

Request to join the waiting list

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

Type Of Place Required (Please Tick One Box Applicable)									
Age group	10 months – 3 years		10 months – 3 years		2-3 years		3 & 4 years		
Type of place	Standard Fee Charges (no Government Funded Hours)		Scheme 1: Funded Early Education Entitlement (FEEE) for Working Families (570 hours per annum)		Scheme 2: Funded Early Education Entitlement (FEEE) for Families with Special circumstances (570 hours per annum)		Scheme 3: Funded Early Education Entitlement (FEEE) Universal (570 hours per annum)		
Tick Here									
If you wish your child to attend for their Government Free Hours 'Only' with no additional purchases: additional hours, Refreshment Package or our voluntary Enhanced provision & consumable charge, please tick this box and state in the 'Sessions Required' section your preferred attendance.								Free Hours Only	
Child's Detail's									
First Name (N/A To Unborn Babies)		Middle Names (N/A To Unborn Babies)		Surname			Sibling in attendance? If so, please state the name of the sibling		
Home Address							Date of Birth (or EDD)	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			
If there are any professionals working with your child (e.g., a social worker, speech therapist, health worker, doctor) please give details:									
Parent/ Carer Details									
Name of parent (carer 1)				Relationship to child		Email address			
Are you a key worker? If yes please tick the box									
Address			Mobile no.		Home telephone no.		Work telephone no.		
Name of parent (carer 2)				Relationship to child		Email address			
Are you a key worker? If yes please tick the box									
Address			Mobile no.		Home telephone no.		Work telephone no.		
Session Requirements									
Please note sessions are subject to availability, where possible we will inform you before you complete your form of our current waiting list times. Your waiting list form details will be added to our waiting list in date order, and you will be contacted once your requested sessions become available. Please list below your preferred sessions and start date. Where possible, be flexible about the sessions your child can attend (the number of sessions and the days of the week). The more flexible you can be about the weekly sessions your child attends, the more likely your child will gain a place.									
Monday		Tuesday		Wednesday		Thursday		Friday	
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		Weekly sessions required & flexibility regarding session attendance							
Deposits									
All families* are required to pay a non-refundable registration fee of £100.00 and a refundable holding deposit to secure your place when offered and accepted. Payment will be requested once you receive a formal place offer, and you accept the place offered. Your Registration fee and holding deposit must be transferred via our bank account details, cash and cheques are not accepted. *Those applying for Government 'free hours' only with no additional purchased hours or optional purchases or if your child is eligible for funded hours under Scheme 2. 'Families with special circumstances' are not required to submit a holding deposit or registration fee.									
Holding deposit fees for weekly sessions (for your reference only)									
Refundable Holding deposit		5 day sessions (£250.00)		4 day sessions (£200.00)		3 day sessions (£150.00)		2 day sessions (£100.00)	
Declaration									
I/we declare that the information on this booking form is true and relevant to my child/expected child at the time of this waiting list request.									
Parent 1: Name					Parent 2: Name				
Parent 1: Signature					Parent 2: Signature				
Date:					Date:				