



The Elms and Oaks Day Nurseries

Application for a nursery place

Child information

Please complete a separate form for each child

Child details	
First name	
Surname	
Date of birth/baby due date	
Home address	
Postcode	
Telephone number	
Ethnic origin	
Language(s) spoken at home	
If English is not the main language spoken at home, will this be your child's first experience of an English speaking environment?	Please tick the appropriate box: <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes please discuss with your child's key person
Are there any festivals or special occasions celebrated within your family that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is at our setting?	

Required nursery usage

Please tick the appropriate boxes:

Full-time (Monday – Friday) Part-time (Minimum usage per child – 2 days)

If part-time (please tick sessions required)

Monday: Tuesday: Wednesday: Thursday: Friday: Place required from
am pm am pm am pm am pm am pm Date _____

University of Birmingham students only:

I am a student at the University and require a University term place only (Please tick box if required)

Commencement date, if different from the term dates below:
Date _____

Parent/carer information

Parent/carer details	Parent 1	Parent 2
Title (Mr/Mrs/Dr etc)		
First name		
Surname		
Parental responsibility	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does anyone else have legal contact with your child? If so please detail	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Nationality		
Home telephone number		
Mobile telephone number		
Email address		
Home address (If different from above)		

Employment details

Parent/carer details	Parent 1	Parent 2
University staff	Staff ID number	
	Department	
	Department tel number/extension	
	Department location	
Non – University staff	Name of employer	
	Place/address of employment	
	Employer telephone number	
Occupation		
University student	ID/registration number	
	Course dates	

It is essential that contact telephone numbers/addresses are updated as and when appropriate. Either parent/carer **MUST BE CONTACTABLE** by telephone during the nursery day. If an emergency occurs, delay in contacting a parent/carer could cause serious implications for your child.

Failure to provide university payroll or student registration numbers will result in you being charged non-University nursery fees.

Designated person details

The person below will be responsible for the care and welfare of your child in the case of an emergency when parents cannot be contacted. **This person must and will be asked to collect the child if the situation demands.**

By signing this form you acknowledge that you have obtained the consent of the designated person to acting in that capacity, and to the nursery holding his/her personal details.

First name	
Surname	
Home address	
Postcode	
Home telephone number	
Mobile telephone number	
Employer	

<p>Please Attach Photo Here</p>
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Please note

A photograph of designated person **must** be attached

Information required for your child's care

Doctor/Health visitor details:	
Doctor's initials/surname	
Telephone number	
Surgery address	
Health Visitor initials/surname	
Telephone number	

Information required for your child's care (continued)

Diet

Please include any information you feel to be relevant to your child's diet

Health issues/concerns

Please detail below all relevant information to enable nursery staff to provide the best possible care for your child.

Additional information

Please detail any additional information you feel the nursery should be made aware of.

Termination of contract

Notification must be submitted at the start of a month in order for your place to be terminated on the last day of that calendar month. If you choose to give more than one calendar month's notice fees are still payable up to the end of the month of your child leaving.

Please complete all sections and return with a registration cheque for £50.00 and a £250 deposit cheque made payable to 'The University of Birmingham'.

Signature of parent/carer –
(If applicable the signature of both parents/carers is required)

_____ Date _____

_____ Date _____

Nursery Manager
The Oaks Day Nursery,
 Bristol Road, Selly Oak, Birmingham B29 6SL
Email: r.j.slater@bham.ac.uk
Tel: 0121 414 7999

Nursery Manager
The Elms Day Nursery,
 33 Edgbaston Park Road, Birmingham B15 2RS
Email: s.hunt@bham.ac.uk
Tel: 0121 414 8118

(written confirmation of your application will be sent if requested).

**After completing this form, save it and email it to
 Rebecca Slater (Day Nursery) R.J.Slater@bham.ac.uk
 and
 Selina Hunt S.Hunt@bham.ac.uk
 Or click Here**