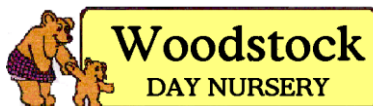


**April 2026
onwards**



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

Office use only:

Funding	9m, 2yr LA, 2yr, 3yr
Term Starting	Jan, Apr, Sept 202....

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 – 6pm
Length	30 mins	5 hours	7.5 hours	10 hours	5 hours
Max funded hours	0 funded	5 funded	6 funded	8 funded	5 funded
Cost of additional hrs	£5.50 <i>(inc B*fast)</i>	£9.50 ph on hours additional to Funded Entitlement			
MON					
TUES					
WEDS					
THURS					
FRI					

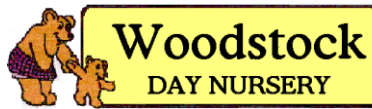
Parents Signature _____ Date _____

Please PRINT Full Name _____

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

Please see over for our Terms and Conditions

Fees Calculation Table PTO



1 Farncombe Road, Worthing, West Sussex BN11 2BE
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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 at least three full calendar months before the booked start date shown on your confirmation letter**
3. The **Consumables contribution** is a contribution towards nappies, wipes, creams, nappy sacks, suncream, snacks, extracurricular activities including Streetdance, Drumming, In-House Artist, Mini Me Yoga, higher staff ratios, and extra staff for outings. **This payment is charged @ £0.25 per funded hour, per week and £1.00 per lunch for 2-year-olds and £0.75 per funded hour, per week and £5.25 per lunch for 3- and 4-year-olds. Changes to Consumable Options may be made in March, July and December to enable us to plan for the following term.**
4. Invoices are prepared as an average month. The weekly charges are multiplied by 52 weeks and divided by 12 months to result in the same charge each month.
5. Fees are payable by 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.
6. **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.
7. 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.
8. Late collections (after the end of your child's booked session) from the nursery will incur a charge of £15.00 every 15 minutes (or part of) on each occasion. If you have an unexpected emergency, please telephone the nursery to advise that you will be late to enable us to ensure that the group will remain in ratio.
9. Any requests for permanent changes to your child's scheduled sessions 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.
10. **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

Table for your own use to calculate your child's weekly fees
(Please ensure you choose the correct rates for your child's age group)

	Session	Funded hours max 11 / 22 pw	Private hours including consumables @ £9.50 ph		Lunch Free / £1.00 / £5.25	Consumables charged per funded hour T&C's no. 3	Total charges per week £
			Hours	Cost £			
	MON						
	TUES						
	WEDS						
	THURS						
	FRI						
	TOTAL			£			£