

# SPRINGFIELD DAY NURSERY

61 SPRINGFIELD ROAD  
BURY ST. EDMUNDS  
SUFFOLK  
IP33 3AS  
TEL: (01284) 753902  
EMAIL: info@springfield-nursery.org.uk  
WEBSITE: springfield-nursery.org.uk



• Learning by Doing •

## ENROLMENT FORM

Please complete and return this form **before** your child begins at Springfield Day Nursery. If you have any difficulty in filling out any part of this form a member of staff will be more than happy to assist you.

Family Name

Child's Name(s)

Child's preferred name (if different)

Gender  Date of Birth  Due Date

*Proof needed of child's name and DOB to be seen and photocopied by nursery.*

Home Address

Postcode  Telephone number

Mobile Number  Email

**Please inform us if you change your number**

Parent/Carers' name

Parent/Carers' work contact details (where applicable)

1

Telephone Number

2

Telephone Number

Child's first language

Other languages(s) spoken at home

Religion  Ethnicity

Name of Child's Doctor

Doctor's address

Telephone Number

Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within the setting to share this commitment.



Does your child have any on-going health issues? (If yes, please give details)

Has your child received support from any agencies such as Social Worker or Speech Therapist?

Does your child have any individual requirements, requests or needs you would like us to observe in nursery? (For example, religious observance, food or clothing etc).

Is there any additional information that you feel we need to know in order to help us meet your child's individual needs?

Name(s) and relationship (to child) of any person you have authorised to collect your child from nursery on a regular basis.

Has your child previously attended:

A parent and toddler pre-school?

A pre-school?

Another nursery?

When is your child expected to start school and which school? (If known)

We also seek your permission for images of

to be used in publicity, literature, ~~EV~~LWHdisplay and any relevant

purposes. Please indicate **Yes** **No**

Name (parent/guardian)

Date

(signature)

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### EMERGENCY CONTACT DETAILS

It is really important for Springfield Day Nursery to be able to contact you (or another named individual) in the event of an emergency whilst your child is attending a nursery session. We therefore ask that details of all numbers you can be contacted on (during your child's nursery sessions) are recorded below. We also require that, where possible, an additional name and telephone number is included in case you are not contactable, for example, a relative, friend or neighbour.

#### Your emergency contact details:

Home

Mobile

Work (where applicable)

Other

#### ADDITIONAL CONTACT NAMES(S) AND TELEPHONE NUMBER(S)

1.

Name

Relationship to child

Contact number

2.

Name

Relationship to child

Contact number

3.

Name

Relationship to child

Contact number

**PLEASE LET SPRINGFIELD DAY NURSERY KNOW IF ANY OF THIS INFORMATION CHANGES WHILST YOUR CHILD IS AT NURSERY.**

You may in the future require a 'safe' word, if someone new to the setting will be collecting your child. Please confirm a word that you would like to use. We recommend something memorable such as a pet's name.

The safe word I have selected is  Signed

Are there any people that you do not wish your child to be collected by?

Please note, you may be asked to provide photographs of these people for the nursery to keep.

**Permission to seek emergency medical treatment** Yes No Signed

If NO please give details of arrangements you wish to make:

**Fees to be paid in advance, either weekly or monthly. Four weeks paid notice required or four weeks fees paid in lieu of notice. Fees, including any lunches, are still due during any periods of absence, i.e. holidays and sickness.**

I accept the Terms and Conditions of Springfield Day Nursery which I have retained:

Signature of parent/carer

Name (please print)  Date

**Please inform the Nursery in writing should you wish this to change.**

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## TERMS AND CONDITIONS OF SPRINGFIELD DAY NURSERY

Fees are to be paid in advance, either weekly or monthly by cash or online – Barclays, Sort Code: 20-16-12, Account number: 50843253, stating the child's name and week/month it covers. Should the fees not be completely cleared by the end of the week or month at the latest, your child will be liable to lose their nursery place.

Fees, including any lunches, are still due during any periods of absence, i.e. holidays, sickness and any self-isolation due to the Coronavirus.

Any extra sessions required, to be paid in advance, and will not be refunded if cancelled.

Four weeks paid notice required, or four weeks paid in lieu of notice.

Any permanent changes that you may like to make to your booked sessions will be accommodated depending on availability.

You will be required to complete the enrolment forms to give the Nursery necessary information for the well-being of your child.

The Nursery opens at 7.45am and closes at 5.45pm promptly.

Due to the Nursery being very well equipped, unless we ask your child to bring in specific items, we accept no responsibility whatsoever for toys or 'un-necessaries' brought from home. We also do not accept responsibility for any items left outside the Nursery.

Be fully aware the nursery is not responsible for the safety of the child before entering or when leaving the nursery building. This is your responsibility.

Copies of all policies are available on request. Please see over for our health guidance procedures.

If your child is uncollected by 18:15 with no parental or authorised persons being able to be contacted we will follow our Uncollected Child policy and phone Customer First.

Please be fully aware should you reduce your child's attendance, for example during college holidays, we can only guarantee the times retained and paid for during the break.

### Contact details

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WEBSITE: [springfield-nursery.org.uk](http://springfield-nursery.org.uk)

OWNERS: Sarah Orford (Manager) BA Hons (Education)  
Celia Orford (Director) PGCE

DEPUTY  
MANAGER: Liz Cutter

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