## Waitlist Application Form 2019

### Child’s Personal Details

<table>
<thead>
<tr>
<th>Surname</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Preferred Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Gender</td>
</tr>
<tr>
<td>Home address</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
</tbody>
</table>

### Nationality

- Language spoken at home
- Additional languages
- Religion
- Ethnic Origin

### Immunisation Programme

- Is your child immunisation programme up to date? Yes/No

### Nursery Attendance

- Does your child currently attend another nursery? Yes/No

### Special Needs

- Does your child have any special educational or social needs? Yes/No

### Allergies

- Does your child have any allergy, anaphylaxis or medical condition? Yes/No

### Place Required

- **Details of Place Required**
  - Full Time (5 full days)
  - Part Time (2 or 3 days)

### Office Use Only

- Date form received:
- Date place required:
- Waitlist checked by:
Parent/ Guardian Details

<table>
<thead>
<tr>
<th>Primary Parent/ Guardian</th>
<th>Full Name</th>
<th>Mobile number</th>
<th>Gender</th>
<th>Home address (if different from child)</th>
<th>Parental Responsibility</th>
<th>Yes/ No</th>
<th>Email address</th>
<th>Wolfson Member?</th>
<th>Yes/ No</th>
<th>If yes, circle your status: GS, GBF, RF, JRF, VS, CR, Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Parent/ Guardian</td>
<td>Full Name</td>
<td>Mobile number</td>
<td>Gender</td>
<td>Home address (if different from child)</td>
<td>Parental Responsibility</td>
<td>Yes/ No</td>
<td>Email address</td>
<td>Wolfson Member?</td>
<td>Yes/ No</td>
<td>If yes, circle your status: GS, GBF, RF, JRF, VS, CR, Other:</td>
</tr>
</tbody>
</table>

Terms of Enrolment

Students and members of Wolfson College take priority on the waiting list. Priority is also given to full time places (5 full days). Please note, there is a 15% supplement for part-time places (2-3 full days per week).

Please notify the Nursery if any of your details change or you no longer wish to remain on the waiting list. Periodically the Nursery may contact you to ask if you wish to remain on the list - please make sure you respond to these enquiries. If you “drop off” the waiting list and then re-apply you will be added to the bottom of the list.

If on the waiting list, you will be contacted as soon as a suitable place becomes available.

Children attending mornings and full time will be offered lunch (parents can choose to bring a packed lunch if preferred), all children attending in the afternoon have afternoon tea. When a place has been offered and accepted, settling in sessions for 1 week will be made available prior to the start date. A copy of the settling in policy, and any other nursery policies, are available on request. Fees will not be charged during the settling in week.

Please complete all the sections of the application form; it is important that you sign and date it, the date determines your position on the College Nursery Waiting List.

Deposit/ Fees 2019

<table>
<thead>
<tr>
<th>Wolfson Members</th>
<th>Non Wolfson Members</th>
<th>Occasional Half Day (Internal Families ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time Place- £44.97 per day</td>
<td>Full Time Place- £51.72 per day</td>
<td>Morning or Afternoon Session- £29.73</td>
</tr>
<tr>
<td>Part time Place- £51.71 per day</td>
<td>Part Time Place- £59.47 per day</td>
<td></td>
</tr>
</tbody>
</table>

The fees quoted are the current fees at the time of application but are subject to change with four weeks’ notice.

Parents will be asked to pay a deposit equal to four week’s fees for each child they have in the Nursery. This is payable in full once you confirm your acceptance of a place. The deposit will be set against the eight weeks’ period of notice which is required when a child wishes to leave the Nursery (NOTE: Bank Holidays, Nursery and
College closure dates will not be accepted as part of the notice period). The deposit cannot be used for any other purpose. No part refund of the deposit will be given if less than eight weeks’ written notice is given.

Fees remain payable for any periods taken as family holiday.

Refunds cannot be given for non-attendance, family holidays, sickness or other reasons, as our staff costs are incurred whether your child attends or not.

The Nursery is closed in line with the College at Christmas and Easter and for the last two weeks in August which will include the August bank holiday. Fees are not charged for Nursery closures or Bank Holidays. The Nursery is closed for all UK bank holidays. You may choose to take family holidays at other times but the Nursery does not permit you to sell or give your child’s place to other parents.

The allocation of places within the Nursery can only be decided and authorised by the Day Nursery Manager.

You must notify the Day Nursery as soon as possible of any dates when you know your child will not be in the Nursery, this includes a phone call on the morning of an absence due to illness.

I confirm that the information given in this form is true, complete and accurate. I confirm I have read and understood the terms of enrolment, prior to submitting this application form. I acknowledge that it is my responsibility to notify the nursery of any changes to my circumstances or to the information provided in this form.

Signed: ____________________________________________ Date: ________________