



Harvey Bears Nursery & Preschool

Admission Form

Section 1: Contact Information

Your Child's full name: _____

Your Child's full date of birth: _____

Your full address (incl. postcode): _____

Person 1 with parental responsibility:

Full Name: _____

Relationship to the Child: _____

Address: _____

Home Tel: _____

Work Tel: _____

Mobile: _____

Email: _____

Person 2 with parental responsibility:

Full Name: _____

Relationship to the Child: _____

Address: _____

Home Tel: _____

Work Tel: _____

Mobile: _____

Email: _____

We understand that there may be times those above are unable to collect your child. Therefore, please list below those who are authorised to collect your child.

Full Name: _____

Relationship to the Child: _____

Address: _____

Home Tel: _____

Work Tel: _____

Mobile: _____

Full Name: _____

Relationship to the Child: _____

Address: _____

Home Tel: _____

Work Tel: _____

Mobile: _____

Password: _____

We will ask any person that does not have parental responsibility when they collect your child.

Please detail below any person(s) who have legally restricted contact with your child (NB we will ask for evidence of this). This information will be treated with strictest confidence and a privacy notice will be served.

Full Name: _____

Address: _____

Any further useful information: _____

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ Signed: _____ Date: _____

Section 2: Medical Information

Name of Health Visitor: _____ Telephone No: _____
Name of Doctor: _____ Telephone No: _____
Name and Full Address of _____
GP Surgery: _____

Are all immunisations up to date? **Yes** **No** Details: _____
Any Dietary Requirements? **Yes** **No** Details: _____
Any Known Allergies? **Yes** **No** Details: _____
Any Additional Needs? **Yes** **No** Details: _____
Any Regular Medication? **Yes** **No** Details: _____

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ **Signed:** _____ **Date:** _____

Section 3: Safeguarding your Child

At Harvey Bears we adopt and adhere to the safeguarding regulation as outlined in the Early Years Foundation Stage guidelines. The implication of this is that if any members of staff or committee have any concerns regarding child protection or the safeguarding of your child, it is our policy and our duty to report or make referral to the necessary authorities. By law our duty is always to the children. To view our full policies and procedures please refer to our website (www.harveybears.org.uk) or ask a member of staff to see our hard copy kept on the parent's table during pre-school sessions.

I/we understand and accept the implications of the Harvey Bears safeguarding policy and give consent for Harvey Bears to put the safeguarding of my child first.

Child's Name: _____ **Date of Birth:** _____

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Parent 1:

Print Name: _____ **Signed:** _____ **Date:** _____

Parent 2:

Print Name: _____ **Signed:** _____ **Date:** _____

Section 4: Photograph and Video Consent

We use photographs and video of the children at Harvey Bears for displays and noticeboards supporting in our observations of your child's development and for staff and student training. Occasionally, we show governing bodies and prospective parent's photos and videos to show them the different activities available. Please see our Data Protection Policy and enclosed privacy notices. You can choose to answer the following questions, however you are not required to. **I give permission for my child to be:**

Photographed for their personal file	Yes	No
Photographed / filmed for displays within the setting	Yes	No
Photographed / filmed to show governing bodies or prospective parents	Yes	No
Photographed / filmed for use on the Harvey Bears website and social media pages	Yes	No
Photographed for use in marketing tools	Yes	No

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ **Signed:** _____ **Date:** _____

Section 5: Sunscreen application

At Harvey Bears we feel it's very important for children to be active outside. Therefore it's very important that your child is protected when out in the sun.

I understand that:

- it is my responsibility to provide a high factor sunscreen and sun hat in my child's bag.
- The sunscreen will be marked clearly with my child's name.
- Where possible I will apply sunscreen to my child before they arrive at Harvey Bears. The staff will re-apply if required.
- If preapplication is not possible, I must have applied the same sunscreen (as that provided to Harvey Bears) previously on my child in order to ensure my child has no allergic reaction to it

I give my permission for staff at Harvey Bears to apply sunscreen as required

Yes

No

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ **Signed:** _____ **Date:** _____

Section 6: Consent and Terms

- I give permission for Harvey Bears to seek medical attention. In the case of an accident or emergency. I authorise the staff to sign any written form of consent required by the hospitals if the delay in obtaining my 2signature is considered by doctors to endanger my child's wellbeing.
- I give permission for a hypoallergenic dressing to be applied to a cut or graze for protection.
- I understand that Harvey Bears must be informed of any changes in my child's circumstances, including family changes, moving house or attending any other Pre- School.
- I have been made aware of the current policies and procedures and I know I have the right to access them on request to the manager of management committee.
- I understand that I must give 4 weeks' notice to cancel my child's place at Harvey Bears. Please also note if you go on holiday you will be charged for hours your child normally attends Pre- School.
- I understand that fees will be made in advance and will be paid during illness or holiday (if applicable). Late payment will result in a fee of £20. Persistent non- payment will lead to my child not being allowed to attend Harvey Bears.
- I understand that my child will not be allowed to attend Harvey Bears if they are unwell and must not attend for 48 hours if they have sickness and or diarrhoea.
- I understand that Harvey Bears must be informed if there if a change of the person collecting my child. I understand that they will require to give an emergency password as detailed in this admissions form. Please note that we will not release any child to an unauthorised person unable to produce this password.

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ **Signed:** _____ **Date:** _____

I give my permission / consent for my child:

Use a Harvey Bears digital device (e.g. computer or tablet) under adult supervision

Yes

No

Be offered milk at snack time (please select FULL FAT or SEMI SKIMMED)

Yes

No

Take part in cookery activities

Yes

No

Having their faces / hands / feet painted during pre-school

Yes

No

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ **Signed:** _____ **Date:** _____

Section 6 (continued):

Outings

Harvey Bears feel it's important to make use of the community and surrounds. At times we may take the children on outings. This may be to the park, field, farm, shops or to walk around the village. This will also be done with the required number of staff members and children will always be signed out and in again on a special outings register.

Yes **No**

Yes **No**

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ **Signed:** _____ **Date:** _____

Section 7: Dress Code

In order to keep your child and the others within our care safe we have a requirement regarding dress code which must be adhered to in order to meet our health and safety obligations.

Only one set of plain stud earrings are permitted and any other jewellery is discouraged. (This includes hoops, amber teething necklaces on any part of the body).

We also have an obligation to endeavour to maintain the village hall. As such we would request that all children wear light coloured soled shoes when on the premises.

Please sign below to indicate you have understood and intend to comply with these directives.

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ **Signed:** _____ **Date:** _____

Section 8: Committee

We are a volunteer, committee-run charity. We are always looking for new members to join our team. If you would be interested in finding out more information by speaking to a member of our committee, please indicate your preferred method of contact and details below

Full Name: _____ Relationship to the Child: _____

Address: _____

Postcode: _____

Home Tel: _____ Work Tel: _____

Mobile: _____ Email: _____

Section 9: Session Booking Request

Please indicate in the table below which sessions you require. We will review this against our available slots and confirm or advise where necessary.

Early Drop Offs* (Please confirm start time)	Mon		Tue		Wed		Thur		Fri	
9am – 3pm (Full Day)	Mon		Tue		Wed		Thur		Fri	
9am – 12pm (Half Day am)	Mon		Tue		Wed		Thur		Fri	
9am – 1.30pm (Half Day with Lunch)	Mon		Tue		Wed		Thur		Fri	
12pm – 3pm (Half Day pm)	Mon		Tue		Wed		Thur		Fri	
* Available in 15 min session from 8am, additional fees apply										

Section 10: Getting to know your child

We like to get to know your child quickly and make them feel settled and comfortable in our environment, offering appropriate and preferable options where possible. Please give as much detail as you feel necessary to help us achieve this. You can choose to answer the following questions, however you are not required to.

Culture and/or religion

How would you describe your child's culture / religion? _____

Food and Drink

What does your child like? _____

Does your child have a drink preference (water / squash / milk)? _____

Does your child have a bottle of milk? If so, what times and do they prefer it hot or cold? _____

What fruits / vegetables do they like? _____

What is their favourite food? _____

Is there any food / drink your child really dislikes? _____

Does your child have any known allergies or intolerances? _____

Are there any dietary requirements we should know of? _____

Routines

Does your child sleep during the day? If so, what time and for how long? _____

Do they have a comforter? _____

Interests / Activities

Does your child have any particular interests? _____

Do they have any favourite songs or games? _____

Family Life

Does your child have any siblings? If yes, please state their names and ages. _____

Do you have any pets at home? If yes, please provide some information about them. _____

What is the primary language spoken by the family at home? _____

Is there anything else you feel we should know to help us understand your child more? _____

Please sign to confirm that you give consent for Harvey Bears Nursery and Preschool to store this data about you and your child, in line with our Data Protection Policy. You may withdraw consent at any time.

Print Name: _____ **Signed:** _____ **Date:** _____

Fees and charges

Please see below our current fees. These are effective from 1st April 2025.

Rates are reviewed regularly and any changes are communicated to parents with a minimum of 1 months notice.

Babies (3 months – 2 years)

Full Day (9am-3pm)	Half Day (9am-12pm / 12pm-3pm)	Half Day with Lunch (9am-1.30pm)	Extra Sessions Per 15 min (8am-9am or over booked session)
£39.00	£19.50	£29.00	£1.50

Toddlers (2 – 3 years)

Full Day (9am-3pm)	Half Day (9am-12pm / 12pm-3pm)	Half Day with Lunch (9am-1.30pm)	Extra Sessions Per 15 min (8am-9am or over booked session)
£31.00	£15.50	£22.00	£1.50

Preschoolers (3 years +)

Full Day (9am-3pm)	Half Day (9am-12pm / 12pm-3pm)	Half Day with Lunch (9am-1.30pm)	Extra Sessions Per 15 min (8am-9am or over booked session)
£28.00	£14.00	£19.50	£1.50

Funded Hours Available

- Tax Free Childcare: this is a government scheme to support working parents with childcare costs. For every £8 you pay into the account, the Government will pay an extra £2. Please see www.childcarechoices.gov.uk for more information.
- All 3 and 4 year old children receive 15 hours of free childcare per week, with some 3 and 4 year olds able to receive up to 30 hours of free childcare a week. This will apply from the term after your child turns 3 years old.

To see if you are eligible for 30 hours free childcare, please visit www.childcarechoices.gov.uk or call the childcare service helpline on 0300 123 4097.

You must apply for / renew your 30 hours eligibility code before the end of one term to be able to use it for the next term.

- Some children from 9 months old are eligible for 15 hours of free childcare – please visit www.worcestershire.gov.uk/freechildcare for information.

Please speak to a member of staff for further information.