



APPLICATION FORM

About your child...

First name

Last name

Preferred name

Date of birth (dd/mm/yyyy)

Home address

Postcode

Religion or belief system

First language

Additional languages

Food preferences

Drinks preference (water/milk/formula)

Known allergies

Known medical conditions

Immunisations which they have received:

Diphtheria

Measles

Meningitis C

Mumps

Poliomyelitis

Rubella

Tetanus

Whooping cough

Other (please specify)

Special educational needs

Previous childcare setting

Preferred primary / prep school

About you...

First name

Last name

Email address

Mobile telephone number

Landline or work telephone number

Do you have parental responsibility?

Does the child live with you?

Your relationship to the child

Second parent or carer

First name

Last name

Email address

Mobile telephone number

Landline or work telephone number

Do you have parental responsibility?

Does the child live with you?

Your relationship to the child

Are any care agencies involved with your family, eg, social services? Please provide relevant details.

Alternative contacts

Please ensure that any contacts live locally and are easily contactible in the event of an emergency.

First name

Last name

Contact telephone number

Secondary contact number

Relationship to the child

First name

Last name

Contact telephone number

Secondary contact number

Relationship to the child

Medical contacts

The child's GP practice, including address

Telephone number

Doctor

Please use the space below to provide any information which may be relevant to the wellbeing of your child during their time at ONE, or general details about your family which you would like to share with us - for example if you have recently moved to the area, or the child has siblings.

Your permission

Do we have your permission to...

YES

NO

...apply elastoplasts to your child if required

...apply sun cream to your child

...take your child on walks around the hospital grounds

...take your child to our neighbour's small holding where there are Shetland ponies, goats and lambs

...give your child a piece of cake when we receive home-made cakes on special occasions (such as birthdays)

...authorise emergency medical treatment for your child in your absence or the event that we are not able to contact you, including sharing any information we hold on file with medical professionals

...share information contained in this document with other childcare settings that your child may have attended or might attend in the future (including primary/prep schools)

...use appropriate photographs or short video clips of your child:

- on our social media pages
- on our website
- in our promotional material
- on display boards around the setting

...allow other parents to take photographs which may include your child at events such as open days, graduation, etc

...register you and your child on the Tapestry online learning journal so that you can access information about their development

Terms and conditions

We offer two childcare plans which are detailed below. Please read through the terms and conditions and then confirm acceptance signing this document and indicating which plan you wish to opt for.

40 WEEK PLAN

This plan includes childcare during KCC school term time, plus a week each for the October and February half terms. The hourly rate for childcare is £5.50 per hour, regardless of your child's age. Holiday care may be available upon request, but is not guaranteed.

52 WEEK PLAN

This plan includes childcare for 52 weeks of the year. The hourly rate for childcare is currently £4.95 per hour regardless of your child's age.

INVOICES

We issue three main invoices per family per year, reflecting the term dates set by Kent County Council. Separate invoices are issued for any extra hours, late fees, etc, in arrears. As is standard practice, you will be billed for any public holidays falling on days where your child would normally attend. You will not be charged for any days (other than public holidays) when we close the setting, for example for training purposes.

PAYMENTS

Although invoices are issued termly and due immediately upon receipt, we normally accept payment in monthly instalments, unless your invoice total is £350 or less, in which case we ask you to pay the full amount when the invoice is issued. Payment schedules are detailed on your invoice and due on the 15th of each month. Instalments start in the month preceding the term to which the invoice relates. In cases where instalments are late more than twice, we reserve the right to require payment in full by the beginning of the term in order to hold your childcare place. We only accept payments by BACS and our account details can be found on your invoice. In the event that it becomes necessary for you to make payment by other means – including cash or cheque - we reserve the right to apply a 5% surcharge to cover extra banking and administration costs.

CHILDCARE VOUCHER PAYMENTS

Please note that it usually takes 2-3 working days for childcare voucher payments to reach us once you have instructed payment through your voucher provider. We therefore ask you to make sure that payments are instructed with sufficient time for funds to reach us by 15th of the month.

LATE FEES

Late fees are incurred when parents arrive 10 minutes or more after their child's scheduled pickup time. Late fees are charged at £45 per hour pro rata for every minute after the pre-arranged collection time. If you are persistently late we reserve the right to amend your child's pick-up time and charge you accordingly. This helps us to ensure that we have adequate staff available to meet your child's needs.

KCC-FUNDED CHILDCARE

Childcare under the KCC schemes for 3 and 4 year olds as well as qualifying 2 year olds will be available as follows:

Monday to Friday, time between 8.30am and 11.30am

Monday to Friday, time between 1.00pm and 4pm

You can claim a maximum of 15 hours per week for 38 weeks (equivalent to KCC term time) as long as you don't claim funded hours at any other childcare setting. This equates to 570 hours over the course of the year. Childcare outside the hours listed above or over the 15 hours allowance will be charged at your normal rate, determined by whether you are on the 40 week or 52 week plan.

Please note that funded hours must be registered with KCC at the beginning of each term and if you intend to claim less than the full 15 hours per week, you may not be able to increase this until the next term.

FEE INCREASES

We will review our fees each year in November and reserve the right to increase fees effective from the first day of the January term. We will inform you of any changes by 15th November.

CHANGES TO CHILDCARE HOURS / MEALS

If at any time you wish to decrease your child's hours, change meal preferences, or your child will be leaving us then you must notify us at the beginning of the half term to take effect from the beginning of the following half term. Any costs incurred during the notice period remain payable in full. The same notice period applies if you wish to switch between the 52 and 40 week plans. If you wish to increase your child's hours we will aim to accommodate your request as soon as possible. Any extra hours will be billed on a monthly basis until your next termly invoice.

ABSENCES

If your child does not attend for any reason – including sickness and holidays - you will still be charged for their normal hours and meals.

SICKNESS

For the wellbeing of all children and staff at our setting and in order to prevent the spread of certain types of infection we have detailed policies covering situations where it is not acceptable for your child to still attend the setting. Copies of these policies are available upon request and we reserve the right to refuse admission where certain symptoms are or have been present within the past 48 hours. If your child is still able to attend but requires medication, please ensure that you have instructed a member of staff and completed an 'administration of medication' form and read through our policy.

DISCOUNTS

We offer a 5% discount for children who attend five days a week on the 52 week plan. Any other discounts are only applicable to childcare on the 52 week plan.

ONLINE LEARNING JOURNAL

We use the Tapestry secure online learning journal to chart each child's progress at our setting and to ensure that staff maximise the amount of time they spend with children rather than on administration. We ask you to complete a separate permission form for Tapestry and this is a requirement in order to secure your child's place.

OUR POLICIES

We ask all parents to familiarise themselves with our general policies and procedures which are designed to meet our statutory obligations as well as promote the ethos of our business. For the safety and wellbeing of children and staff it is vital that everyone adheres to these policies and the continued availability of each childcare place is contingent on parents, carers, relatives and other visitors respecting and adhering to our policies.

ACCEPTANCE

I wish to use the 40 week plan

I wish to use the 52 week plan

I have read and accept the terms and conditions listed above

Parent signature

Date

Please type your full name and place of birth instead of providing a signature if you are not completing a hard copy of this form.

Preferred hours

	Start time	Finish time	Lunch?	Afternoon snack?
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				