

1 Farncombe Road, Worthing, West Sussex BN11 2BE
Telephone: 01903 233655

**September
2025
onwards**

APPLICATION FORM

Funded Entitlement hours start the term after reaching 9 months old

Child's Surname _____ Child's Forenames _____ Address _____ _____ Post Code _____ Home Telephone No. _____ FE Code (if known) _____	Date of Birth _____ <i>(or estimated date of birth)</i> Age _____ Male/Female <i>(delete as applicable)</i> Nationality _____ Home Language _____
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Mr / Mrs / Miss / Ms / Dr / Other _____ Parent/Carer's Name _____ Male / Female <i>(delete as applicable)</i> Date of Birth <i>(for funding purposes only)</i> _____ NI No. <i>(for funding purposes only)</i> _____ Home Address <i>(if different to child)</i> _____ _____ Work Address <i>(if applicable)</i> _____ _____ Mobile No. _____ Email Address _____	Mr / Mrs / Miss / Ms / Dr / Other _____ Parent/Carer's Name _____ Male / Female <i>(delete as applicable)</i> Date of Birth <i>(for funding purposes only)</i> _____ NI No. <i>(for funding purposes only)</i> _____ Home Address <i>(if different to child)</i> _____ _____ Work Address <i>(if applicable)</i> _____ _____ Mobile No. _____ Email Address _____
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Please indicate your sessions below:

Required Start Date _____

Start/Finish times	7:30am – 8am	8am – 1pm	8am – 3:30pm	8am – 6pm	1pm – 3:30pm	1pm – 6pm
Length	30 mins	5 hours	7.5 hours	10 hours	2.5 hours	5 hours
Max funded hours	0 funded	5 funded	6 funded	8 funded	2.5 funded	5 funded
Cost of additional hrs	£5.50 <i>(inc B'fast)</i>	£9.00 ph on hours additional to Funded Entitlement				
MON						
TUES						
WEDS						
THURS						
FRI						

Please total your funded and additional hours in the boxes below

Total Hours for week: Funded Hours (max 11 / 22)

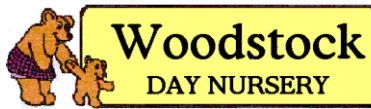
Additional Hours @ £9.00 per hour

Parents Signature _____ Date _____

Please PRINT Full Name _____

Where did you hear about us: Personal Recommendation / Advertisement / Other

Please see over for our Terms and Conditions



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TERMS AND CONDITIONS

We strongly believe that all babies and children should attend for at least two separate sessions each week. This will enable your child to make firm friendships and feel secure with the Nursery Staff. Please note, we are open 52 weeks a year, and **do not offer term-time only spaces.**

1. Receipt of your Application Form at the nursery will place your child on the *Waiting List* ~ no deposit is required at this stage.
2. A *Confirmation Letter* from the nursery will be sent when a definite place has been reserved, at which time a holding fee and a private hours deposit will be requested. The place will be guaranteed providing these payments are received by the due date on the letter. These payments are NOT refunded if the booking is not honoured, UNLESS we receive **written notice** of cancellation of a booked place. **This must be received three full calendar months before the booked start date shown on your confirmation letter**
3. The **Consumables contribution** is a voluntary contribution towards costs incurred by the nursery but not covered by the funding received from government. Please see Woodstock Day Nursery's Funded Hours Policy for a full explanation and details of costs for each age group.
4. Fees are calculated as 12 average invoices per annum. Fees are payable on the first of the month, in advance, throughout the year including bank holidays if they fall on one of your child's usual sessions. Days away ill, family holidays, periods of absence will be charged at the normal rate. Missed funded hours cannot be 'banked' for later use.
5. **Fees will be paid by Bank Transfer or Tax-Free Childcare by the 1st of each month to Woodstock Day Nursery**, unless by prior arrangement. Payments made by cash or cheque will incur an extra fee of £15.00 per transaction due to bank charges. Please speak to a Manager or Administrator if you wish to arrange this type of payment.
6. Late payments received after 1st of the month will incur a late payment charge of £15. If full payment is still not made by the 7th of the month, an additional 20% of the outstanding fees or £20 will be added to the invoice, whichever is the greater. Late collections (after the end of your child's booked session) from the nursery will incur a charge of £15.00 every 15 minutes on each occasion. If you have an unexpected emergency, please telephone to advise that you will be late to enable us to ensure correct staffing levels in all ages.
7. Any requests for permanent changes to your child's scheduled hours should be made in writing, with as much notice as possible. A reduction in hours will require 4 weeks' notice, and an increase in hours / day change(s) will be offered as and when there is a space available to accommodate the request.
8. **A minimum of one calendar months' notice of leaving is required in writing. If notice is not given for leaving then you will be liable for one calendar month's fees from the date of leaving or from the date of notification, whichever is the earlier.**

N.B. These fees will be reviewed half yearly and may change in September and/or April each year