

Application Form



Ashridge Nursery, Ashridge Road, Wokingham, Berks, RG40 1PG

ashridgenursery@btinternet.com

01189 775878

Personal details

First name(s) of child: _____

Surname of child: _____ Date of birth: _____

Full address: _____

Postcode: _____ Telephone number: _____

Parent/carer name: _____

Email address: _____

Relationship to child: _____

Session request

Preferred start date (month/year): _____

Please tick the sessions (minimum of 2 sessions) you would like your child to attend:

Morning session 8.45 – 11.45	☐ Monday	☐ Tuesday	☐ Wednesday	☐ Thursday	☐ Friday
Lunch Club 11.45 – 12.30	☐ Monday	☐ Tuesday	☐ Wednesday	☐ Thursday	☐ Friday
Afternoon session 12.30 – 3.30	☐ Monday	☐ Tuesday	☐ Wednesday	☐ Thursday	☐ Friday

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available.

Please note that completion of this form does not guarantee a place for your child.

On admission further personal information and family details are required for our records. Your child's birth certificate is required at this point. Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice attached). Please tick the boxes accordingly:

- ☐ I have received and read the **Privacy Notice**
- ☐ I am happy for Ashridge Nursery to hold my personal data for the reasons detailed in the **Privacy Notice**.
- ☐ I understand I have the right to withdraw my consent at anytime in the future. Any requests must be made in writing.
- ☐ I am happy to be contacted by email by Ashridge Nursery.
- ☐ I am happy to be contacted by telephone by Ashridge Nursery.

As we are a charity run preschool we also ask for an optional £20 administration fee to cover welcome pack costs and a Nursery T-Shirt.

☐ I have enclosed the Optional Administration fee.

Signed parent/carer: _____ Date: _____

How did you hear about us? _____

Please be advised that this application form and offer of a place is subject to our terms and conditions which will be provided to you.

If you find that you no longer need the place, please inform us as soon as possible.

Schedule of Fees

Session Rates:

Sessions	Times	Fees for 3 & 4 year old Children <i>£7.00 per hour</i>	Fees for funded sessions
AM session	08.45 – 11.46	£21.00	£0.00
PM session	12.30 - 15.30	£21.00	£0.00
Full day session with lunch club	09.00 - 15.30	£47.25	£0.00

Other charges:

Non Funded Lunch Club 11.45 – 12.30 = £5.25 per day
Late collection of a child without prior arrangement will incur a charge of £20 per day
Late payment fee of £5.00, plus daily interest of 3% above the Bank of England base rate charged on the outstanding amount.