



# 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<br><br>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 – 2.5 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><b>Please Attach<br/>Photo Here</b></p> |
|--|

**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**