



ADMISSION FORM

1. **Surname of Your Child:** Boy Girl Age:
- First Names:**
(Please underline the name generally used)
- Date of Birth: Nationality:
- Religion/Denomination: First Language:
- Proposed Entry Date:** Proposed Future School/s:
- Proposed Date of Entry to Future School:
-

2. **Father's Title:** **Full Name:** **Occupation:**
- Address:
- Postcode:
- Daytime Telephone: Evening Telephone:
- Mobile Number: Email address:
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3. **Mother's Title:** **Full Name:** **Occupation:**
- Address (if different from the above):
- Postcode:
- Daytime Telephone: Evening Telephone:
- Mobile Number: Email address:
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4. Address where child lives (if different from the above):
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5. Please give details of any person other than the natural mother or father who lives with the child:
- Name:** **Occupation:**
- Daytime Telephone:** **Evening Telephone:**
- Mobile Number:**
- Relation to the Child:**
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6. Please give details of a relation or friend who may be telephoned in an emergency if neither parent can be contacted and the name and telephone number of the family doctor.
- Friend/Relations Name:** **Daytime Telephone:**
- Address:**
- Family Doctor:** **Telephone:**
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7. Please provide the name(s) of any responsible person(s) authorised by you to collect your child
(Subject to clause 4(f) of our terms and conditions):

8. Please provide us with details of any medical condition, including allergies (**especially food allergies**) disabilities
or learning difficulties of your child:

9. Please give details of any special instructions or information necessary for the care of your child:

10. Please indicate which session(s) you wish your child to attend:

Monday	Tuesday	Wednesday	Thursday	Friday

Notes:

- a) Early registration is recommended. Admissions will be considered in the order they are received. The offer of a place is subject to availability.
- b) Before signing this form please ensure that you have read and understood the standard terms and conditions.
Please return this form with the non-refundable admission fee of £35, made payable to Genesis Nursery, along with the completed and signed Medical Information Form to the Nursery Manager at the address overleaf.
Upon acceptance of a place, a deposit equal to two weeks' fees is payable. This deposit is non-refundable if you
- c) do not subsequently enter your child into the Nursery.

DECLARATION

Before signing this form I/we have read and understood the Genesis Nursery Terms and Conditions which will undergo reasonable change from time to time. I/we have retained a copy of the Terms and Conditions with our records. I/we understand also that the Nursery (through the Nursery Manager, as the person responsible) may obtain, process and hold personal information about our child, including sensitive information such as medical details, and we consent to this for the purposes of assessment and, if a place is later offered, in order to safeguard and promote the welfare of the child.

Mother's Signature: Father's Signature:

Name in full: Name in full:

Date: Date:

Please be aware that the persons signed above will have legal responsibility for their child. If both parents are able to collect their child, both signatures are required.



CONFIDENTIAL PUPIL MEDICAL INFORMATION FORM

Name: Date of Birth:

Address:

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..... Postcode:

Name of Child's Doctor:

Address of Child's Doctor:

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..... Postcode:

Has your child attended a doctor in the past 12 months? If yes, for what reason?

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Has your child ever attended a specialist or been admitted to hospital? If yes, for what reason?

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Has your child had any other illness? If yes, please list:

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Does your child suffer from any allergies, food intolerances, disabilities and/or learning difficulties?

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Has your child had regular immunisation? Yes No (Please tick as appropriate)

Has your child had their eyesight tested? Yes No (Please tick as appropriate)

Has your child had their hearing tested? Yes No (Please tick as appropriate)

Has your child had dental check ups? Yes No (Please tick as appropriate)

Is your child taking any regular medication? If so, has it been prescribed by a doctor?

We require a doctors note before administering medicine to any child.

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How many brothers and sisters does your child have? Do they have any health problems?

If so, please describe

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Please give details of any other relevant information or health problems that concern you

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DECLARATION

I declare that the information given on this form is correct

Signature:..... Name:

Relationship to applicant: Date:

Please return this form under confidential cover to: The Nursery Manager of Genesis Nursery

STANDARD TERMS AND CONDITIONS

1. Terminology

- a) "**The Nursery**"/"**We**"/"**Us**" means Genesis Nursery as now or in the future constituted.
- b) "**The Nursery Manager**" is responsible for the day-to-day running of the Nursery and that expression includes those to whom any duties of the Nursery Manager have been delegated, such as the Deputy Nursery Manager/Senior Officers.
- c) "**The Parents**"/"**You**" means any person who has signed the Admission Form and/or who has accepted responsibility for a child's attendance at this Nursery. Parents are legally responsible, individually and jointly, for complying with their obligations under these terms and conditions. Those who have "parental responsibility" (i.e. legal responsibility for the child) are entitled to receive relevant information concerning the child unless a court order has been made to the contrary, or there are other reasons which justify withholding information to safeguard the interests and welfare of the child.
- d) "**The Pupil**" is the child named on the Admission Form. The age of the Pupil will be calculated in accordance with UK custom.

2. The Nursery

- a) **Our Aims:** The Nursery is a constantly developing community of children, staff and parents. We are committed to providing a happy and secure environment in which each child can develop at his/her own pace. Parents are expected to give their support and encouragement to the aims of the Nursery and to uphold and promote its good name and to ensure that the children maintain appropriate standards of behaviour and hygiene.
- b) **The Child's Health:** Parents must inform the Nursery if the child has any known medical condition or health problem or has been in contact with infectious diseases. The child must not be brought to Nursery if unwell or if recovering from a period of illness.

3. Entry to the Nursery

- a) **Admission:** Children will be considered for entry to the Nursery when the Admission Form has been completed and returned to the Nursery Manager and the non-returnable admission fee paid.
- b) **Offer of a Place:** The Nursery Manager will then contact you to let you know if a place is available. If a place is offered, the deposit of two weeks fees will be

payable when you accept the offer. The deposit will be refunded without interest less any outstanding payment due to the Nursery within one month of the pupil leaving the Nursery. The deposit will not be refunded if you subsequently do not take up the place in the Nursery.

c) **Standard Terms and Conditions:** Acceptance of a place is on the basis that reasonable changes may be made from time to time to these standard terms and conditions, to the level of fees and to the curriculum and the structure and composition of classes and the length of nursery terms. Notice of any change will be given as soon as practicable but on occasions it will be less than one month.

d) **Termination of the Contract:** The child will leave the Nursery before they reach the age of 5. The Nursery may bring the contract to an end at any time upon a month's written notice to parents. A child at the Nursery is not guaranteed a place at The Pointer School, entry to which is subject to admission requirements and a formal offer and acceptance incorporating The Pointer School's standard terms and conditions.

4. Pastoral Care

a) **Welfare of the Child:** We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to at least the standard required by law in the particular circumstances and often to a much higher standard. We will respect your child's human rights and freedoms which must, however, be balanced with the lawful needs and rules of our community and the rights and freedoms of others.

b) **Physical Contact:** Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a pupil in distress or to maintain safety and good order, or in connection with the Pupil's health and welfare.

c) **Concerns/Complaints:** Any question, concern or complaint about the pastoral care or safety of a child must be made to the Nursery Manager or key-worker.

d) **Disclosures:** Parents must, as soon as possible, disclose to the Nursery in confidence any known medical condition, health problem or allergy affecting the Pupil, or any family circumstances or court order which might affect the Pupil's welfare or happiness, or any concerns about the Pupil's safety. The Confidential Medical Information Form must be completed before the Pupil will be considered for admission to the

Nursery and must be submitted at the same time as the Admission Form.

e) **Belongings:** Pupils should not bring money, valuables, sweets or toys with them to the Nursery, as the Nursery does not accept responsibility for loss or damage to such items. A comforter will be allowed. All pupils will need a change of clothing, a coat and a hat. Hats should be of a design which offers protection both to the face and to the neck. Parents are asked to supply the Nursery with named sun cream for use on their child only.

f) **Collection:** The Nursery must be informed if someone other than a Parent is collecting the Pupil. The Nursery operates a password system in case the Parents ask a third party to collect the Pupil in an emergency. No pupil will be allowed to leave the Nursery premises with anyone who has not been given prior permission and does not know the password.

g) **Dietary Requirements:** The Nursery will provide a cooked lunch for each pupil in attendance everyday. Parents should advise the Nursery in writing of any dietary requirements or allergies. A doctors note should be provided if the pupil has a medically diagnosed food allergy. Although all reasonable care will be taken to ensure that the pupil does not come into contact with certain foods, unless a doctors note is provided the Nursery cannot guarantee this.

h) **Transport:** The Parents consent to the Pupil travelling by any form of public transport and/or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

i) **Liability:** Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the Nursery does not accept responsibility for accidental injury or other loss caused to the Pupil or Parents or for loss or damage to property.

5. Health and Medical Matters

a) **Infectious Diseases:** Pupils will not be accepted into the Nursery with an infectious disease and must not return to the Nursery until medically fit. The Nursery reserves the right to send a pupil home if they become unwell whilst under the Nursery's care. It is a condition of acceptance that the Parents leave a daytime contact number.

b) **Medicine:** The Nursery cannot administer any medicine to a pupil unless prescribed by a doctor. The Nursery will maintain a Medical Register which must be signed by the Parents before any medicine is given.

c) **Medical Information:** Throughout a Pupil's time as a pupil of the Nursery, the Nursery Manager shall have the right to disclose confidential information about the Pupil if considered to be in the Pupil's own interests or

necessary for the protection of other members of the Nursery community. Such information will be given and received on a confidential, "need-to-know" basis.

d) **Emergency Medical Treatment:** The Parents authorise the Nursery Manager to consent on behalf of the Parents to the Pupil receiving emergency medical treatment including blood transfusions within the United Kingdom, general anaesthetic and operations under the National Health Service or at a private hospital where certified by an appropriately qualified person necessary for the Pupil's welfare and if the Parents cannot be contacted in time.

6. Fees and Extras

a) **Meaning:** "Fees" where used in these terms and conditions means the daily charge set by the Nursery. Parents will be consulted regarding any extra costs such as day trips or external activities.

b) **Payment:** Our fees are set to reflect the cost of the service being provided. The Parents undertake to pay the Fees applicable for each day of attendance. Fees are due and payable on or before the day of attendance.

c) **Responsibility for Payment:** Fees are the joint and several responsibility of each person who has signed the Admission Form or who has parental responsibility for the child or has paid any fees or who has given instructions to the Nursery in relation to the child.

d) **Late Collection:** At the Nursery Manager's discretion, the Nursery may charge an additional fee of up to £15 per 15 minutes for lateness in collection of your child after 18.00. This is necessary because late collection involves the nursery in extra costs (payment of overtime to staff).

e) **Refund/Waiver:** Fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the Nursery can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other Parents. No compensation will be paid or refund given if the Nursery has to be cancelled due to any reason beyond the control of the Nursery, such as technical problems or weather conditions. The Nursery will endeavour to provide alternative activities where possible.

f) **Unpaid fees:** Interest on a daily basis at 1.5% per month and all administration and legal costs will be charged in relation to fees, fees in lieu of notice and extras that are unpaid by the due date. Such items will be recoverable by action if necessary.

(i) In the event of an unpaid cheque, standing order or direct debit, a charge of £20.00 will be made to cover our administration costs and bank fees.

(ii) In the event of an account being unpaid beyond the

3 day limit, Genesis Nursery will send a reminder for which an administration charge of £15.00 will also be charged.

(iii) For all subsequent arrears/debt recovery letters sent, an administration charge of £15.00 will be levied on the account balance.

Genesis Nursery is closed on Bank Holidays, and between Christmas Eve and New Years Day, and for 5 staff training days in the first half of August.

g) **Exclusion for Non-Payment:** The right is reserved on 3 days written notice to exclude a pupil while Fees are unpaid.

7. Cancellation , Withdrawal and Fees in Lieu

a) **“Notice”:** means a month’s written notice delivered to and actually received by the Nursery Manager. No other notice will suffice.

b) **“Month”:** means the period between and including the first and last days of each Month.

c) **Withdrawal:** A month’s notice must be given before the child is withdrawn or a month’s fees in lieu will be due and payable as a debt at the rate applicable on the date of invoice whether or not the place can be filled. Provisional notice is not accepted.

d) **Cancellation:** A month’s fees in lieu of notice (less the deposit) will be paid by the parents if they, for any reason cancel their acceptance of a place or the child does not join the Nursery. Discretion may, however, be exercised in cases of serious illness or genuine hardship.

e) **Removal:** Parents may be required to remove the child permanently if, because of the conduct of a parent or the child, it appears to the Nursery Manager that the continued presence of the child is incompatible with the interests of the Nursery. There would be no refund of fees in these circumstances but the deposit would be returned and fees in lieu of notice would not be charged.

8. General Conditions

a) **Insurances:** The Nursery undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of parents.

b) **Management:** It is our intention that the terms and conditions will always be operated so as to achieve a balance of fairness between the rights and needs of parents and pupils, and those of the Nursery community as a whole. We aim also to promote good order and discipline throughout our Nursery community and to ensure compliance with the law.

c) **Legal Contract:** The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms of these Terms and Conditions.

d) **Third Party Rights:** Only the Nursery and the Parents are parties to this contract. The Pupil is not a party to it. The acts and omissions of Parents are binding on the Pupil and vice versa as to any matter of behaviour, discipline and Fees. All requests and authorities by the Parents are treated as being made on behalf of the Pupil and vice versa.

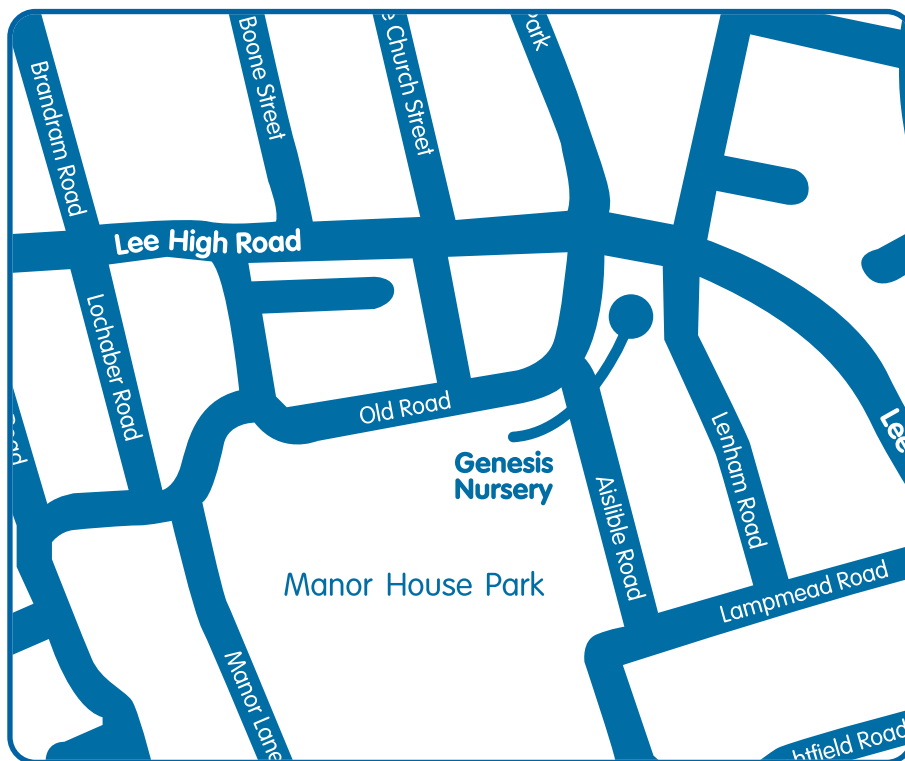
e) **Interpretation:** These terms and conditions supersede those previously in force and will be construed as a whole and headings, unless required to make sense of the immediate context, are for ease of reading only and are not otherwise part of the terms and conditions. Examples given in these terms and conditions are by way of illustration only and are not exhaustive.

f) **Jurisdiction:** This contract was made at the Nursery and is governed exclusively by English law.

9. Non-Solicitation of Staff

Parents agree that they will not solicit for employment or employ any employee of Genesis Nursery with whom they may have had contact with as a result of this agreement. This restriction shall apply during the course of this Agreement and for six months after its termination. If a Genesis Nursery employee is employed by a parent a recruitment fee of 25% of a full years salary will be charged.

LOCATION MAP



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www.genesishnursery.co.uk