

**APPLICATION FORM – Please complete to the best of your ability if you wish to apply for a place for your child within our nursery. This Word document is allows parents to type within the forms and give permissions throughout.**

**Child Details**

Information	Details
Child's Full Name	
Date of Birth	
Home Address	
Ethnicity	
Home Language	
Second Language	
Religion	
Details of custody / court orders (if applicable):	
Details of involvement from other agencies such as social services and healthcare specialists	
Details of any Special Educational Needs or Disabilities (SEND)	
Details of any additional needs that must be considered.	

**Parent / Carer Details**

<b>Parent/Carer 1</b>	<b>Details</b>
Name	
Relationship	
Address if different to above	
Phone	
Email	
Occupation	
<b>Parent/Carer 2</b>	<b>Details</b>
Name	
Relationship	
Address if different to above	
Phone	
Email	
Occupation	

**Emergency Contacts**

<b>Name</b>	<b>Relationship</b>	<b>Contact Number</b>	<b>Email</b>
<b>Contact 1:</b>			
<b>Contact 2:</b>			
<b>Contact 3:</b>			

### Sessions Requested

Detail	Information
Days Required	
Session Type (please select)	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day (half day only available in Pre School in limited numbers)
Proposed Start Date	

### SECTION 2: HEALTH & MEDICAL INFORMATION

Information	Details
GP Details	
NHS Number	
Allergies	
Medical Conditions	
Dietary Requirements	

### SECTION 3: PERMISSIONS

As part of your child's enrolment at The Mount Nursery, we require parental consent for a number of activities, procedures, and operational practices.

Please read each statement carefully and complete fully.

#### 3.1 Learning & Observation

I give permission for my child to:

- Be observed as part of their learning and development in line with the EYFS framework
- Have written observations recorded and stored within their learning log

- Have photographs taken for assessment and developmental purposes

Consent	Yes	No
I give consent for the items listed above relating to learning and assessments	<input type="checkbox"/>	<input type="checkbox"/>

### 3.2 Use of Images

I understand that images of my child may be used in the following ways:

- Internal displays within the nursery
- Learning journals and parent communication platforms
- Promotional materials (e.g. website, prospectus, social media)

Consent	Yes	No
Internal use (learning journals, displays)	<input type="checkbox"/>	<input type="checkbox"/>
External use (website, marketing, social media)	<input type="checkbox"/>	<input type="checkbox"/>

### 3.3 Local Walks & Outings

I give permission for my child to:

- Take part in supervised local walks within the school grounds and local area
- Participate in planned outings and trips (additional consent may be sought where required)

Consent	Yes	No
Local walks	<input type="checkbox"/>	<input type="checkbox"/>
Nursery outings and trips	<input type="checkbox"/>	<input type="checkbox"/>

### 3.4 Health & Care

I give permission for nursery staff to:

- Apply sun cream to my child (either nursery-provided or parent-provided)
- Administer basic first aid where required
- Seek emergency medical treatment if necessary

Consent	Yes	No
Application of sun cream	<input type="checkbox"/>	<input type="checkbox"/>
First aid treatment	<input type="checkbox"/>	<input type="checkbox"/>

Consent	Yes	No
Seek emergency medical treatment	<input type="checkbox"/>	<input type="checkbox"/>

### 3.5 Emergency Medication

I understand that:

- In the event of a high temperature or emergency situation, staff may administer age-appropriate medication (e.g. Calpol, Piriton, Teething Gel, etc)
- Every reasonable effort will be made to contact me beforehand

Consent	Yes	No
Emergency administration of medication	<input type="checkbox"/>	<input type="checkbox"/>

### 3.6 Digital Communication (Family App)

I understand that:

- The nursery uses the Family app to share updates, observations, and communications
- My child's information will be securely stored and shared through this platform
- Where images of my child undertaking group activities may be recorded on Family, they may also be shared with families who's children were also part of these group activity.

Consent	Yes	No
Use of Family app for communication, records and individual and group observation imagery	<input type="checkbox"/>	<input type="checkbox"/>

### 3.7 External Professionals

I give permission for my child to:

- Be observed or supported by external professionals where required (e.g. speech and language therapists, health visitors, SEND specialists)

Consent	Yes	No
Involvement of external professionals	<input type="checkbox"/>	<input type="checkbox"/>

### 3.8 Transport (if applicable)

I give permission for my child to:

- Travel in nursery-arranged transport (where applicable) for trips and outings

Consent	Yes	No
Travel in nursery transport	<input type="checkbox"/>	<input type="checkbox"/>

### 3.9 General Acknowledgement

I confirm that:

- I have read and understood each of the permissions above
- I understand that I can update my preferences at any time by notifying the nursery in writing

## SECTION 4: NURSERY OPERATIONS INFORMATION

### Opening Times

Session	Time
Full Day	7:30am – 6:00pm
Morning (Pre-School)	7:30am – 12:30pm
Afternoon (Pre-School)	1:00pm – 6:00pm

### Attendance Requirements

Requirement	Details
Minimum Attendance	4 sessions OR 2 days per week
Nursery Year	51 weeks
Closures	National Bank Holidays and Christmas week
Session Changes	By agreement with the Manager and require four weeks' notice

## SECTION 5: NURSERY FEES

### Core Fees

Session Type	Fee
Full Day	£75
Half Day	£45

## **What Fees Include**

- Childcare provision
- Breakfast, lunch, high tea and snacks
- Milk and drinks
- Nappies, wipes, creams and consumables
- Sun cream
- Uniform (toddlers & pre-school)
- Enrichment activities and experiences
- Digital communication (Family app)

## **REGISTRATION FEES**

In the interest of making our provision as accessible as possible to our local community, registration fees are not payable to secure your place in The Mount Nursery.

## **SECTION 6: GOVERNMENT FUNDING**

- Available for children aged 9 months to 5 years
- 15 or 30 hours depending on eligibility
- Stretched across 51 weeks
- Maximum 10 hours per day

Parents must:

- Apply via government portal
- Provide eligibility code
- Complete funding agreement

## **SECTION 7: OPTIONAL SERVICES & OPT-OUT**

At the Mount Nursery, we are committed to providing high quality care and enriching experiences for all children. The Government funding covers the core elements of childcare, but additional services and resources are also offered. These services are designed to enhance your child's experience with us and cover other activities and services that are not included in the core funding. The Mount Nursery provides additional services beyond funded childcare.

### **Included Services**

- Meals and snacks
- Consumables (nappies, wipes, creams)
- Learning resources
- Enrichment activities and trips
- Events and experiences

### **Funded Days**

On days when Local Authority funding is applied, a Sustainability Contribution and Consumables Charge (SCCC) will be applied to cover all services in addition to funded care. The SCCC is a supplementary charge of £1.80 per funded hour that applies to all funded hours claimed at the nursery. This charge supports a wide range of additional services and items that go beyond the core

elements covered by Government funding. The SCCC charges, along with all fees are reviewed from time to time. Any changes will be notified in writing to parents.

Parents have the right to opt out of the items and services provided via the SCCC.

### **Opting Out of SCCC Charges.**

By opting out, parents acknowledge that some consumables, activities or experiences will not be available. These include:

- Suncream
- Medicine
- Nappy Cream
- Uniform
- Mount Nursery Teddy Bear
- Thematic resources to aid special celebration days
- Specialist lessons in Music, French and ICT
- Offsite visits to the local area
- Morning snack
- Afternoon snack
- Lunch
- High Tea
- Nappies
- Nappy wipes
- Spare clothing
- Additional materials where required outside of standard teaching and learning resources
- Digital communication (Family app)

### **SECTION 8: INVOICING & PAYMENTS**

Invoices are sent in advance at the start of each month. We request that all payments be made within 14 days of the invoice date. A late payment charge of £25 will be applied to payments received after this period. If payment is not made within an additional 14 days, the child's place at the setting may be withdrawn.

### **SECTION 9: LATE COLLECTION**

We understand that on occasion, unforeseen circumstances may cause delays. However, repeated late collection places additional strain on staff and the daily operations of the nursery. To ensure fairness and to cover the additional costs incurred, the following late collection charges will apply:

<b>Time Late</b>	<b>Charge</b>
0–15 minutes	£10
15–30 minutes	£20
30–60 minutes	£50
Each additional 30 minutes	£50

Persistent lateness may result in further action, and charges will be applied at the discretion of the management team. We kindly ask all parents and carers to collect their children promptly to avoid any additional fees.

#### **SECTION 10: ABSENCE**

- All absences are charged in full
- Sessions cannot be swapped
- Additional sessions are charged separately

#### **SECTION 11: MEALS & NUTRITION**

<b>Meal</b>	<b>Time</b>
Breakfast	7:30 – 8:20
Lunch	11:15 – 12:00
High Tea	3:30 – 4:00
Snacks	09:45 & 13:45

- Please note that we are a nut-free establishment.
- Dietary requirements are supported wherever reasonably possible, subject to the practical limitations of a nursery environment.

#### **SECTION 12: UNIFORM (Toddlers and Pre-School)**

All children attending The Mount Nursery in our Toddler and Pre-School provision are eligible to receive free uniform items, provided on a fair use basis.

##### **Uniform items include:**

- Shorts
- Jogging bottoms
- Polo shirt
- Fleece top
- Baseball cap

## Uniform Allocation

Uniform provision is based on the number of days a child attends nursery each week:

Attendance Level	Allocation
2 days per week	2 x Polo shirt, 1 x Shorts and / or Jogging bottoms, 1 x Fleece top, 1x Baseball Cap
3 days per week	2 x Polo shirt, 1 x Shorts and / or Jogging bottoms, 1 x Fleece top, 1x Baseball Cap
4 days per week	2 x Polo shirts, 2 x Shorts and / or Jogging bottoms, 1 x Fleece top, 1x Baseball Cap
5 days per week (Full-time)	3 x Polo shirts, 2 x Shorts and / or Jogging bottoms, 1 x Fleece top, 1x Baseball Cap

## Replacement and Additional Items

- Uniforms are intended for everyday use and will naturally experience wear over time.
- Replacement items will be provided on a fair use basis, ensuring all children have what they need for active play and learning.
- Parents may request additional items if needed; these will be supplied at no cost where appropriate or made available for purchase if outside fair use limits.

## Care and Responsibility

Families are asked to take reasonable care of the uniform, helping to maintain high standards and reduce waste. Uniforms should be clearly labelled with the child's name and returned to nursery if no longer required.

## SECTION 13: ADDITIONAL ITEMS REQUIRED

- Wellies
- Waterproof clothing
- Additional spare clothes
- Indoor shoes/slippers
- Water bottle

## SECTION 14: ENRICHMENT OFFER (DEPENDENT ON AGE AND STAGE)

- French lessons
- Music lessons
- ICT lessons
- Library visits
- Family events

## SECTION 15: TERMS AND CONDITIONS

## **1. GENERAL**

1.1 These Terms and Conditions form part of the agreement between The Mount Nursery (“the Nursery”) and the parent(s)/carer(s) (“the Parent”).

1.2 By accepting a place at the Nursery, the Parent agrees to comply with these Terms and Conditions, along with all Nursery policies and procedures.

1.3 The Nursery reserves the right to amend these Terms and Conditions at any time. Reasonable notice will be given where changes are made.

## **2. ADMISSION AND REGISTRATION**

2.1 A child’s place is confirmed only when:

- A completed application form has been received and considered
- Required documentation (including proof of date of birth) has been provided

2.2 The Nursery reserves the right to refuse admission or withdraw a place at its discretion.

## **3. NURSERY ATTENDANCE**

3.1 Children must attend in accordance with their agreed booking pattern.

3.2 A minimum attendance requirement of four sessions per week applies.

3.3 The Nursery operates 51 weeks per year and is closed on bank holidays and during the Christmas period. These closures are not chargeable.

3.4 Parents must notify the Nursery of any absence as soon as possible.

3.5 Due to staffing ratios, booked sessions cannot be swapped. Additional sessions may be offered at the discretion of the Nursery.

## **4. FEES**

4.1 Fees are charged for all booked sessions and are payable regardless of attendance, including during periods of illness, holidays, or other absence.

4.2 Fees include childcare provision and all items listed in Section 7 such as meals, snacks, consumables, uniform (where applicable), enrichment activities, and use of digital communication systems.

4.3 Fees are reviewed periodically, and the Nursery reserves the right to amend fees with appropriate notice.

## **5. GOVERNMENT FUNDING**

5.1 Government funding is available for eligible children aged 9 months to 5 years and contributes towards core childcare provision only.

5.2 Funding may be stretched across the Nursery year and is subject to Government eligibility criteria.

5.3 A maximum of 10 funded hours may be applied per day.

5.4 Where a child attends a fully funded session or day, an additional charge applies to cover services not included within Government funding.

5.5 The current additional charges are detailed above in Section 7 - Sustainability Contribution and Consumables Charge (SCCC):

5.6 These SCCC charges contribute towards all items detailed above in Section 7.

5.7 Parents must provide valid eligibility codes and complete all required documentation. The Nursery reserves the right to withdraw funding where incorrect or incomplete information is provided.

## **6. OPT-OUT ARRANGEMENTS**

6.1 Parents may request to opt out of additional services.

6.2 Where parents opt out, they must provide all required items for their child's daily care, including food, nappies, wipes, creams, and any materials required for participation in activities.

6.3 The Nursery cannot guarantee that children who opt out will be able to access all activities, experiences, or outings.

## **7. PAYMENT OF FEES**

7.1 Fees are invoiced monthly on the first day of each month and must be paid within 14 days of the invoice date.

7.2 A late payment charge of £25 will be applied where payment is not received within this period.

7.3 If payment remains outstanding after a further 14 days, the Nursery reserves the right to withdraw the child's place.

## **9. LATE COLLECTION**

9.1 Children must be collected promptly at the end of their session.

9.2 Late collection charges are applied as follows:

- Up to 15 minutes: £10
- 15–30 minutes: £20
- 30–60 minutes: £50
- Each additional 30 minutes: £50

9.3 Persistent lateness may result in further action at the discretion of the Nursery.

## **10. ABSENCE**

10.1 All absences are chargeable in full to retain the child's place.

10.2 Due to staffing requirements, sessions cannot be swapped.

10.3 Additional sessions, where available, will be charged at the standard rate.

## **11. HEALTH AND MEDICAL**

11.1 Parents must provide accurate and up-to-date medical information, including allergies and medical conditions.

11.2 Children must not attend Nursery if they are unwell or have a contagious illness.

11.3 A minimum exclusion period of 24 hours applies following sickness or fever.

11.4 A minimum exclusion period of 48 hours applies following vomiting or diarrhoea.

11.4 The Nursery reserves the right to refuse admission to any child who is unwell.

11.5 In the event of an emergency, the Nursery will seek appropriate medical treatment.

## **12. FOOD AND DIETARY REQUIREMENTS**

12.1 The Nursery provides meals and snacks throughout the day.

12.2 The Nursery operates as a nut-free environment.

12.3 Parents must inform the Nursery of any allergies or dietary requirements.

12.4 Whilst reasonable precautions are taken, the Nursery cannot guarantee a completely allergen-free environment.

## **13. SAFEGUARDING AND CHILD PROTECTION**

13.1 The Nursery operates in accordance with statutory safeguarding requirements.

13.2 The Nursery has a duty to report any safeguarding concerns to relevant authorities where necessary.

## **14. PROPERTY AND BELONGINGS**

14.1 Parents are responsible for their child while on Nursery premises until formally handed over to staff.

14.2 The Nursery does not accept responsibility for loss or damage to personal belongings.

14.3 All items brought into Nursery should be clearly labelled.

## **15. UNIFORM AND PERSONAL ITEMS**

15.1 Uniform is provided for toddlers and pre-school children.

15.2 Parents are responsible for ensuring all items are clearly labelled and appropriately maintained.

15.3 Parents must provide additional required items, including spare clothing and outdoor wear.

## **16. CANCELLATION AND NOTICE PERIOD**

16.1 A minimum of four weeks' written notice is required to withdraw a child from the Nursery.

16.2 Fees remain payable during the notice period.

## **17. NON-PAYMENT OF FEES**

17.1 In the event of non-payment:

- The Nursery may suspend the child's place
- The Nursery may terminate the agreement

17.2 Outstanding fees may be referred for recovery.

## **18. DATA PROTECTION**

18.1 The Nursery complies with UK GDPR regulations.

18.2 Personal data is stored securely and used only for legitimate Nursery purposes.

18.3 Parents have the right to request access to their personal data.

## **19. LIABILITY**

19.1 The Nursery accepts no liability for circumstances beyond its reasonable control.

19.2 The Nursery maintains appropriate insurance in accordance with statutory requirements.

## **20. ONBOARDING**

20.1 Once a completed application has been received, including all required documentation, it will be reviewed by the Nursery Management Team.

20.2 Following the review, should your application be successful, the nursery will:

- Confirm the availability of the requested sessions, or
- Offer alternative sessions where necessary

20.3 Where a place is offered and accepted, parents will be invited to begin the onboarding process.

20.4 The onboarding process will take place via the Family app and will include the completion of additional required information.

20.5 Parents are responsible for ensuring that all onboarding information is:

- Completed accurately
- Submitted in full
- Kept up to date at all times

20.6 A child's place will only be fully confirmed once:

- All required onboarding information has been completed
- The registration fee has been paid
- Any required funding documentation has been received

## 21. OPT IN / OPT OUT of SCCC

You have the right to opt in or opt out of the additional provisions, resources and services provided within the SCCC charge. You have the right to change your opt in / opt out preferences. Should you wish to change your opt in / opt out agreement in the future, please notify us. To formalise this application process, please complete one of the sections below to accept opt in / opt out of the SCCC charges.

**OPT IN** - I wish to opt in to additional provision, resources and services provided within the SCCC charge of £1.80 per funded hour.

Name..... Signed..... Date.....

**OR,**

**OPT OUT** - I wish to opt out of the additional provision, resources and services provided within Section 7 above, and I understand that I must provide all required resources and provision to allow my child to be professionally cared for during their time within The Mount Nursery.

Name..... Signed..... Date.....

## 22. AGREEMENT

By signing the application form, the Parent confirms that they have read, understood, and agree to these Terms and Conditions.

## 23. DECLARATION

I confirm that I have read and understood this document and agree to the Terms and Conditions of The Mount Nursery.

	Parent / Carer 1 Declaration
Name	
Signature	
Relationship to the child	
Date	

	Parent / Carer 2 Declaration (if applicable)
Name	
Signature	
Relationship to the child	
Date	

Please return this application form to The Mount School once completed.

This can be delivered to:

The Mount School, 3 Binham Road, Huddersfield, HD2 2AP, or by email to [info@themount.org.uk](mailto:info@themount.org.uk).

**Please Note** – should you return this form by email and have not had a response within 2 working days, please contact us on 01484 426 432, as occasionally, these emails go straight to our 'junk' folder.