

**NURSERY APPLICATION FORM**

Name of Child .....

Child's Date of Birth (Day/Month/Year) ..... / ..... / ..... Male / Female (please circle)

Or Estimated Delivery Date Day (Day/Month/Year) ..... / ..... / .....

To be confirmed within 6 months of birth to remain on waiting list.

<p><b>Mother:</b>  <b>Home address:</b></p>   <p><b>Home tel:</b>  <b>Work address:</b></p>   <p><b>Work tel:</b>  <b>Email:</b>  <b>Mobile:</b></p>	<p><b>Father:</b>  <b>Home address:</b></p>   <p><b>Home tel:</b>  <b>Work address:</b></p>   <p><b>Work tel:</b>  <b>Email:</b>  <b>Mobile:</b></p>
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**If you change your address after this application has been sent off please NOTIFY US**

Date you would like your child to start attending Nursery ..... / ..... / .....

Settling Date: ..... / ..... / .....

Please tick the sessions you require                      15hrs EEE / 30hrs (3&4yr only) funding

Day	Morning with Lunch	Afternoon with Tea	Term time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

*I understand that the offer of a vacancy is subject to availability and I abide by the rules and regulations of the Nursery.*

Parent/Guardian Signature ..... Date.....

At present the Nursery takes children from 3 months - 5 years.

**Please return this form to:**

Nursery Manager, Smartstarts Day Nursery, Little Ilford Centre, Church Road, Manor Park, E12 6HA.  
 Tel no. 020 8478 2700

Reviewed by:	Sign:	Date
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## **Terms and Conditions**

1. You will be required to pay the nursery fees at the rate agreed. You will be charged for sessions booked rather than for sessions used.
2. A full-day session is from 7.30am - 6.00pm.
3. A half-day session is from 7.30am - 1.00pm, or from 1.00pm 6.00pm.
4. Late collection of children not agreed in advance will be deemed to be *unauthorised* and will be charged at a rate of £15 per 15 minutes.
5. The fees can be made on weekly or monthly basis. If fees are paid monthly they become due on the first day of the month, in advance. Weekly fees are paid on your child's first session at the nursery. Fees are payable in full for bank holiday days and any holiday time that your child may take away from the nursery. All payments should be made by standing order, cheque or cash.
6. Fees are required to be paid before the week or month commencing or in cash on the first day of the week or month. Due to administration costs please note that late fees will incur a cost of £10.00 per day.
7. In order to reserve a nursery place a refundable deposit of £50 and fees for 2 weeks in advance is payable as confirmation. This deposit will be returned on termination of your contract with the nursery provided that one calendar months' notice has been given from the booked start date, in writing.
8. As per the directive from Newham Early Years all nurseries are required to close for 3 days in the year for staff training. Fees are still payable by all. This is the same throughout the Borough.
9. If the number of sessions are reduced a 4 weeks' notice needs to be given or a payment in lieu.
10. Extra one-off sessions may be booked, at a rate of £8 per hour, subject to availability. These sessions will be invoiced the following week; payment to be made within 7 days of invoice.
11. EEE (15/30 hrs funding) claiming parents will incur a small charge for children's lunches.
12. If you have two or more children attending the nursery a discount of 10% can be deducted from the lowest fee. This deduction is only allowable on regular sessions and not one-off extra bookings.
13. Please let the Manager or Deputy know as soon as possible if your child is unable to attend the nursery. Please note that you will still be charged if your child is unable to attend for any reason.
14. You must notify the nursery in writing (or by telephone in an emergency) if your child suffers from any infectious or contagious disease. You will be required to exclude
15. You will need to provide the names of up to three people (including yourself) who will be authorised to collect your child (see enrolment form)
16. Please note that Smartstarts Day Nursery will not be liable for lost or damage to any clothing or toys that children may bring to the nursery.
17. Your child may attend the nursery until he/she reaches 5 years of age.
18. Please note that non-payment or late payment will constitute a breach of this agreement Smartstarts Day Nursery reserve the right to take any necessary action to recover all fees due and costs incurred in taking such action.
19. There will be a £20.00 charge for cheques bouncing.
20. Smartstarts Day Nursery has the right at any time by giving notice (in writing) to terminate or change the agreement with immediate effect, if you fail to pay fees within 7 days of the due date.
21. Smartstarts Day Nursery reserve the right to amend the Terms and Condition, as deemed necessary.
22. Having read and understood the nursery policies and procedures and signed the emergency consent form, I am happy for my child to attend Smartstarts Day Nursery.

I have received a copy of the current nursery fee schedule and I agree to abide by the terms and conditions of this agreement.

Child's name.....

Signed by parent ..... Date.....