



## Little Angels Day Nursery – Enrolment Form

To reserve a place for your child at Little Angels Day Nursery, please complete this form and return it with a registration fee of £150. Please ensure that you give as much detail about your child as possible, if you would prefer to fill in the form in discussion with a Nursery manager then please ask – it won't be a problem! We also required a copy of your child's full birth certificate, please supply a clear photo-copy or bring the original in to the office for us to photo-copy.

<b>Child Details:</b>	
Child's Name:	
Date of Birth:	
Child's known as Name: (if different to above)	
Child's Address: (Inc. postcode)	
Home Tel Number:	
Ethnic Origin:	
Religion:	
Languages spoken at home:	

PLEASE ADVISE US AS SOON AS POSSIBLE OF ANY CHANGES TO ADDRESS OR CONTACT NUMBERS

PLEASE PROVIDE AT LEAST 3 EMERGENCY CONTACTS

<b>Parent/Guardian 1 - First Emergency Contact</b>	
Name:	
Relationship to child:	
Place of work:	
Contact Telephone:	Work: <span style="margin-left: 150px;">Mobile:</span>
Email Address:	

<b>Parent/Guardian 2 - Second Emergency Contact</b>	
Name:	
Relationship to child:	
Place of work:	
Contact Telephone:	Work: <span style="margin-left: 150px;">Mobile:</span>
Email Address:	

<b>Third Emergency Contact:</b>	
Name:	
Relationship to child:	
Contact Telephone:	

<b>Fourth Emergency Contact:</b>	
Name:	
Relationship to child:	
Contact Telephone:	

<b>Medical Information:</b>	
Child's Doctor:	
Surgery Name/Address:	
Surgery Tel No:	
Name/contact number of Health Visitor:	
Are there any other professionals involved with your child? E.g.: speech therapist/social services etc.	
Details of any allergies (including food allergies)/medical conditions:	
Special dietary requirements:	
Any additional information you wish to share with us regarding your child:	

## Data Protection Act 2018

### Parents' Consent

Information provided in your enrolment form will be confidential to Little Angels Day Nursery and will only be accessed and processed by authorised individuals who are aware of the obligations for handling and managing such data. It will be used only for the purpose of fulfilling our contract with you and complying with our legal and public obligations. This also applies to other forms that you may be asked to sign, for example accident and/or incident forms.

You should be aware that the information you give may be held on both manual and electronic systems and you can update your information at any time.

By completing this form, you will be confirming that you give your consent for Little Angels Day Nursery to hold and process your data as set out above.

### Parents' Privacy Notice

We, Little Angels Day Nursery, the Data Controller, intend to use the information you have provided on your enrolment form to lawfully process (for reasons of our contract, legitimate interests and public and legal obligations). We store information relating to the childcare for between 2 and 21 years, 3 months depending on the requirement of the Children's Act 2006. If you wish to complain about how we handle your data, contact details including a helpline number can be found on the Information Commissioner's Office website [www.ico.org.uk](http://www.ico.org.uk)

Signed ..... Date .....

Signed ..... Date .....

## Nursery Agreement

	Full Day (7.30AM-6PM)	School Day (8.30AM-4PM)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Start date:	
Additional notes regarding start date if applicable:	

It is important that you read and understand the terms and conditions that apply to this contract before you sign. If there is any term that you do not understand or do not wish to agree to, please discuss it with us prior to signing this agreement. By signing this contract you will be bound the Nursery terms and conditions.

I have read, understood and agree to the terms and conditions and wish to apply for a place for..... (Insert child's name)

I have settled a deposit of £150.00 to secure my child's place online via Santander Account no 40839454 s/c 09-06-66 Little Folks Ltd

I understand that this deposit will be non-refundable should I decide not to continue with the enrolment process prior to my child's start date or if I should fail to pay nursery fees on time.

(\*\*Deposit will be refunded by cheque or bank transfer when your child leaves providing 4 weeks written notice is received and no balance is owing\*\*)

Print.....

Sign.....Date.....

We look forward to welcoming you and your child to Little Angels Day Nursery, we very much value your comments and would be extremely grateful if you would take a moment to answer the questions below:

How did you hear about Little Angels Day Nursery?	
Which other nurseries did you visit?	
What prompted you to choose Little Angels Day Nursery?	
Was Little Angels Nursery recommended to you by an existing nursery parent? If so by whom?	

## **Permission Form**

I give consent for photographs to be taken of my child for display, learning journeys and record keeping purposes:	Yes/No
I give consent for photographs of my child to be used for on social media sites including Facebook/Instagram/Twitter	Yes/No
I give consent for staff and other agencies such as Ofsted, area Senco and health visitors to carry out and record observations of my child for the purpose of developmental assessment:	Yes/No
I give consent for my child to be taken off site for short walks or to the park as part of nursery activities:	Yes/No
I give consent for Little Angels Day Nursery to act in the best interests of my child in the event of a medical emergency by for example arranging treatment with a doctor or taking my child to hospital:	Yes/No
I give consent for nursery staff to apply sun cream to my child:	Yes/No
<b>Signed:</b>	<b>Date:</b>

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## **Office Use Only**

Date received:	
Date copy of birth certificate received/filed:	
Date deposit paid:	
Date confirmation sent:	
NM system:	
EyLog:	
Email address added:	
Welcome pack given to room :	
Settling In forms emailed:	
Additional notes:	

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