



Crich Carr Church of England Primary School Nursery Application Form

Contract for sessions in nursery (Term Time only)

This form should be filled in and returned to Jackie Cooper in the office at Crich Carr Church of England Primary School. We will provide a copy for you and the original will be kept in school.

Child's Details

Date contract issued by School.....

Child's Forename	
Child's Surname	
Child's Date of Birth	
Name of Parent / Carer	

Child's Home Address

	Please indicate below (✓) how you will pay for your child's sessions:
Postcode	Cash
Home Tel No:	Cheque
Mobile Tel No:	Childcare Voucher (if so, which company):
	3 year funding

Please indicate in the table below which sessions you wish your child to attend.

Start Date:

Days	Breakfast club 7.30 -8.50 £3 +60p for breakfast	Morning session 8.50-11.50 £10	Lunch Session 11.50-12.15 £2 plus £2 for lunch	Afternoon session 12.15-3.15 £10	After school club 3.15 – 6.00 £7 plus £1.20 for a light tea	Total cost per day (including lunch which must be paid separately to session costs)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Total Cost						

Please read the following carefully before agreeing to the terms and conditions of your contract with us:

- The cost of sessions will be £ per week. The cost of lunches will be £ per week.
- Payment for all sessions (including breakfast & after school club) **should be paid half a term in advance**. Please pay on 1st day of half term.
- All booked sessions must be paid for **in full** even if your child is off sick, you are on holiday or you choose not to attend as staffing will have been arranged to ensure correct classroom ratios.
- The cost of breakfast, lunch and tea **must be paid separately to any paid sessions fees and should be paid half a term in advance** (you cannot use your childcare vouchers for lunch costs). Costs are reviewed regularly and are subject to change.
- If the nursery is closed for any reason (e.g. INSET day, bad weather, emergency closures etc.) you WILL NOT be charged for these sessions. Please amend your payments accordingly for pre-planned closures (e.g. INSET days).
- You must arrive and collect your child at the times agreed and paid for. If you are late (and you have not informed us that you will be late) then you will be charged an extra fee.

- If you wish to end your contract or reduce your booked sessions we require a half terms notice in writing.
- If you wish to alter your booked sessions we require notice in writing as soon as possible – we will endeavour to accommodate your needs, however, changes to booked sessions can only be accommodated subject to spaces being available.
- A new contract will be issued to reflect new sessions.
- Crich Carr Primary School will respond respectfully to parent’s comments and work as a partnership with you but will abide by the policies in place to support this facility for the health, safety and welfare of all children and staff.
- **NON PAYMENT OF ANY ADDITIONAL SESSIONS FEES WILL RESULT IN YOUR SESSIONS BEING TERMINATED.**

I have read and agree to the terms and conditions of my/our paid session’s contract with Crich Carr Church of England Primary School.

Signed Date
 (Parent / carer)

Print Name

Crich Carr Church of England Primary School

PLEASE COMPLETE ONE COPY FOR EACH CHILD

Pupil Data Collection Form

The information, which you enter on this form, is required for the efficient organisation of the school and the children's educational needs. It will be kept on the office computer under restricted access and is subject to the provisions of the Data Protection Act. The information will be disclosed only to the Education Authority, the Health and Welfare agencies or where a law or an emergency necessitates a disclosure. The information held must be kept up to date by law and so if any of the information which you now supply changes in the future, you will please notify the school in writing or ask for another of these forms.

Forenames	Please underline the name by which the pupil is usually known				
Surname					
Date of Birth - (Birth Certificate required to be seen at school for all new pupils)				Please give figures; e.g. 14 06 84	Sex (M/F)
Names of brothers & sisters already at this school (if any)					
Pupil's home address					
Postcode					
Home Telephone No:					
e-mail:					
Parents / Guardians living at pupil's home address					
Relationship to pupil	e.g. Mother			e.g. Father	
Title					
Forenames					
Surname					
Can be contacted in an emergency during the day	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please tick)			<input type="checkbox"/> Yes <input type="checkbox"/> No (Please tick)	

If yes, give whereabouts (e.g. at home or name of workplace)			
Daytime telephone No:			
Mobile No:			
Letters will be addressed to the parents/guardians named above using the pupil's address. If this is not appropriate, please write the alternative here			
Other emergency contacts (excluding parents/guardians)	Give names, daytime telephone Numbers & relationship to pupil (e.g. neighbour, aunt, grandparent or friends)		
Name & Address of Previous School	(e.g. Primary/Nursery/Playgroup, if any)		Full /Part-time

Medical Details			
Doctor's Name		Tel. No	
Address			
<p>Parents may convey relevant medical information here or under separate cover to the school. The information is processed electronically but in coded form to enable staff to respond to pupils' needs.</p>			

Additional parental contacts				
<p>For the purposes of the school records, a pupil's parent is defined as his/her natural parent and any other person who is his/her guardian, who has custody of, or who is likely to maintain, him/her Please add below, anyone who comes into this category but who is not included overleaf.</p>				
Relationship to pupil (e.g. Mother, Father or Grandparent)				
Title				
Forenames				
Surname				
Can be contacted in an emergency during the day	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)		<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)	
If yes, give whereabouts (e.g. at home or name of workplace)				
Daytime Tel. No				

Address		
Postcode		
Home Tel. No		

<p>I declare the information on this form to be correct to the best of my knowledge</p> <p>Signed..... (Parent/Guardian)</p> <p>Date</p>

For office use only	Roll No		Admission Date	
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Additional Information

The school uses emails to parents/guardians. This is a useful service for keeping parents update with information and sending reminders about events etc. Please provide contact details below

<p>Email: Please provide an email address for school to send emails to:</p>
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Nationality/Ethnicity

Please state: White British Other: _____ (please state)

Language

Please state: English Other: _____ (please state)

Free School Meals

Entitled to Free School Meals: Yes / No (please circle)

The information provided will be used in the school census in January.