

APPLICATION FORM

(All information is treated as confidential and some details are stored on computer for Oaks Nursery administrative purposes only).

Child's Full Name: _____ Known As: _____

Date of Birth: _____ Address: _____

_____ Postcode: _____

Email address: _____ Home Telephone: _____

Parent/Carer Name(s): _____ / _____

Telephone: _____ / _____

How did you hear about us? _____

EMERGENCY CONTACT (please ensure this is kept up-to-date): _____

Legal contact: Who has Parental Responsibility? _____

Where does the child live? _____

Doctor's Name: _____ Telephone No: _____

Address: _____

Health Requirements: _____ Any Regular Medication? _____

_____ (If Yes, please complete and sign a consent form)

Immunisations: _____

Denomination: _____ Ethnic Origin/Primary Language: _____

Previous/Additional Pre-School Provision: _____

Other Information (including allergies / dietary requirements): _____

Do you require a Free for 2 place (subject to availability)?: _____

Is your child known to any outside agencies (eg Social Services, Early Help, Community Paediatrician) _____

IMPORTANT:

Six weeks notice is required for any changes to or termination of a child's sessions. Failure to give adequate notice to the manager of The Oaks Nursery will result in charges being made to recover lost income and administrative expenses. In the event of the cancellation of a place or absence from sessions, it is our policy that no fees are refundable nor are any sessions owed in lieu of those missed.

- I enclose a £50 non-refundable deposit (applicable to all children whose hours are not fully covered by Government funding).

Deposits can be paid in person or online to 'The Oaks Nursery'.

Account Number – 65464636 Sort Code – 08 92 99

Signed _____ Dated _____

Please indicate your session preference(s).

Important Notes Regarding Session Preferences

Our minimum age is **2 years 6 months** and the latest month for starting, if any places can be allocated, is April. **Morning** sessions are primarily for children aged **three years and above**. In cases of over-subscription, priority for morning sessions will be given to children due to start primary school in the next academic year. For ease of settling and the wellbeing of the child, each child must attend a minimum of two sessions per week. Where a child is only to attend for two sessions these sessions must be taken on two separate days. Please speak with the manager if you have any further queries.

From:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					

From:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					

Every effort will be made to accommodate your request however, in line with our admissions policy, morning sessions will be allocated in the first instance to those children due to start school in the following academic year.

Deposit Received: _____

Confirmed Form: _____

Letters Sent: _____

Start Date: _____