

Ashridge Nursery Registration Form

Child's Details:

Child's Surname Name:	Child's First Name:
Date of Birth:	Sex: Boy / Girl

Parents' Details:

Name of Parents	
Home Address:	
Home Telephone No:	
Mobile Number:	
Email Address:	

General Information:

Languages spoken at home:	
Special Needs:	
Any other considerations? (siblings, attending another Nursery, etc):	
Previous Nurseries/Playgroups attended:	
Infant School child will attend:	
Date of visit to Ashridge Nursery: (Please call to arrange a convenient time)	

Preferred Requirements:

Preferred Start Date: Sept / Jan / April (Please circle) Year (Normal school term dates apply)
Preferred sessions per week: Mon AM Tues AM Wed AM Thurs AM Fri AM (Please circle) PM PM PM PM PM
Please circle if you are interested in: 6 hr sessions Lunch Clubs Top Up Sessions
(Please see attached document for details of entitlement and session offering - all subject to availability)

I enclose the Administration Fee of £20.00 (cheques made payable to "Ashridge Nursery Parents Association").

Signed (Parent/Guardian) **Date**

Please return completed form with fee to: The Registrations Officer, Ashridge Nursery, Ashridge Road, Wokingham, Berkshire, RG40 1PG. The administration fee includes a free Ashridge Nursery T-Shirt when your child starts Nursery. No registration can be accepted without the accompanying (non refundable) fee.

FREE ENTITLEMENT FUNDING FOR THREE AND FOUR YEAR OLD CHILDREN AT

Ashridge Nursery

1. As September 2010, all three and four year olds are entitled to 15 hours Free Entitlement funding per week, for 38 weeks per year, in the Wokingham Borough.

The nationally prescribed dates for determining eligibility are as given below:

- If your child's third birthday falls between 1st January and 31st March, funding will start in the Summer term (April).
- If your child's third birthday falls between 1st April and 31st August, funding will start in the Autumn term (September).
- If your child's third birthday falls between 1st September and 31st December, funding will start in the Spring term (January).

2. You may choose to take up less than your child's full entitlement.

3. The setting attended by your child will claim the funding on your behalf, so if your child attends the setting for only the free entitlement hours of 15 hours per week, you will not pay any fees or charges of any kind.

4. If, however, your child attends for longer than 15 hours per week, then you can be charged for the extra hours of childcare. At this setting the 15 hours free entitlement may be taken as detailed below:

3 Hour Sessions

- Mornings 8.45am - 11.45am and/or afternoons 12.30pm - 3.30pm
- Morning or afternoon sessions on a single day may also be selected.

6 Hour Sessions

- From 8.45am until 2.45pm
- Available only Mondays and Wednesdays
- Lunch Club is provided free of charge
- The child must bring their own packed lunch

Access to sessions are subject to availability (please refer to our admissions policy)

Some examples of how you may take up your 15 hrs include:

Up to 5 mornings 8:45-11:45 Monday to Friday = 15 hours

Up to 5 afternoon 12:30-15:30 Monday to Friday = 15 hours

A combination of morning and afternoon sessions.

Or as a combination of 3 and 6 hour sessions:

8:45am- 2:45pm on Monday and Wednesday + 1 morning **or** 1 afternoon = 15 hours

8:45am- 2:45pm on Monday **or** Wednesday + 3 mornings **or** 3 afternoons = 15 hours **etc**

Additional Services

We appreciate that the 15 hours free entitlement alone may be insufficient for some family's needs. Ashridge Nursery can also offer the following at additional cost:

- Extra sessions
 - Can be purchased at a cost of £15.00 per session (excluding lunch club)
- Lunch Clubs
 - Available on Monday, Wednesday & Friday 11:45-12:45
 - There is a charge of £5.00 per lunch club payable half termly in advance.
 - The child must bring their own packed lunch
- Top up time
 - Parents taking up the 6 hour sessions can choose to either
 - collect their child at 2.45pm on Monday and/or Wednesday
 - or collect their child at 3.30pm (the normal end time for a session) and pay a fee of £5 per session half termly in advance

Access to Sessions and Additional Services are subject to availability. Please refer to our admissions policy available in the foyer or online (www.ashridgenursery.co.uk)

5. If your child attends for more than 38 weeks per year, the setting will charge for the extra weeks.
6. You are under no obligation to take up extra hours or weeks over and above your child's free entitlement.
7. If you take up extra childcare over and above your child's free entitlement, you will only ever be charged for the extra hours. You will not be asked to pay for the free entitlement within the fees and have the government funding deducted from the fees or 'refunded' at a later date.