



Nursery Place Booking Form

Please ensure your **Booking Form** is completed in CAPITAL LETTERS and BLACK INK. All Information supplied will be treated in the strictest of confidence.

CHILD'S DETAILS

FIRST NAME	SURNAME	MIDDLE NAMES	TO BE KNOWN AS
HOME ADDRESS		DATE OF BIRTH	GENDER

ADDITIONAL NEEDS

Please advise us as to whether your child may have any additional needs we may need to support them with while they attend nursery

EDUCATIONAL	MEDICAL	DIETARY INCLUDING ALLERGIES
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If there are any professionals working with your child (e.g. a social worker, speech therapist, health worker, doctor) please give details:

PARENT DETAILS

NAME OF PARENT (CARER 1)	RELATIONSHIP TO CHILD	EMAIL ADDRESS
Are you a key worker? If yes please tick the box		
ADDRESS	MOBILE	HOME TEL NO.
		WORK TEL NO.

NAME OF PARENT (CARER 2)	RELATIONSHIP TO CHILD	EMAIL ADDRESS
Are you a key worker? If yes please tick the box		
ADDRESS	MOBILE	HOME TEL NO.
		WORK TEL NO.

SESSION REQUIREMENTS

Please note sessions are subject to availability, where possible the nursery will inform you before you complete a booking form as whether a place will be made available for your requested start date. If no place is available for your requested start date, your booking form details will be added to our nursery waiting list and you will be contacted once your requested sessions become available.

Please list below your preferred sessions and start date. If you have been offered alternative sessions by the nursery or are flexible about the sessions your child can attend, please note these details below. The more flexible you can be about the sessions your child attends the more likely your child will gain a place.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM 8.30am – 12.30pm	AM 8.30am – 12.30pm	AM 8.30am-12.30pm	AM 8.30am – 12.30pm	AM 8.30am – 12.30pm
PM 1.30pm – 5.30pm	PM 1.30pm – 5.30pm	PM 1.30pm – 5.30pm	PM 1.30pm – 5.30pm	PM 1.30pm – 5.30pm
ALL DAY 8.30am-5.30pm	ALL DAY 8.30am-5.30pm	ALL DAY 8.30am-5.30pm	ALL DAY 8.30am-5.30pm	ALL DAY 8.30am-5.30pm
PREFERRED START DATE	SESSIONS OFFERED ALREADY/ FLEXIBILITY REGARDING SESSION ATTENDANCE			

TYPE OF PLACE REQUIRED

PERMANENT(51 WEEKSA YEAR) (11months – 3 years)	PERMANENT + FREE NURSERY EDUCATION FUNDED (51 weeks includes free hours for 3-5 years only)	TWO YEAR FUNDED*(2-3 YRS) (Apply via Oxfordshire County Council)	NURSERY EDUCATION FUNDED* (3-5 Years free hours 38 weeks only)
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DEPOSITS

All parents are required to pay a non-refundable registration fee of **£50.00** and a refundable holding deposit at the time of submitting your **Booking Form**. Deposits will be banked on receipt of your **Booking Form** and a letter of confirmation will be emailed to you. In the event Little Troopers Day Nursery is unable to provide you with the sessions requested on your Booking Form your deposit will be returned to you in full providing you notify the nursery prior to signing and accepting the 'Place Offer Letter'. Once you have accepted a place you are liable for all fees associated with the agreed place. When your child leaves the nursery your deposit will be returned to you in full (within one month of departure) providing a) all nursery fees invoiced have been paid in full and b) the requested two months written notice has been given.

	HOLDING DEPOSIT FEES (2xAM/ PM SESSIONS =1 DAY)				
SESSIONS REQUIRED	FULL TIME (5 DAYS)	4 DAYS	3 DAYS	2 DAYS	1 DAY
DEPOSIT REQUIRED	£250.00	£200.00	£150.00	£100.00	£50.00

DECLARATION*

I/we declare that the information on this booking form is true and relevant to my child at the time of this booking.

PARENT NAME: SIGNATURE DATE

PARENT NAME: SIGNATURE DATE

SIGNED TERMS AND CONDITIONS	SIGNED THIS BOOKING FORM	ENCLOSED RELEVANT HOLDING DEPOSIT & £50.00 REGISTRATION FEE*
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*Those applying for Funded Hours Only are **not** required to submit a deposit or registration fee.