

# STANHOPE HOUSE DAY NURSERY LTD

114 Regent Road Leicester LE1 7LT

Telephone 0116 255 4277

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## APPLICATION FORM

**Please complete using BLOCK CAPITALS**

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Ethnic Origin \_\_\_\_\_

Home language \_\_\_\_\_

Gender \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

### **Parent/Carer Contact Information**

Mother/Carer

Father/Carer

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

E-Mail \_\_\_\_\_

### **GP Name and Contact Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Details and procedures of any Health problems, Disabilities or Conditions including Medication or Allergies:

Dietary Requirements and/or preferences:

Particulars relating to any special needs:

Details of any Medical Procedures which are prohibited by Family Religion or Beliefs:

Religion \_\_\_\_\_

Update on Immunisation \_\_\_\_\_

Any Infectious Illnesses \_\_\_\_\_

Emergency Contact Names, Addresses and Telephone Numbers:

Names of Persons Authorised to Pick up Child/ren from the Nursery.

**No unauthorised person will be allowed to take a child off the premises.**

Start date on which you would like your child to attend the Nursery \_\_\_\_\_

The Nursery offers the following sessions (please tick the one you require)

Opening times- 8.15am – 5.45pm

Monday Tuesday Wednesday Thursday Friday

3 full days

4 full days

5 full days

Signed \_\_\_\_\_ Date \_\_\_\_\_

The management will be the only persons who have access to your child's personal information while your child attends the nursery. It will then be shredded when you leave. You have a right to complain the ICO (Information Commissioner's office) if you think there is a problem with the way we are handling your data.

**Please sign -**

Please enclose £20 cheque made payable to 'Stanhope House Day Nursery Ltd' which is non-refundable, (see item 5 in Regulations) in order to be placed on the waiting list or you can pay by BACS details below.

Bank Details HSBC Sort Code – 402808 Account Number – 21485539

Please circle which way you have paid                      BACS                      CHEQUE                      CASH

When your child is offered a place, you will be asked for a deposit (this is not the £20 administration fee above) to retain the place until he/she actually attends the Nursery; this deposit will be deducted from your final bill if 4 weeks notice of withdrawal is given in writing to the Manager.

Please circle how you heard about our nursery:

Website                      recommendation                      other (please write)

Please return this form to the Manager.