



Enrolment form

Deposit Paid: £  
Date:  
Registration paid: £  
Funding code:

Dear Parents/ Carer,

To enable us to meet your child's specific individual needs please complete this enrolment form carefully. For parents that are accessing a private nursery space, nursery fees are paid every fortnight and we require 2-weeks paid upfront prior to starting. A minimum of two sessions per week must be requested;

All information is treated in the strictest of confidence and without prejudice.

Please return this form as soon as possible to register your child's name for the nursery place you require. Ensure all sections of the forms are completed before returning.

Please enclose a £50.00 registration fee with this enrolment form.

Child's name \_\_\_\_\_ Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home telephone \_\_\_\_\_ Ethnic Origin \_\_\_\_\_

Female/ male \_\_\_\_\_ Religion \_\_\_\_\_ Child NHS NO: \_\_\_\_\_

Parent's details

Parent's marital status: .....

Mother's name \_\_\_\_\_

Father's name \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

N.I No. \_\_\_\_\_

N.I No. \_\_\_\_\_

Mobile \_\_\_\_\_

Mobile \_\_\_\_\_

Email address for child's online learning journal .....



Joint Parental Responsibility? \_\_\_\_\_

If parents separated is there legal contact? .....

Medical information

Any medical conditions, regular medication to take or any history Cheeky Monkeys Two should know about: \_\_\_\_\_  
\_\_\_\_\_

Any allergies your child has:  
\_\_\_\_\_

Immunisations \_\_\_\_\_

Doctor's name \_\_\_\_\_ Tel \_\_\_\_\_

Dentist's name \_\_\_\_\_ Tel \_\_\_\_\_

Health visitor \_\_\_\_\_ Tel \_\_\_\_\_

Emergency Contact

Name \_\_\_\_\_ Tel \_\_\_\_\_

Relationship to child \_\_\_\_\_

Any special requirements dietary or otherwise \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any food your child doesn't like? \_\_\_\_\_

Sessions which you wish your child to attend:



	Extended	Am session	Lunchtime	Pm session	Extended
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Start date requested \_\_\_\_\_

We/I give permission for Cheeky Monkeys Two to administer emergency first aid treatment in the event of an emergency and to seek advice from agencies such as NHS Direct or a Health Protection Agency. We/I have read and accept Cheeky Monkeys Two terms and conditions & policies including the settling in period policy.

Password for special pick ups please \_\_\_\_\_

To be signed by both parents with responsibility:

Signed \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Signed \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_



## Fee Structure From April 2024

Includes Breakfast from 8.00am Snack & Lunch or Snack & Tea

Extended hrs 7.30am (£5) - 8.00am & 6.00pm

8-1 = 1 Session (AM)    1-5:30 = 1 session (PM)    8-5:30 = 2 sessions (ALL DAY)

Per session Min 2	AGE 2+	UNDER 2
1	45.00	50.00
2	90.00	100.00
3	135.00	150.00
4	180.00	200.00
5	225.00	250.00
6	270.00	300.00
7	315.00	350.00
8	360.00	400.00
9	405.00	450.00
10	450.00	500.00



### Parent / Carer Terms & Conditions September 2022

In order for us to offer your child a place, we require you to read & accept our Terms & Conditions listed below, this in turn will form your contract between us and you the parents/carers. Please sign & return the bottom of the form & return it with your completed enrolment form and registration fee.

- The nursery is open through out the year except for Bank Holidays & Christmas. Subject to changes.
- Birth Certificates for all children must be presented at enrolment.
- All fees are payable at all times by the parents/carers named below. Absence due to illness may be replaced, subject to availability and at the discretion of management within a 14 day timescale. Absence due to holidays are payable in full. You must advise the nursery as soon as possible if your child will not be attending their session for whatever reason.
- Before your child's start date, we require a minimum of two accompanied play visits for a pre-settling in period in accordance to our Settling in Policy.
- A registration fee is £50.00 and an advance payment of two weeks fees are required on accepting a nursery place. you will be required to pay a registration fee which will secure your child's place and their pre-setting in sessions. **Your registration fee is non-refundable**
- Accounts unpaid will incur a £10.00 late payment charge per week. Accounts are to be paid within the **first** payment week of your nursery invoice. If you are more than two weeks late with payment, we will stop your child from attending nursery until your arrears is fully cleared. See also Fees Policy.
- Six weeks written notice must be given if your child intends to leave our nursery or is reducing his or her sessions. This applies in all cases without exception.
- The nursery must be notified in advance if someone other than yourself will be collecting your child from the nursery. A password must be given to the person collecting and the room manager. No child will be released unless the password is correct on collection.
- We are a part of the Early Years Development Plan, which enables us to offer a Nursery place for 3 & 4 year olds under the government scheme. Subject to meeting the criteria. We are able to offer both 15 and 30 hours a week for those who are eligible. If you are successful in receiving the 30 hours funding per week, please provide us with the 11-digit eligibility code so we can submit this information during the funding application process. We are also recognised to be able to accept 2 year old funding as we are Rated Good by OFSTED. This is subject to meeting the criteria. Completed forms to be given to Project Manager 2 Year Old Funding Town Hall Bedford. 01234276054. Funded sessions cannot be replaced if missed or swapped. Only paid sessions are replaced within a 14 day timescale due to availability.
- Term Time only Funding is permitted for those children in receipt of Funding. Please read our Term Time only Policy.

Cheeky Monkeys Two Day Nursery  
6 Linden Road, Bedford, MK40 2DA  
01234 216 147 or 07817541213



- Children that are not fully toilet trained from the ages of 2 and above, must attend nursery with at least 2 nappies per session and a full change of labelled clothes. Should we have to supply nappies a charge of 50p will be debited to your child's account.
- We offer extended hours. From 7.00am to 6.00pm. These must be pre-booked a charge of £5 per half hour will be payable. Should your child not be booked in for extended hours then a £10 late payment charge will be payable in all cases
- Cheeky Monkeys Two Day Nursery has set limits for children. Use of physical punishment (smacking, slapping, or deprivation of food or drink) is not allowed.
- All staff have a commitment to equality of opportunity and are able to recognise and respect differences in Race, Culture & Religion.
- If any event beyond our reasonable control (e.g. a fire, flood, E-Coli, outbreak, strike, civil action, act of terrorism, war etc.) occurs, for which we have business interruption insurance, we may close the nursery without liability to you and we will not charge you for the fees for the time the nursery is closed. We will keep you informed, in such an event.
- If it is, in our reasonable opinion, necessary or in the interests of the Child to do so, we may close the nursery even though our business interruption insurance will not cover us for the closure.

In these circumstances, we will charge you for the time the nursery is closed. For example, we may close because of severe weather conditions, outbreak of flu, swine flu or other illnesses etc.

- We advise you that should you fail to comply with these Terms & Conditions or fail to maintain your account we will instruct our legal department to recover any monies due, including charges for recovering the debt.
- We reserve the right to make adjustments without notice. Terms & Conditions are automatically updated.
- Nursery policies and procedures are available to see in the policy folder in the main entrance, if you fail to adhere to our policies and procedures we have the right to terminate your contract.

We/I have read and accept Cheeky Monkeys Two Day Nursery Terms & Conditions January 2021 which we/I understand forms the contract between the parent(s)/carer(s) and Cheeky Monkeys Two

Child's Name \_\_\_\_\_ D.O.B \_\_\_\_\_ Dated \_\_\_\_\_

Start date \_\_\_\_\_

Parents /Carer names (Please print) \_\_\_\_\_ & \_\_\_\_\_

Signed & accepted by:

Mother/carer..... Date:.....

Father/carer ..... Date:.....

Both parents/carers with responsibility are required to read and sign these terms and conditions.

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## Meal and Refreshment Options

Name of Child:.....

Class: .....

I would like my child to:

Please tick

a) Have food provided by nursery @ £5.00 per session

b) Bring in his/her own named healthy lunch box

I agree to pay for nursery meals/snacks which will be invoiced at the beginning of term and are payable throughout the term. I understand I may pay fortnightly, monthly, half termly or termly and should I be late in paying I may incur a late payment fee of £10.00

The packed lunches/snacks that I send in for my child will be a healthy and balanced provision, which will **not contain nuts**.

Signed:..... Parent/Carer

Print name: ..... Date: .....



Dear Parents/Carer

**RE: FACEBOOK**

Cheeky Monkeys Two has started a Facebook page to provide and share information on our setting and as a way of keeping in touch with our parents and carers. This will include taking photographs within the setting or from visits/outings etc. and will include photos of the children and staff and sometimes parents. Should you prefer for us not to use pictures of you or your child on the page please indicate below:

We permit photos of us and our child to be used on Facebook

We do not permit photos being used on Facebook

We permit photos of us and our child to be shared on Facebook and other pages for marketing purposes

Signed \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Signed \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Thank you for your co-operation  
Debbie Moliterno  
Cheeky Monkeys Two Day Nursery





**Parent/Carer Permission Form**

**I the signed Parent/Carer give permission to Cheeky Monkeys Two Day Nursery for the following:**

- |  |         |
|--|---------|
| ● A Paediatric first aider to attend to my child in a case of an accident and to administer medications including creams needed for skin conditions, asthma pumps, prescribed medication, junior paracetamol | YES/ NO |
| ● Plasters to be applied   | YES/ NO |
| ● Sun cream to be applied for sun protection   | YES/ NO |
| ● To go out on small trips outside of Nursery  | YES/ NO |
| ● Teething gel and nappy creams to be applied when necessary   | YES/ NO |
| ● Staff to seek emergency medical advice and treatment if required   | YES/ NO |
| ● Staff to take photos of children for internal display purposes, to use in scrap books and to record evidence of learning for Ofsted.   | YES/ NO |

Child's name .....

Parents name .....

Signature ..... Date.....



## Asthma

### Parental consent form

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

What type of medication does your child take for their asthma? \_\_\_\_\_

If a medication is to be used at nursery it must be clearly labelled with your child's name. Unless specific alternative arrangements are made, this medication will be kept in the safekeeping of the First Aider or class teacher. Please inform us of any further information you feel is relevant. Do also let us know of any changes of details which might affect your child's safety or wellbeing.

We/I, \_\_\_\_\_ being the parent's/guardian of \_\_\_\_\_ understand that I am responsible for ensuring that his/her asthma medication is available in Nursery as required.

I undertake to inform the staff of any change in my child's condition.

I understand that I shall be informed if my child's asthma appears to be deteriorating in Nursery so that I can inform my GP or Asthma Nurse as necessary.

Signed: \_\_\_\_\_ Parent's/Guardian

Date:

Please list below any known triggers to your child's condition:

- 
-



# Care Plan

Name of Child		D.O.B:	
Child's Room:		Start Date	
Sessions			
Mealtime preferences likes/ dislikes Packed Lunch/Dinners			
Food Allergies/intolerances			
<b>BABIES FEEDING INFORMATION (IF APPLICABLE)</b>			
Stage of Weaning (if applicable)			
Bottle Feeding times Type and stage of formula used			
<b>TOILETING</b>			
Do they wear Nappies (if so what size)			
Have they started Toilet training? (do they use potty/toilet)			
Are they able to communicate toileting needs?			
Additional Information			



SLEEP ROUTINE	
Sleep Routine (if applicable)	
Additional information regarding Sleep	
ALL ABOUT ME	
Favourite Toys/ Interests	
Actions/Toys and or things that comfort me when I am upset	
Favourite Nursery Rhymes	
Additional Information	
COMMUNICATION AND LANGUAGE	
Are they able to express wants/needs	
Do they use any personal language or words when communicating? If so please list	
Do they speak any additional languages?	
If English is not their first language, please list key words in language spoken	



Additional Information	
<b>PERMISSION/ OUTINGS</b>	
Do you permit photos of your child to be used on our Facebook page?	
Are we allowed to use Sunscreen (Nivea for Children) on your child when required?	
Do you permit your child to go on short class outings with the nursery using our travel bus?	
Parent Name ..... Signature:..... Date:.....	



# All about me

## Getting to know my family and me....

**My name is:** .....

**My dob is:** .....

**I like to be called:** .....

**My first language  
at home is:**

.....

**Other languages  
in my family are:**

.....

**Who lives in  
my house?**

.....

**My experience of  
being away from my  
family:**

.....



**My experience of  
Playing with other  
Children:**

.....

**Special people  
In my life:**

.....

**Interest and preferences**

**Things that excite  
me and make me  
happy?**

.....

**When I'm feeling like this I behave:**

.....

**My favourite  
books, rhymes,  
activities, toys and  
places to go:**

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





**Things I like  
doing outside:**

.....

**Things I can get  
angry or  
upset about:**

.....

**When I feel like this I will:**

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

**Things that  
comfort me:**

.....

**Food and Drink**

**My favourite**

**food is:** .....

**My favourite**

**drink is:** .....

**I do not**

**like:**.....





**Health and Development**

**Medical info:**

.....

**Allergies:** .....

**Any regular contact  
with health professionals  
or agencies (e.g. SALT):**

.....

**General Health:**

.....

**What I am good at:**

.....

**What I might need help with:**

.....

.....

**I have a sleep during the day at:**

.....



**Nappy changing**

**Toileting**

**info.....**

**Any other information that you feel would help you to settle  
in**

**nursery?.....**

.....

.....

.....

.....