




Welcome to Orchard Vale Baby Unit!




APPLICATION FORM FOR LITTLE SEEDS

DETAILS ABOUT YOUR CHILD

Full Name of Child		Date of Birth <i>(Certificate required)</i>	
Male/Female <i>(delete as appropriate)</i>		Religion <i>(if any)</i>	
Home Address <i>(including postcode)</i>			
What date do you wish your child to start?			

DETAILS ABOUT YOU

Name of Parent/Guardian/Carer <i>(please delete as appropriate)</i>			
Address <i>(if different from above)</i>			
Telephone 	Home		
	Mobile		
	Work		
Email Address			

Sessions

Session 1 = 8:30 - 9:30 (1hr)
 Session 2 = 9:30 - 11:30 (2hrs)
 Session 3* = 11:30 - 12:30 (1hr)
Session 4 = 12:30 - 2:30 (2hrs)
 Session 5 = 2:30 - 3:30 (1hr)
 *Lunchtime session

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.

Emergency Contacts <i>(Minimum of 2 additional to the Parents/Carers listed above)</i>	Name:	Name:
	Address:	Address:
	Telephone:	Telephone:
	Mobile:	Mobile:

Emergency Consent (e.g. the school has permission to give/arrange/emergency treatment)	Yes/No <i>(please delete as appropriate)</i>
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Details of Siblings

Name	Date of Birth	School (if applicable)
Medical History	GP'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)*

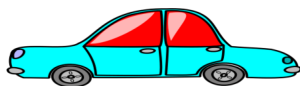
Will your child be attending any other Childcare Provider whilst at Orchard Vale? *(if so, please provide details)*

Which School will your child be attending?

Does your child have a special toy or comforter?

Does your child have a favourite toy or comforter?

Please remember the ETHOS of Orchard Vale School is to make the environment safer and healthier for us all. Please indicate what mode of transport you will be using to come to school:



Car



Bus



Walk

If you need to drive your child to school please park safely and with consideration for our neighbours. Park away from our school entrance and do not obstruct driveways. Parking on the cycle lane and on the yellow painted bus stop is a traffic offence and a hazard. Abiding by these guidelines will help us 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 or by calling the office on 01271 375074)



Orchard Vale Baby Unit

Terms and Conditions



Name of Child:

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 at the beginning of the month, for the month being billed for.

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

Signed: **Print Name:**

Date:

Orchard Vale Community School, Westacott Road, Barnstaple, Devon, EX32 8QY

Tel: 01271 375074

Email: orchardvale@ventrus.org.uk

Head Teacher: Mrs Fiona Pearce