

# Sandringham Daycare



## Application Pack



**FOR OFFICE USE ONLY:**

Child's name and DOB: \_\_\_\_\_  
Date application received: \_\_\_\_\_  
Application received by: \_\_\_\_\_  
Documents needed: \_\_\_\_\_  
Documents checked by: \_\_\_\_\_  
Priority: \_\_\_\_\_  
Start date: \_\_\_\_\_  
Child's age on start date: \_\_\_\_\_

Thank you for choosing to apply for a space at Sandringham Daycare.

We know this form is a little long but it's because we want to ensure we meet your child's needs. This means we ask for the following:

- Basic information about your child and you
- Background information about your child
- Details on your employment
- Medical contacts for your child
- Medical information about your child
- Your permissions
- Agreements to Terms & Conditions

Upon completion of your application, please ensure you remember to sign on pages 8 and 11 and return your form with the relevant supporting documents (listed at the end of the application) to the main school office at Sandringham Primary School, Sandringham Road, Forest Gate, E7 8ED.

**FOR APPLICANT TO COMPLETE:**

**Basic Information About My Child**

**CHILD DETAILS**

Forenames: \_\_\_\_\_ Known As: \_\_\_\_\_

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**I am applying for:** Full Time Care  Part Time Care

**Date you wish your child to start:** \_\_\_\_\_

**Age your child will be on this date:** \_\_\_\_\_

**PREVIOUS CARE EXPERIENCE (e.g. prior Children's Centre, Playgroup, Daycare etc)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Information About Myself (Parent/Carer)

### 1st PARENT/CARER DETAILS (Person making application and responsible for any fees)

Forenames: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Does the child reside with you at the above address? YES / NO

Email address: \_\_\_\_\_

I am happy to be contacted via email YES / NO

Home Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Are you a member of staff at Sandringham Primary School? YES / NO

Are you a Newham employee? YES / NO

Do you live in London Borough of Newham YES / NO

Do you live outside of Newham YES / NO

### 2nd PARENT/CARER DETAILS

Forenames: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Does the child reside with you at the above address? YES / NO

Email address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Are you a member of staff at Sandringham Primary School? YES / NO

Are you a Newham employee? YES / NO

Do you live in London Borough of Newham YES / NO

Do you live outside of Newham YES / NO

**Persons permitted to collect my child**

	<u>Collect</u>	<u>Emergency Contact</u>
1 <sup>st</sup> Parent / Carer _____	YES / NO	YES / NO
2 <sup>nd</sup> Parent / Carer _____	YES / NO	YES / NO
An Additional Contact / Person Who May Collect	YES / NO	YES / NO

Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Relationship to 1<sup>st</sup> Parent / Carer: \_\_\_\_\_

**The password / security word for my child is** \_\_\_\_\_

(As an additional level of safeguarding, please choose a memorable word that is shared between you and the listed people with permission to collect your child)

**Information About My Child’s Background**

**ETHNIC ORIGIN** (Please tick only one category)

White:	British	<input type="checkbox"/>	Asian:	British	<input type="checkbox"/>
	European	<input type="checkbox"/>		Indian	<input type="checkbox"/>
	Other	<input type="checkbox"/>		Pakistani	<input type="checkbox"/>
				Bangladeshi	<input type="checkbox"/>
				Chinese	<input type="checkbox"/>
				Other	<input type="checkbox"/>
Black:	British	<input type="checkbox"/>	Mixed Race:	British	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>		African	<input type="checkbox"/>
	Asian	<input type="checkbox"/>		Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>		Asian	<input type="checkbox"/>
	Other	<input type="checkbox"/>			
Any other ethnic background	<input type="checkbox"/>		Wish Not to Disclose	<input type="checkbox"/>	

If “Other” please specify: \_\_\_\_\_

**MAIN HOME LANGUAGE** (Please tick only one)

English	<input type="checkbox"/>	French	<input type="checkbox"/>	Italian	<input type="checkbox"/>	Lithuanian	<input type="checkbox"/>
Urdu	<input type="checkbox"/>	Punjabi	<input type="checkbox"/>	Bengali	<input type="checkbox"/>	Arabic	<input type="checkbox"/>
Gaelic	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	Hindi	<input type="checkbox"/>	Polish	<input type="checkbox"/>
Russian	<input type="checkbox"/>	Turkish	<input type="checkbox"/>	Cantonese	<input type="checkbox"/>	Other	<input type="checkbox"/>

If "Other" please specify: \_\_\_\_\_

**RELIGIOUS AFFILIATION** (Please tick one below)

Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Christian-Other	<input type="checkbox"/>	Other	<input type="checkbox"/>
Not Disclosed	<input type="checkbox"/>	No Religion	<input type="checkbox"/>				

If "Other" please specify: \_\_\_\_\_

**Professional Contacts For My Child**

DOCTOR DETAILS

Doctor's Name: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

HEALTH VISITOR DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

OTHER PROFESSIONALS INVOLVED (e.g. Social Worker, Speech Therapist etc)

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

## Medical Information About My Child

	<b>Yes</b>	<b>No</b>	
Does your child have any long-term illness, medical condition or disability?	<input type="checkbox"/>	<input type="checkbox"/>	

If yes, please provide a brief description:

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If you answered "Yes" to the previous question:

	<b>Yes</b>	<b>No</b>	
Has a professional assessment been undertaken to identify and confirm the long-term illness, medical condition or disability?	<input type="checkbox"/>	<input type="checkbox"/>	

	<b>Yes</b>	<b>No</b>	
Can you provide copies of these professional assessment(s)?	<input type="checkbox"/>	<input type="checkbox"/>	

	<b>Yes</b>	<b>No</b>	
Do you believe your child requires any additional support or assistance while they are within Sandringham Daycare's care:	<input type="checkbox"/>	<input type="checkbox"/>	

If "Yes", please provide a brief description:

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Do you have any concerns or issues with your child's:

	<b>Yes</b>	<b>No</b>	
Sight	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	
Speech or Language	<input type="checkbox"/>	<input type="checkbox"/>	
Co-ordination or Movement	<input type="checkbox"/>	<input type="checkbox"/>	
Behaviour	<input type="checkbox"/>	<input type="checkbox"/>	
Specialist Educational Needs	<input type="checkbox"/>	<input type="checkbox"/>	
Other not listed	<input type="checkbox"/>	<input type="checkbox"/>	

If any of the above are answered "Yes" please detail these concerns below:

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	<b>Yes</b>	<b>No</b>	
Is your child able to use the toilet unaided?	<input type="checkbox"/>	<input type="checkbox"/>	

### Dietary Requirements

	<b>Yes</b>	<b>No</b>	
Does your child have any specific dietary requirements (including Halal)?	<input type="checkbox"/>	<input type="checkbox"/>	

If "Yes" please detail these below:

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## Allergies

	Yes	No
Does your child have any Allergies that need to be considered while your child is within the Daycare's care?	<input type="checkbox"/>	<input type="checkbox"/>

If "Yes" please detail these below together with your care plan arrangements:

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## Immunisations and Health Checks

Please confirm whether your child has received the following Immunisations:

	Yes	No
Primary Immunisations (usually given at 8, 12 & 16 weeks after birth)	<input type="checkbox"/>	<input type="checkbox"/>
MMR Immunisation (first dose – usually at 12 months of age)	<input type="checkbox"/>	<input type="checkbox"/>
MMR Booster (second dose – usually at 3-5 years)	<input type="checkbox"/>	<input type="checkbox"/>
BCG Vaccination	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
Any other immunisations undertaken	<input type="checkbox"/>	<input type="checkbox"/>

If "Yes", please give details below:

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## Permissions for my child

Please tick the relevant boxes.

I give my consent for my child (insert name) \_\_\_\_\_ to:

- receive first aid (and see a doctor as necessary) in the case of an emergency
- receive the use of plasters in the event of an accident
- see a health visitor
- have administered (by a first-aider from the Staff) an asthma inhaler and / or Epi-pen (only where such medication has been prescribed by a doctor for the sole use by my child and where the Daycare holds a copy of that prescription)
- go on walks / visits (using public transport with staff when appropriately supervised)

## **USE OF PHOTOGRAPHS**

Good early years practice requires the measurement and assessment of your child's progress. A common method for such record keeping is via the use of photographs and videos.

By ticking the following boxes you give your permission to enable photos and video of your child to be taken and used whilst at Sandringham Daycare or out on trips and visits for:

- his / her profile record
- displays within the setting
- displays within the children's centre
- Early Years training for the London Borough of Newham
- the use by the local or national media (e.g. Newham Recorder)
- the use on the Sandringham Daycare' website, social media or literature

## **TERMINATION**

- I understand that the Daycare has the right to terminate this contract immediately (without recompense) should any of the following instances occur:
- consistent late payment of fees
  - consistent late collection of your child from the provision
  - continued unacceptable behaviour by your child
  - gross misconduct by the child's parent / carer (this includes but is not limited to using threatening or abusive behaviour) towards any Staff or indeed other parents or children who use the provision.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

## **SCHOOL CENSUS**

The school census is the mechanism that the government uses to collect information on the school population. This takes place 3 times a year. In 2016, the government made it a legal requirement for schools to report each child's country of birth and nationality.

If as a parent/carer, you do not wish this information to be included in the school census please tick the appropriate boxes.

**Yes**

**No**



# Sandringham Daycare Obligations & Your Obligations

These terms and conditions govern the basis on which we agree to provide childcare service to you.

## 1. OBLIGATIONS ON Sandringham Daycare

- a. We will:
  - i. Inform you as soon as possible whether your application for a place has been successful. You must confirm within one week of receiving notification that you still wish to take up the Daycare place once it has been offered if we do not receive confirmation we will assume you no longer require the place and withdraw the offer. Due to the high demand for places a £200 non refundable deposit will be necessary in order to hold the place. When your child starts we will deduct this amount from the first payment/invoice.
  - ii. Provide the agreed childcare facilities for your child at the agreed time (subject to any days when the Daycare is closed). If we change the opening hours of the Daycare, we will give you as much notice of our decision as possible and, if necessary, work with you to agree a change to your child's hours at the Daycare;
  - iii. Provide you with regular feedback on your child's progress and well-being at the provision on an at request basis as well as more formal feedback sessions such as parents evenings
  - iv. Notify you as soon as possible of any days on which your child's Daycare will be closed (such as bank holidays etc);
  - v. Try to make available to any other of your children, who are of an appropriate age, a place at our Daycare. However we cannot guarantee that a place will be available.
  - vi. Attending Sandringham Daycare, or having done so, does not give you an automatic right or any preferential treatment for your child to attend Sandringham Primary School when your child reaches Reception School age.

## 2. OBLIGATIONS ON YOU

- a. You will:
  - i. Complete and return to us our health record questions (as part of your application) before your child starts at our Daycare and immediately tell the Daycare manager of any change to the information or circumstances provided in your answers to those questions;
  - ii. Complete the relevant consent information (as part of your application) with regards to the administration of medicines, plasters as well as the use of photos and video for recording your child's progress;
  - iii. Immediately inform us should your child be suffering with a contagious disease. For the benefit of other children in the Daycare, you must not allow your child to attend the Daycare if they are suffering from a contagious disease which could be easily passed from one child to another during normal everyday activities within the Daycare (please ask for contagious disease policy for details)
  - iv. Immediately inform us of any changes to your contact details. The responsibility is on you to ensure that all such information is at all times current and correct;
  - v. Keep us informed as to the identity of those persons who will collect your child from the Daycare. If you as the child's parent(s) are unable to collect your child from the Daycare then you must pre-notify us of such an instance. Where this occurs we will require proof of that individual's identity prior to their collection of your child. That individual will also have to quote the security password that you have set up previously with the Daycare for such instances. If the Daycare is not reasonably satisfied that you have given that individual your authority to collect your child from Daycare then we will not release your child into their care;

- vi. Inform us if your child is the subject of a court order and provide us with a copy of such an order on request;
- vii. Immediately inform us if you are unable to collect your child from the Daycare by the official collection time (please note, additional charges are payable for this);
- viii. Inform us as far in advance as possible of any dates on which your child will not be attending Daycare. Any days or sessions where your child would normally attend Daycare and they do not, for whatever reason, will be non-refundable.
- ix. Provide us with at least 6 week's notice of your intention to decrease the number of hours your child spends at the Daycare or to withdraw your child from the Daycare and end this agreement. If insufficient notice is given you will be responsible for the full fees for your child for the 6 weeks from the date of any change as if their hours had not decreased. This is necessary if your child is receiving the government Free Entitlement Sessions ("FES") as there is a need to comply with the relevant Local Authority Service Level Agreement and the Code of Practice on sessions being funded in this way. If you do not receive NEG funding then you will be required to provide 1 calendar month notice of your wish to decrease your child's hours or indeed your intention to end this non-FES funded agreement. Fees will be revised immediately if we discover your entitlement for NEG funding has changed.

### **3. PAYMENT OF FEES**

- a. A non-refundable deposit of £200 for a full-time place or £100 for a part-time place will be taken prior to your child starting to secure their place at Sandringham Daycare.
- b. Our fees are based on a monthly fee which shall be notified to you in advance of your child starting at the Daycare. These fees are paid monthly over a 12 month period including term-time children. We may review these fees at any time but shall inform you of the revised amount at least 1 calendar month before it takes effect. If you do not wish to pay the revised fee, you may end this agreement by giving us 1 calendar month's notice, by completing our notification to leave form, which can be obtained from the provision manager;
- c. Fees must be paid on a monthly basis, in advance. If your child is eligible to receive the government's FEG sessions we may amend your billing calculations in order to comply with the relevant Local Authority Service Level Agreement and the Code of Practice. You will be notified in writing, one calendar month in advance, of any changes to the calculation of your bill.
- d. Where parents are in receipt of childcare vouchers, tax free childcare or working families tax credits, please note that this is the responsibility of the parent. Fees and top up fees must still be paid in full on the due date even if the above payment options are delayed. Non payment can result in termination of contract.
- e. All payments made under this Agreement must be paid by BACS/ debit order. You may however pay your first month's fee and the required deposit by cheque on a one time only basis.
- f. If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will charge you for additional childcare monthly in arrears. We will amend the amount of your following month's invoice.
- g. If you fail to make payment in full by the due date we will enforce an interest charge of 2% above the base rate of the Bank of England on the day the monies fell due. This will be charged every day the invoice remains unpaid, along with an administration fee of £25.00. For any failed standing order or cheque we will charge an administration fee of £5.00.
- h. No refund will be given for periods where your child's Daycare place is unfilled due to illness or holidays. Where Daycares are closed on bank holidays no refund will be given for this closure.
- i. Where the Daycare offers a reduced fee rate after a child's birthday that reduction will take effect from the first day of the following invoice period.

#### **4. SUSPENSION**

- a. We may suspend the provision of childcare to your child , and add on 1 calendar month's notice at any time if:
  - i. You have failed to pay any fees;
  - ii. Your child's behaviour at the setting is deemed by us to be unacceptable or endangers the safety and well being of the other children at the Daycare or the staff. The suspension shall continue whilst we try and address these problems with you.
- b. If your child is suspended part way through a calendar month, under these conditions, we shall give you a credit for any fees you have already paid for the remaining part of the calendar month, calculated on a pro-rata basis. This credit may be offset against any sums payable by you to us.
  - i. If the period of suspension exceeds 1 calendar month, either of us may terminate this Agreement by written notice.

#### **5. TERMINATION**

- a. You may end this Agreement at any time, giving us at least 6 week's notice, by completing the notification of leave date form. However, once your child is eligible to claim the government Free Entitlement Sessions (FES), you are required to give us 2 calendar month's notice, by completing the notification of leave form. A full copy of the FES terms and conditions can be obtained from your Daycare Manager.
- b. We may immediately end this Agreement if:
  - i. You have failed to pay your fees by the request due date;
  - ii. You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time of us asking you to;
  - iii.
  - iv. You behave unacceptably, as we will not tolerate any physical or verbal abuse towards our staff; Your child's behaviour is unacceptable or endangers the safety or well being of any other child at the Daycare, or indeed any member of the Daycare's staff;
  - v. We take the decision to close the Daycare. We will give you as much notice as possible of such a decision.
- c. You may immediately end this Agreement if:
  - i. We have breached any of our obligations under this Agreement and we have not or cannot put that right within a reasonable period after you have drawn it to our attention; or
  - ii. We suffer any event of insolvency.

#### **6. GENERAL**

- a. We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you. Please refer to the safeguarding policy.
- b. If the provision has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities to you. If the closure exceeds 5 days in duration (excluding any days the Daycare would otherwise be closed) we will credit you with an amount that represents the number of days the Daycare is closed in excess of those 5 days. However, the school reserves the right to take into consideration the continuation of payment given the nature of the circumstance for longer periods of unforeseen closure.
- c. If you have any concerns regarding the services we provide please discuss these with your Child's key worker. If these concerns have not been addressed to your satisfaction please contact the Daycare Manager. Customer satisfaction and your child's welfare is of paramount importance to us and any concerns/complaints will be addressed as impartially and ethically as possible. Should it become

necessary you may wish to refer your complaint to the Daycare's governors for adjudication, following the Daycare's complaint procedure.

- d. We carry a wide range of toys and equipment at the Daycare. Unless we specifically request otherwise your child should not bring any of its own toys to the Daycare. If they do bring toys with them, we accept no responsibility for any loss or damage to those toys.
- e. From time to time we may have photographs taken of the children who attend the setting. If you do not wish your child to be included in these photographs you should complete the relevant consents section of the application form.
- f. As the number of children with nut allergies is increasing, with the support of parents we aim to keep the facility NUT FREE. Parents are requested not to send food or empty food packaging into the Daycare. Parents are also requested not to use creams, sun creams, oils etc on their child that may contain nut oil. E.g. "arachis" as this may have severe consequences to another child or member of staff.

I agree to the terms and conditions listed above. I confirm that I am legally responsible for this child.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

## Where did you hear about us?

- |  |                          |
|--|--------------------------|
| Sandringham School Website                         | <input type="checkbox"/> |
| NPW newsletter                                     | <input type="checkbox"/> |
| Word of mouth                                      | <input type="checkbox"/> |
| Banner/Advert displayed outside Sandringham School | <input type="checkbox"/> |
| Flyer  | <input type="checkbox"/> |

Please thoroughly check the information that you have provided before submission as any incorrect or missing information may delay your application.

## Applicant checklist

- |  |                          |
|--|--------------------------|
| Completed every section of the application form                    | <input type="checkbox"/> |
| Sign agreements for consent, photographs and termination on page 8 | <input type="checkbox"/> |
| Sign the agreement section of the settling policy                  | <input type="checkbox"/> |
| Sign obligations on pages 11                                       | <input type="checkbox"/> |

Please ensure you bring original documents for copying:

- |  |                          |
|--|--------------------------|
| Proof of address (council tax bill/tenancy agreement AND utility bill          | <input type="checkbox"/> |
| Child's birth certificate  | <input type="checkbox"/> |
| Payslip dated within last 3 months for applicants applying for discounted care | <input type="checkbox"/> |
| Any relevant medical reports for your child                                    | <input type="checkbox"/> |

A member of the administration team will take a copy of your application for you to keep as a receipt for your records. You will be contacted within 2 weeks of receipt of your application with further information on securing a place.

Upon successful admission of a place at Sandringham Daycare, a member of the Daycare staff will be in contact with you to arrange a home visit where you'll have the opportunity to meet your child's key person, have an in depth conversation about your child, and ask any further questions you may have.

We look forward to supporting you and your child on the exciting journey into Sandringham Daycare.