_\_\_

Please remember the ETHOS of Orchard Vale School is to make the environment safer and healthier for us all. Please indicate here how you will be travelling to school:



WALK/CYCLE



If you need to drive your child to the school please park safely and with consideration for our neighbours, away from the school entrance and walk the last part of your journey with your child. Parking on the cycle lane is a traffic offence and a hazard to cyclists. Please help us to keep your children safe.

Who will be bringing/collecting your child? \_\_\_\_\_

Any changes should be notified to the Nursery Nurse before the start of the session.

Tel: 01271 375074

Emergency Consent (e.g. the school has permission to give/arrange emergency treatment) Yes / No

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE.



## **Orchard Vale Baby Unit** **Terms and Conditions**

**Name of Child:** .....

### **Notes for Guidance**

1. **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.
2. **Public Liability Insurance.** It is a requirement that we hold Public Liability Insurance and the insurer, policy number and expiry date are duly noted.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.
9. **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.
10. **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.
11. **Fees due.** All Nursery fees are payable at the beginning of the month, for the month being billed for.
12. **Contract Termination.** Under normal circumstances, both parties may terminate this contract, ideally giving one month's calendar notice.

**Parent to sign: -**

**Signed:** ..... **Print Name:** .....

**Date:** .....