



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)	
How did you hear about us?	



Preferred Session 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
We are entitled to: 15 Hours <input type="checkbox"/> 30 Hours <input type="checkbox"/> 30 Hour Code: _____											
Parents National Insurance number (30 hours only): _____											
If choosing 2 sessions in one day please confirm if you would like your child to stay at nursery for Lunch Club (Additional fee payable): YES/NO											
(Please see attached document for details of entitlement and session offering - all subject to availability)											
Consent:											
Please tick the boxes for the statements you agree with.											
<input type="checkbox"/> I have received a copy of Ashridge Nursery's Data Privacy Notice.											
<input type="checkbox"/> I am happy for Ashridge Nursery to contact me via email											
<input type="checkbox"/> I am happy for Ashridge Nursery to contact me via telephone											
<input type="checkbox"/> I am happy to be notified of Nursery events and activities whilst my child is on the waiting list.											
<input type="checkbox"/> I am happy for Ashridge Nursery to validate my 30 hour code before offering me the extended sessions (If applicable).											

I enclose the Administration Fee of £20.00 (cheques made payable to "Ashridge Nursery Parents Association"). If you pay the administration fee you will receive a free Ashridge Nursery T-Shirt and book bag when your child starts Nursery.

Signed (Parent/Guardian) **Date**

Please return completed form with fee to: Sam Gunter, Nursery Administrator, Ashridge Nursery, Ashridge Road, Wokingham, Berkshire, RG40 1PG.



FREE ENTITLEMENT FUNDING FOR THREE AND FOUR YEAR OLD CHILDREN AT ASHRIDGE NURSERY

1. As of 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. This is known as Universal Entitlement.

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).

Some children may be eligible for an additional 15 hours per week - Extended Entitlement for Working Parents. Parents need to apply for confirmation of their eligibility and will be given a unique code.

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, you will not pay any fees or charges of any kind.
4. At this setting your free entitlement hours can be taken as detailed below:

Universal Entitlement

All three and four year old children are entitled to 15hours of free child care for each week of school term, starting in the school term after they turn 3. At this setting the 15 hours Universal Entitlement may be taken as detailed below:

3 Hour Sessions

- Mornings 8.45am - 11.45am and/or afternoons 12.30pm - 3.30pm

Full Days

- From 8.45am until 3.30pm
- Available every day
- Lunch Club (11.45-12.30) is provided at an additional charge, or children can go home for lunch



- The child must bring their own packed lunch if staying for lunch at Nursery
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.
- A combination of 3 hour and Full day sessions:
8:45am- 3.30pm on 2 days per week + 1 morning **or** 1 afternoon = 15 hours
8:45am- 3.30pm on 1 day in the week + 3 mornings **or** 3 afternoons = 15 hours

Extended Entitlement for Working Parents

Some children may be eligible for an additional 15 hours per week. Parents need to apply for confirmation of their eligibility and will be given a unique code. The nursery will need to be in receipt of this code before the additional 15 hours can be allocated. We will also need the parent's National Insurance number.

Please visit www.childcarechoices.gov.uk to apply for your code.

30 hours of free child care can be accessed in the following way:

Full Days

- From 8.45am until 3.30pm
- Available every day
- Lunch Club (11.45-12.30) is provided at an additional charge, or children can go home for lunch
- The child must bring their own packed lunch if staying for lunch at Nursery

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

Additional Services



We appreciate that the 15 hours free entitlement alone may not be sufficient for some family's needs but they may not be entitled to 30 hours of funded childcare. Ashridge Nursery can also offer the following at additional cost (subject to availability):

- Extra sessions
 - Can be purchased at a cost of £16.50 per 3 hour session, excluding lunch club.
- Lunch Clubs
 - Available each day 11:45-12:30
 - There is a charge of £5.00 per lunch club payable half termly in advance.
 - The child must bring their own packed lunch

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.