

From the Nursery Manager Little Stars Nursery

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**APPLICATION FORM FOR REGISTRATION TO LITTLE STARS NURSERY**

Name of Parent/Guardian.....................................................................................................................

Address..................................................................................................................................................

.............................................................................................................Post Code..................................

Telephone Number..........................................................Mobile.........................................................

Email.....................................................................................................................................................

Work Telephone Number.....................................................................................................................

Work Address.......................................................................................................................................

Name of Parent/Guardian.....................................................................................................................

Address..................................................................................................................................................

.............................................................................................................Post Code..................................

Telephone Number..........................................................Mobile.........................................................

Email.....................................................................................................................................................

Work Telephone Number.....................................................................................................................

Work Address.......................................................................................................................................

Child's Full Name.................................................................................D.O.B.........................................

Address..................................................................................................................................................

.............................................................................................................Post Code..................................

Ethnicity………………………………………………………………………………………………………………………………………………

I want to register my child for entry into Little Stars Nursery. I want to book the following sessions subject to availability. I understand that if the requested sessions are fully booked, my child's name will be placed on the waiting list for entry at a later date. I also understand that session fees are liable to an annual increase with effect from September each year.

|  |  |  |  |
| --- | --- | --- | --- |
|  | All Day 8am to 6pm | Mornings 8am to 1pm | Afternoons 1pm to 6pm |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |

The nursery will confirm in writing the availability of the requested sessions. You will then receive a Nursery Entry form nearer to the time of entry to complete and return to the nursery.

I/We understand and agree that fees for sessions pre-booked are payable in advance every month.

Fees are payable even if a child is absent due to illness or holidays etc.

Full-time placement (5 full days - 52 weeks a year)

I/We understand and agree that I must give **six** weeks' notice in writing if I wish to withdraw my child from Little Stars Nursery. If the notice is not provided on time, the deposit will be lost in lieu of administrative fees and costs towards a replacement.

Part-time placement (5 x ½ days – 52 weeks a year)

I/We understand and agree that I must give **six** weeks' notice in writing if I wish to withdraw my child from Little Stars Nursery. If the notice is not provided on time, the deposit will be lost in lieu of administrative fees and costs towards a replacement.

I/We understand and agree that if I have secured a place for entry at a later date, I must give **six** weeks' notice in writing if I no longer require the place or a fee, equal to the placement deposit, will be due in lieu of notice.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian) Date: \_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian) Date: \_\_\_\_\_\_\_\_\_\_

In the event of an accident during the Nursery day, every attempt will be made by staff to contact a parent or guardian. If this provides impossible, any immediate treatment which may be required will be given by a member of the team, doctor or local hospital, whichever is the most appropriate.

When would you like your child to start attending Little Stars Nursery?

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Is your child eligible for 2-year-old funding? YES / NO

(circle correct answer )