



ADMISSION FORM

Please ensure you have agreed your start date and sessions with Acorn Childcare Centre before completing this form. Thank you.

Forename	
Middle Name	
Surname	
Known as Name	
Parent's Name 1 Forename	
Surname	
Parent's Name 2 Forename	
Surname	
Confirmed Start Date <i>(As confirmed by Acorn)</i>	
Child's Gender	
Child's Date of Birth	
Child's Home Address	
Postcode	

For Office Use Only

Registration on Connect:	Deposit Paid:	Settling-In Visit with Parent Booked:	Settling-In Visit on Own Booked:	Added to Grant on Connect:	Grant added to EYE Hub:
Date:	Date: Cash/Cheque/ Bank Transfer	Date:	Date:	Date:	Date:



Child's Nationality	
Child's Ethnic Origin	<p><i>Please tick</i></p> <p>White British White Irish White Traveller of Irish Heritage White Other White Gypsy/Roma Mixed White and Black Caribbean Mixed White and Black African Mixed White and Asian Mixed Other Asian or Asian British – Indian Asian or Asian British – Pakistani Asian or Asian British – Bangladeshi Asian or Asian British – Other Black or Black British – Caribbean Black or Black British – African Black or Black British – Other Chinese Any Other Ethnic Group _____</p> <p>Or prefer not to say</p>
Child's Religion	Or prefer not to say
Child's First Language	
Child's Previous Nursery	
Child's Brothers or Sisters <i>(Names and ages)</i>	



Child's GP Name and Surgery Details	
Does your child have any medical conditions or require any medication? <i>(If yes, please give details)</i>	
Are your child's immunisations up to date? <i>(Please give details about any missing immunisations)</i>	
Does your child have any food allergies or dietary requirements? <i>(This will need to be supported by a letter from your child's GP)</i>	
Does your child have any additional needs?	
Is your child subject to any court orders? <i>(If yes, please provide a copy of those orders)</i>	



**PLEASE NOTE IT IS RECOMMENDED THAT AT LEAST 3 CONTACTS
ARE PROVIDED FOR EACH CHILD**

Priority Contact 1

Title	
First Name	
Surname	
Relationship to child	
Parental Responsibility?*	Yes/No <i>(Please delete as appropriate)</i>
Address <i>Please state if same as child</i>	
Email	
Home Phone	
Work Phone	
Mobile	
Priority Contact No.	Home/Work/Mobile <i>(Please circle)</i>

Please provide the name(s) of the persons who may collect your child or who should be contacted in the event of an emergency in priority order, additionally noting whether the contact names provided have parental responsibility.

Both parents' details must be provided unless there is a valid legal reason not to so.

*Parental responsibility is automatically given to the mother of a child. For a child residing in England, the father will have parental responsibility if he was married to the mother when the child was born, or if the mother married the father at any time subsequent to the birth. Please note that for births registered from 1 December 2003, an unmarried father automatically acquires parental responsibility if he is recorded as the child's father on the birth certificate. For other countries, different rules may apply and please contact the office for further information if required. Please note that parental responsibility can also be lost under various circumstances such as court orders, adoption etc.



Priority Contact 2

Title	
First Name	
Surname	
Relationship to child	
Parental Responsibility?*	Yes/No <i>(Please delete as appropriate)</i>
Address <i>(Please state if same as child)</i>	
Email	
Home Phone	
Work Phone	
Mobile	
Priority Contact No.	Home/Work/Mobile <i>(Please circle)</i>

Please provide the name(s) of the persons who may collect your child or who should be contacted in the event of an emergency in priority order, additionally noting whether the contact names provided have parental responsibility.

Both parents' details must be provided unless there is a valid legal reason not to so.

*Parental responsibility is automatically given to the mother of a child. For a child residing in England, the father will have parental responsibility if he was married to the mother when the child was born, or if the mother married the father at any time subsequent to the birth. Please note that for births registered from 1 December 2003, an unmarried father automatically acquires parental responsibility if he is recorded as the child's father on the birth certificate. For other countries, different rules may apply and please contact the office for further information if required. Please note that parental responsibility can also be lost under various circumstances such as court orders, adoption etc.



Priority Contact 3

Title	
First Name	
Surname	
Relationship to child	
Parental Responsibility?*	Yes/No <i>(Please delete as appropriate)</i>
Address <i>(Please state if same as child)</i>	
Email	
Home Phone	
Work Phone	
Mobile	
Priority Contact No.	Home/Work/Mobile <i>(Please circle)</i>

Please provide the name(s) of the persons who may collect your child or who should be contacted in the event of an emergency in priority order, additionally noting whether the contact names provided have parental responsibility.

Both parents' details must be provided unless there is a valid legal reason not to so.

*Parental responsibility is automatically given to the mother of a child. For a child residing in England, the father will have parental responsibility if he was married to the mother when the child was born, or if the mother married the father at any time subsequent to the birth. Please note that for births registered from 1 December 2003, an unmarried father automatically acquires parental responsibility if he is recorded as the child's father on the birth certificate. For other countries, different rules may apply and please contact the office for further information if required. Please note that parental responsibility can also be lost under various circumstances such as court orders, adoption etc.



Priority Contact 4

Title	
First Name	
Surname	
Relationship to child	
Parental Responsibility?*	Yes/No <i>(Please delete as appropriate)</i>
Address <i>(Please state if same as child)</i>	
Email	
Home Phone	
Work Phone	
Mobile	
Priority Contact No.	Home/Work/Mobile <i>(Please circle)</i>

Please provide the name(s) of the persons who may collect your child or who should be contacted in the event of an emergency in priority order, additionally noting whether the contact names provided have parental responsibility.

Both parents' details must be provided unless there is a valid legal reason not to so.

*Parental responsibility is automatically given to the mother of a child. For a child residing in England, the father will have parental responsibility if he was married to the mother when the child was born, or if the mother married the father at any time subsequent to the birth. Please note that for births registered from 1 December 2003, an unmarried father automatically acquires parental responsibility if he is recorded as the child's father on the birth certificate. For other countries, different rules may apply and please contact the office for further information if required. Please note that parental responsibility can also be lost under various circumstances such as court orders, adoption etc.



This section of the Admission Form explains the reasons why and how The Acorn Childcare Centre Limited may use images and videos of your child. Please read this section thoroughly and then give your consent as appropriate.

I agree to the following (please tick only those to which you agree). Please see further information regarding consent at the end of this form:

- That the Centre may publish photographs/videos of your child and/or their work with their name in the local press (see below for details)
- That my child's photo and name may appear on Centre noticeboards
- That the Centre may publish photographs, videos or other forms of digital media of your child and/or their work with their name on its Facebook page
- That the Centre may add your child's name and photo to its website
- That the Centre may publish and display examples of my child's work with his/her photo and/or name
- That my child can appear on local radio interviews with their name (see below for details)
- That my child can appear on TV interviews with their name
- That my child can attend local trips whilst enrolled at the Centre
- That the Centre may film your child whilst at the Centre for internal training purposes
- That my child can taste food whilst enrolled at the Centre
- That my child can watch U rated films whilst enrolled at the Centre
- That the Centre's official photographers may take photos of my child which the Centre may sell to other parents ie room photographs
- That the Centre may publish photographs/videos or other forms of digital media of your child and/or their work on its website
- That the Centre may record and make DVDs of my child which it may sell to other parents ie leaver's party
- That the Centre may take photos of my child in costume and sell those photos to other parents ie play photographs of children in costume
- That my child can use the internet in school in accordance with School policies (OOSC children only – see section regarding use of the School internet)

Emergency First Aid/Asthma/Adrenaline Auto-Injectors:

- That the Centre can administer first aid or to call a dentist, doctor or ambulance in an emergency
- If my child has a diagnosis of asthma, he/she may use the Centre's emergency inhaler if required
- If my child has a prescribed adrenaline auto-injector, he/she may use the Centre's emergency adrenaline auto-injector if required

Social Media:

- I agree that I will not upload photos of other children onto any social media sites without the express permission of the other children's parents/guardians



Why do we need your consent?

The Centre requests the consent of parents on an annual basis to use images and videos of their child for a variety of different purposes. Without your consent, the Centre will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the Centre will abide by the conditions you outline in this form.

Why do you we use images and videos of your child?

The Centre uses images and videos of children as part of displays to celebrate Centre life and the children's achievements; to promote the Centre on social media and on the Centre's website; and for other publicity purposes in printed publications, such as newspapers. Where the Centre uses images of individual children, the name of the child **will not** be disclosed unless you have given the Centre specific permission. Where an individual child is named in a written publication, a photograph of the child **will not** be used to accompany the text unless you have given the Centre specific permission. If, for example, a child has won an award and you, as a parent, would like your child's name to be published alongside the image, **separate consent** will be obtained prior to this unless you have already provided us with specific consent.

The Centre may take images or videos of individual children and groups of children to use on social media, the Centre website, in Centre prospectuses and other printed publications, such as a newsletter.

Who else uses images, videos and recordings of your child?

It is common that the Centre is visited by local media and press who take images or videos of Centre events, such as sports days. Children will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites. By local press and local radio, we mean the following organisations which may use images and videos of your children:

- The Stamford & Rutland Mercury
- Stamford Living
- Rutland Radio

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the current academic year.
- It is the responsibility of parents to inform the Centre, in writing, if consent needs to be withdrawn or amended.
- The Centre will not use the personal details or full names of any child in an image or video, on our website, on social media, in our Centre prospectuses or any other printed publications unless you have given us specific permission.
- The Centre will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in its prospectus or any other printed publications.
- The Centre may use pictures of children and teachers which have been drawn by children.
- The Centre may use work created by children.
- The Centre may use group or class images or videos with general labels, for instance, sports day.
- The Centre will only use images and videos of children who are suitably dressed. For instance, it would not be suitable to display an image of a child in swimwear.



- The Centre will arrange for a reputable photographic company to take group, individual, sibling and room images of your child which are available to purchase annually.

Refreshing your consent

This form is valid for the current academic year and is updated on an annual basis in the autumn. Parents are required to renew permission form for their child annually. Consent will also be refreshed where any changes to circumstances occur. This can include, but is not limited to, the following:

- New requirements for consent, for instance, an additional social media account will be used to share child images and videos
- Changes to a child's circumstances, for instance, safeguarding requirements mean a child's image cannot be used
- Changes to parental consent, for instance, amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Centre office. A new form will be supplied to you to amend your consent accordingly and provide a signature and date.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos which have been shared prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to the Centre office.

I understand:

- Why my consent is required.
- The reasons why the Centre uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the Centre uses images and videos of my child.
- I have provided my consent above as appropriate, and the Centre will use images and videos of my child in line with my requirements.
- Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the Centre Office.



Use of the School Internet and Using ICT Safely and Responsibly (OOSC Children):

At Malcolm Sargent Primary School, pupils **are expected to:**

- Only use ICT on the school premises for studying purposes.
- Use the class or school e-mail address when sending or receiving emails.
- Only open email attachments from people known to them or people whom the teachers have approved.
- Make sure ICT communication with other pupils and adults is polite and responsible.
- Be responsible for their behaviour while using ICT.
- Inform their class teacher of anything they see online which makes them feel uncomfortable.
- Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety.
- Be careful when using computer equipment and treat it with respect.
- Abide by the rules regarding bringing personal devices into school.
- Seek the advice of a teacher before downloading material.
- Follow the E-Safety Rules which are reviewed annually.

Pupils will **not:**

- Try to bypass the internet settings and filtering system.
- Share passwords.
- Delete or open other people's files and documents.
- Use other people's accounts.
- Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
- Share details of their name, phone number or address.
- Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
- Upload images, sound, video or text content that could upset pupils, staff and others.
- Try to install software onto the school network.

Parents **will:**

- Support and uphold the school's rules regarding the use of school ICT systems.
- Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.
- Only store and use images of pupils for school purposes.
- Not share photo's or content of children on social media without the express permission of the parents of the child who appears in the images.
- Not take photographs of children on school premises unless during school performances when permission by the school has been granted.



As the child's parent/guardian, I acknowledge that I have read the school's E-Safety Policy (available on request from the office or on the school's website) on student use of the internet and have discussed it with my child. I understand that internet access is designed for educational purposes. I understand that the school takes necessary steps such as the use of computer monitoring software and the use of filtering programs to protect children from unsuitable materials when computers are being used in school. Steps are taken to reduce the risk of unsuitable materials being accessed when there is homework set for children to use computers outside of school. Children are also educated on how to use the internet safely and responsibly, following our e-safety rules and guidelines. I recognise that whilst every effort will be made to monitor student use of the internet and reduce the risks associated with the internet, it is impossible for the school to continually monitor and restrict access to all controversial materials. I further acknowledge that whilst questionable material exists on the internet, the user must actively seek it and therefore is ultimately responsible for ensuring they use the internet safely, following our guidelines and report unsuitable links, sites and images to an adult straight away. I therefore do not hold the staff, Principal or governors of Malcolm Sargent Primary School responsible for any such materials acquired from the internet.

If you have any questions regarding any part of this Admission Form, please do not hesitate to contact the Centre. Thank you.

Signed: <i>(Parents)</i>	
Dated:	



Little Acorns
(Age 6 weeks – 2 years)

<p align="center">When would you like your child to attend Acorn Childcare Centre? <u>All Year Round/Term Time Only</u> <i>(Please delete as appropriate)</i></p>					
Time	Mon	Tues	Wed	Thurs	Fri
Early Bird Including a light breakfast 7:30 – 08:00 £2.50					
Early Bird late Including a light breakfast 08:00-09:00 £5.00					
Morning 9:00-12:00 £15.00					
Afternoon 12:00-15:00 £15.00					
Tea Time Including a light snack 15:00-16:30 £7.50					
Night Owl 16:30-18:00 £7.50					

Please note that even if you only require part of a session, you will still be charged for the whole session. This is because we have to provide sufficient staff to manage the needs and safety of your child. For instance, if you booked the Early Bird session but did not drop off your child until 0800, you would still be charged for the entire session ie 0730-0900.

For children who attend all year round, they may be withdrawn for a period of not more than two weeks in any academic year. Sessions taken as holidays will be cancelled and those sessions may be offered to another child during that time. No fees will be chargeable for the two weeks.

A £100 deposit will be required with this Admission Form for all nursery children and £20 for wrap around care. This will be refunded when your child leaves the Centre as long as no bills are outstanding.



**Super Seedlings
(Age 2-3 years)**

When would you like your child to attend Acorn Childcare Centre? All Year Round/Term Time Only (Please delete as appropriate)					
Time	Mon	Tues	Wed	Thurs	Fri
Early Bird Including a light breakfast 7:30 – 8:00 £2.33					
Early Bird late Including a light breakfast 08:00-09:00 £4.67					
Morning 9:00-12:00 £14.00					
Afternoon 12:00-15:00 £14.00					
Tea Time Including a light snack 15:00-16:30 £7.00					
Night Owl 16:30-18:00 £7.00					

Please note that even if you only require part of a session, you will still be charged for the whole session. This is because we have to provide sufficient staff to manage the needs and safety of your child. For instance, if you booked the Early Bird session but did not drop off your child until 0800, you would still be charged for the entire session ie 0730-0900.

Even if your child is eligible for funded sessions, you will remain personally liable for the cost of sessions attended by your child until we have received your fully completed Parents Declaration Early Years Entitlement Form (attached to this pack) and your funding claim has been processed by Lincolnshire County Council and validated by us.

For children who attend all year round, they may be withdrawn for a period of not more than two weeks in any academic year. Sessions taken as holidays will be cancelled and those sessions may be offered to another child during that time. No fees will be chargeable for the two weeks.

A £100 deposit will be required with this Admission Form for all nursery children and £20 for wrap around care. This will be refunded when your child leaves the Centre as long as no bills are outstanding.



**Mighty Oaks
(Age 3-4 years)**

<p align="center">When would you like your child to attend Acorn Childcare Centre? <u>All Year Round/Term Time Only</u> <i>(Please delete as appropriate)</i></p>					
Time	Mon	Tues	Wed	Thurs	Fri
Early Bird Including a light breakfast 7:30 – 8:00 £2.33					
Early Bird late Including a light breakfast 08:00-09:00 £4.67					
Morning 9:00-12:00 £14.00					
Afternoon 12:00-15:00 £14.00					
Tea Time Including a light snack 15:00-16:30 £7.00					
Night Owl 16:30-18:00 £7.00					

Please note that even if you only require part of a session, you will still be charged for the whole session. This is because we have to provide sufficient staff to manage the needs and safety of your child. For instance, if you booked the Early Bird session but did not drop off your child until 0800, you would still be charged for the entire session ie 0730-0900.

Even if your child is eligible for funded sessions, you will remain personally liable for the cost of sessions attended by your child until we have received your fully completed Parents Declaration Early Years Entitlement Form (attached to this pack) and your funding claim has been processed by Lincolnshire County Council and validated by us.

For children booked into all year round sessions, you will be allowed a two-week holiday break within each full academic year. You will need to give the Centre one month's notice. Your place will be held for those two weeks but no charge will be made.

A £100 deposit will be required with this Admission Form for all nursery children and £20 for wrap around care. This will be refunded when your child leaves the Centre as long as no bills are outstanding.



**Malcolm Sargent Primary Centre Children Only
Wraparound Care - Breakfast Club and After School Club**

Please tick box if only Ad hoc sessions are required

Time	Mon	Tues	Wed	Thurs	Fri
Early Bird Including a light breakfast 7:30 – Start of School £5.00					
Early Bird Late 08:15 – Start of School £3.00					
Tea Time Including a light snack End of School-16:30 £5.00					
Night Owl Early 16:30-17:30 £5.00					
Night Owl Late 17:30-18:00 £2.50					

A £100 deposit will be required with this Admission Form for all nursery children and £20 for wrap around care. This will be refunded when your child leaves the Centre as long as no bills are outstanding.

Please note that even if you only require part of a session, you will still be charged for the whole session. This is because we have to provide sufficient staff to manage the needs and safety of your child. For instance, if you booked the Early Bird session but did not drop off your child until 0800, you would still be charged for the entire session i.e 0730-0900.



A minimum of 48 hours' notice to be given to us to change or cancel a session as below. If less than 48 hours' notice is given, you will still be charged for the session.

Inform the Acorn Childcare Centre via email to: enquiries@acornchildcarecentre.co.uk					
	Monday	Tuesday	Wednesday	Thursday	Friday
Cancelling Breakfast Club	By 07:30 on the previous Thursday	By 07:30 on the previous Friday	By 07:30 on the previous Monday	By 07:30 on the previous Tuesday	By 07:30 on the previous Wednesday
Cancelling Tea Time or Night Owl	By 15:00 on the previous Thursday	By 15:00 on the previous Friday	By 15:00 on the previous Monday	By 15:00 on the previous Tuesday	By 15:00 on the previous Wednesday



Finance

Bill Payer's Name*		
Title*		
First Name*		
Surname*		
Email Address for invoices to be sent*		
Telephone Number*		
Address*		
Company Name		
Address		
Telephone No.		
Additional Bill Payer's Name <i>(If bill to be split)</i>	Bill Payer 1 Percentage Split	Bill Payer 2 Percentage Split

*These only need to be completed if different from Priority Contact 1

<p>If you are applying for Early Years Entitlement Funding, please visit the website at www.childcarechoices.gov.uk for information on how to make your application for funding.</p>
<p>If you have applied for funding, have you completed a Parent Declaration Form for Early Years Entitlements for 2, 3 and 4 year olds and returned it to the Centre office?</p>
<p>I am paying my £100 deposit to the Centre for registration (unless funded hours only) by:</p> <ul style="list-style-type: none"> • Bank Transfer to Acorn Childcare Centre at 30-84-84 19419668 • Cheque (payable to The Acorn Childcare Centre Limited) • Cash <i>(please delete as appropriate)</i>