

STANHOPE HOUSE DAY NURSERY LTD

114 Regent Road Leicester LE1 7LT

Telephone 0116 255 4277

e-mail: stanhope114@outlook.com

APPLICATION

Please fill in **BLOCK CAPITALS**

Child's Name _____ Date of Birth _____

Ethnic Origin _____ Home language _____

Gender _____

Father's Name _____

Mother's Name _____

Home Address _____

Telephone _____

E-Mail _____

Parent/Carers work address

Father _____

Telephone _____

Mobile _____

E-Mail _____

Mother _____

Telephone _____

Mobile _____

E-Mail _____

GP's 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 ones you require)

Opening times- 8.15am – 5.45pm

Monday Tuesday Wednesday Thursday Friday 15 hrs Funded only

Full days

☐

AM sessions

PM Sessions

We recommend that parents consider a minimum of 2 sessions to support settling in, anything less will be at the discretion of the Owner.

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.

Signed_____

Date_____

Please enclose £20 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. **This is not applicable for funded hours only.**

Bank Details HSBC Sort Code – 402808 Account Number – 21485539

Please circle which way you have paid

BACS

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

Facebook

recommendation: Name or referral code

Other (please write)

Please return this form to the Manager.