



# ADMISSION FORM

Full Name: .....

Name child known by .....

Date of Birth: .....

Religion .....

Address:

.....  
.....  
.....  
.....

Home Telephone: .....

Mobile No: .....

Language(s) spoken at home:

.....

Mothers Name: .....

Fathers Name: .....

Place of Work: .....

Place of Work: .....

Telephone No: .....

Telephone No: .....

Parental responsibility YES/NO

Legal Contact YES/NO

1st Emergency Contact (other than parent):

Relationship to Child:

.....

.....

2nd Emergency Contact (other than parent):

Relationship to Child:

.....

.....

Name of person Collecting child (if not parents)

Telephone No:

.....

.....

Password: .....

(To be used by person/s who are collecting your child. They will be asked the password before being able to collect your child).



# Day Nursery

Name of Childs Doctor:

.....

Address & Telephone No:

.....

.....

.....

.....

Name of Childs Health Visitor:

.....

Telephone No:.....

Any other professionals involved with your child  
(i.e. speech therapists)

.....

Are all vaccinations and immunisations up to date? YES/NO

Please give details of any medical conditions, allergies or special treatment needed:

.....

.....

Does your child take any regular medication for any condition?

.....

Does your child require a special diet? YES/NO  
if yes please give details:

.....

.....

Any other relevant information:

.....

.....

.....

Days Required: .....

Hours Required: .....

Confidentiality: I understand that, as a parent or guardian bringing a child into the nursery, I will be in close contact with other people's children and may learn things about them that I would not otherwise know. Although the nursery staff will not discuss confidential matters with me, the children may tell me things about themselves and their family and I may observe things that allow me to draw conclusions about them. This information is personal and private and I will treat it with respect and confidence. If I have any concerns about what I see or hear I will discuss it with the Nursery Manager.

Signed (Parent/Guardian):

.....

Date: .....

Signed (Parent/Guardian):

.....

Date: .....

Signed Nursery Manager:

.....

Date: .....

Date arrangement is to start:

.....





## FUN Farm Day Nursery Contract

- You agree to pay Nursery Fees for the number of sessions that your child/ren is booked in for.
- One month's written notice is required if you intend to withdraw your child from the nursery or wish to change attendance times.
- Children are picked up on time. If this is not possible, the Nursery Manager is to be informed. Continued lateness will result in the place being withdrawn.
- If your child becomes hospitalised or unable to attend for a long period of time, speak to the Managers so we can discuss your situation.
- If your child does not attend nursery for 3 weeks and the Nursery is not informed of the reason, your child will lose its Nursery place and fees will be payable for those three weeks.
- At least two telephone numbers and contact names must be left with the Nursery in case of emergency (Ofsted requirement).
- If you change your address or telephone number, the Nursery must be informed immediately.
- You must supply nappies, wipes, nappy cream, etc as requested.
- Your Nursery Fees must be paid whether your child/ren attends or not.
- Nursery Fees: Cheques to be made payable to Fun Farm (Lincoln) LTD, or by cash, direct debit or switch payments.
- Fees to be paid monthly in advance, places will be withdrawn if fees are not paid and must be paid by the 7th of the month.
- We reserve the right to ask you to take your child home if we feel that they are to unwell to attend Nursery.
- A £50 retainer fee is required when handing in your admission form and nursery contract, this is to secure your child's nursery place and will be refunded on your child's last day

I agree to abide by the Nursery Contract.

Name: .....

Signature: .....

Date: .....

Name: .....

Signature: .....

Date: .....

Childs Name: .....



**Name of Child:** .....

**DOB:** .....

	YES	NO
I give permission for staff to apply nappy cream.		
I give permission for my child to take part in celebrations i.e. Halloween, Christmas and Multicultural and Religious Celebrations.		
I give permission for staff to apply sun cream.		
I give permission for staff to administer non prescribed medication such as Calpol and teething gels.		
I am happy for my child to use the rocky entertainers.		
I am happy for my child to have the occasional face painting.		
The staff are permitted to obtain appropriate medical advice or treatment in case of an emergency.		
The Nursery Staff are permitted to take your child off the premises to go for nature walks and around the local surroundings.		
The use of photography/video to record skills, progress, to create display work, or for publicity purposes is agreed.		



## Day Nursery

Stephenson Road (off station road)  
North Hykeham, Lincoln. LN6 3QU

Tel: 01522 692338  
Email: [nursery@funfarm.co.uk](mailto:nursery@funfarm.co.uk)  
[www.funfarm.co.uk](http://www.funfarm.co.uk)