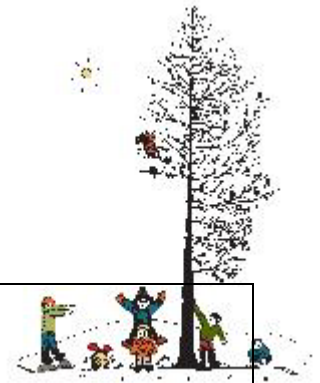


The Secret Garden Outdoor Nursery Enrolment Application Form

*Please complete, sign where indicated on Page 2 and 3
and return all 3 pages of the form to the address on Page 3*



Child's Name:	Date of Birth:
Parent/Carer 1:	Parent/Carer 2:
Occupation:	Occupation:
Home Address:	Home Address (if different):
Home Tel:	Home Tel (if different):
Work Tel:	Work Tel:
Mobile Tel:	Mobile Tel:
Email:	Email:
Days Required (please tick as appropriate): When would you like your child to start:	Monday Tuesday Wednesday Thursday Friday (9am-1pm)
Siblings names & ages:	
Emergency contact, relationship to child and contact tel:	
I give permission for the following adults to collect my child (name & relationship to child):	
Are there any relevant medical details we should know – ie allergies, diet, early childhood problems?	
Doctor's name, address & tel:	Health Visitor's name, address & tel:
Is there any other information you consider relevant?	

This application does not guarantee your child a place at The Secret Garden.

A deposit of £25 is required. This is for a rucksack and a hi-viz vest which the Secret Garden will loan to you for your child.

The deposit will be refunded when your child leaves the nursery, provided all equipment is returned.

All fees are invoiced monthly in advance, and are paid for 49 weeks of the year regardless of holidays or illness.

Invoices are emailed to the parent/carer email address on page one of this form. If you need a paper copy please let the Secret Garden know.

I agree to give one month's notice of my child's removal from The Secret Garden Outdoor Nursery, or payment in lieu of notice.

I confirm that I have read and understood the document "What you will need to provide", and agree to bring my child to the Nursery in suitable clothing. I understand that if my child is deemed by a Practitioner to be in unsuitable clothing then s/he will not be able to attend that day.

SIGNATURE OF PARENT/CARER

DATE

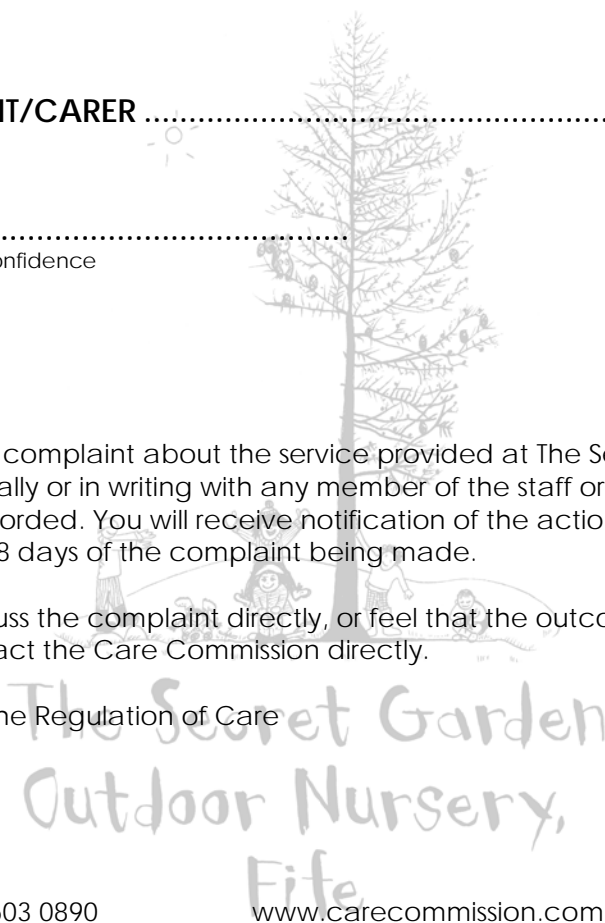
All information will be held in confidence

Complaints

If you have a concern or complaint about the service provided at The Secret Garden please feel free to raise it either verbally or in writing with any member of the staff or management committee. The complaint will be recorded. You will receive notification of the action taken and the outcome of the complaint within 28 days of the complaint being made.

If you feel unable to discuss the complaint directly, or feel that the outcome of the complaint is not satisfactory, please contact the Care Commission directly.

Scottish Commission for the Regulation of Care
South Suite Ground Floor
Largo House
Carnegie Campus
Dunfermline
KY11 8PE
Tel: 01383 841100 / 0845 603 0890



Entrant Checklist

Please sign in each box below

<p>I give permission for sun cream to be applied to my child - Aloe Vera 25 or Weleda 20</p>	
<p>I give permission for Arnica Cream, Calendula Cream, Rescue Cream or Aloe Vera gel to be applied if necessary</p>	
<p>I give permission for photographs to be taken of my child by The Secret Garden Outdoor Nursery staff</p>	
<p>I give permission for photographs to be taken by news photographers or film crews</p>	
<p>I confirm that my child will arrive at the Nursery each day dressed in suitable clothing and wearing the wellies and hi-viz vest provided</p>	
<p>I confirm that at drop-off and pick-up I am responsible for my child</p>	
<p>I understand that early pick-up from the woods must be before 3.15pm or after 4.00pm</p>	

The Secret Garden
Outdoor Nursery,
Fife

Correspondence Address:
3 Kellock Lane, Strathkinness, St Andrews, Fife KY16 9RT
Tel: 01334 850960, 07525 175641
Email: enquiries@secretgardenoutdoor-nursery.co.uk