



CLAYESMORE
D O R S E T

Nursery

APPLICATION FOR ENTRY TO NURSERY

Please complete this form and return it to the Head of Prep with a deposit cheque in the sum of £100.
(made payable to Clayesmore School. This deposit is refundable from your final account)

CHILD'S DETAILS

Full name of child: _____

Date of Birth: _____ Place of Birth: _____

Nationality: _____ Religion: _____

Is there anything we should know about your child's health? Allergies, Asthma, Eczema, etc?

Name and Address of Father:

Name and Address of Mother (if different):

Post Code: _____

Post Code: _____

Home Tel: _____

Home Tel: _____

Work Tel: _____

Work Tel: _____

Mobile Tel: _____

Mobile Tel: _____

Email: _____

Email: _____

Occupation: _____

Occupation: _____

Father's Signature: _____

Mother's Signature: _____

Proposed start date: _____

Please see overleaf for Terms & Conditions & Session Booking Form

To be completed by Clayesmore Staff

Documentary proof of
Date of Birth (eg Birth
Certificate, Passport

Document recorded by
(staff name):

Date recorded:



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NURSERY SESSION FORM

Full name of child: _____

Date of Birth: _____ Term: _____

Please tick the sessions you require. A new form should be completed for each term. This should be returned to the Nursery at least one week before the end of the previous term.

Please note that Early Years Funding is only available at Clayesmore Nursery for 3 and 4 year olds. Please enter the number of hours of Early Years Funding you are claiming in the Claimed Hours column.

	Early Birds Club 8am - 8.45am £56 per session per term*	Morning Session 8.45am - 11.45am £204 per session per term		Lunch 11.45am - 1pm £82 per session per term*	Afternoon Session 1pm - 4pm £204 per session per term		After School Club 4pm - 5pm £56 per session per term*	Supper Club 5pm - 6pm £82 per session per term*	Daily Free Hours
		Claimed Hours	Unclaimed Hours		Claimed Hours	Unclaimed Hours			
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Total									

* Session not eligible for Early Years Funding

We need to check whether our pupils are attending any other setting. They can attend a maximum of two settings per day. Please complete the relevant sections below if appropriate:

My child is also attending the following settings:

Setting name(s)	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year
	Monday	Tuesday	Wednesday	Thursday	Friday		
A:							
B:							
C:							
Total Daily Free Hours attended							

I agree to Clayesmore contacting the other providers listed to verify the hours claimed.



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EXTENDED HOURS CLAIM

If you will be funding either Morning or Afternoon Sessions through Dorset County Council Early Years Funding, please supply your 11 digit HMRC eligibility code and National Insurance Number:

HMRC Code:

--	--	--	--	--	--	--	--	--	--	--

NI Number:

--	--	--	--	--	--	--	--	--	--

Signature: _____ Date: _____

By signing above and supplying your HMRC code and National Insurance Number, you are granting Clayesmore School permission to verify this information with HMRC. Please note, you will need to reconfirm eligibility with HMRC every three months.

Useful websites for more information:-

<https://www.childcarechoices.gov.uk>

<https://www.gov.uk/childcare-calculator>

<https://www.gov.uk/help-with-childcare-costs>

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>



CLAYESMORE

DORSET

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NURSERY FEES & CHARGES WITH EFFECT FROM 1 SEPTEMBER 2019

EARLY BIRDS CLUB

8am - 8.45am • £56 per session per term

This is a pre-school club and not eligible for Dorset Sure Start funding

MORNING SESSION

8.45am - 11.45am • £204 per session per term or 3 hours fully funded by Dorset Sure Start

Price includes a mid-morning snack and any daily activities

LUNCH

11.45am - 1pm • £82 per session per term

Price includes a two-course hot meal. This is not eligible for Dorset Sure Start funding

AFTERNOON SESSION

1pm - 4pm • £204 per session per term or 3 hours fully funded by Dorset Sure Start

AFTER SCHOOL CLUB

4pm - 5pm • £56 per session per term

This is an after-school club and not eligible for Dorset Sure Start funding

SUPPER CLUB

5pm - 6pm • £82 per session per term

Price includes a two-course hot meal. This is not eligible for Dorset Sure Start funding

Please see the Nursery Activity Sheet for daily activities

*All daily equivalents are based on an average 11 week term.

Fees will be invoiced termly at the beginning of each Nursery term.

Additional ad hoc sessions can be booked subject to availability using the Additional Session Form, which must be signed by the parent. A late collection fee of £10 will be charged for every 15 minutes beyond the end of the booked session that a child remains uncollected in the Nursery. This is to support the costs of maintaining the correct staff ratios.

Useful websites for more information:-

<https://www.childcarechoices.gov.uk>

<https://www.gov.uk/childcare-calculator>

<https://www.gov.uk/help-with-childcare-costs>

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>



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NURSERY TERMS & CONDITIONS

1. We offer All Day care from 8am - 6pm during term time which includes a hot lunch and afternoon tea, depending on the sessions booked.
2. Children are eligible to join the Nursery in the term they are two.
3. The minimum number of sessions is two per week. Additional sessions, if available, can be requested on an ad hoc basis and will be billed separately at the end of each term.
4. In the event of removal of the child from the School by or on behalf of the Applicant the School shall be entitled to a full term's fees unless written notice of the intention for such removal has been received by the Head not less than one full term prior to such removal.
5. In the event of the Applicant wishing to withdraw from this agreement prior to admission of the pupil for his/her first term in the Pre-Prep the Applicant must give the School a full term's notice of such withdrawal otherwise a full term's Pre-Prep fee shall become a debt due to the School by the Applicant.
6. Parents are invoiced, in advance, on a termly basis as indicated on the child's completed session form. Fees for each term shall be paid by the Applicant so they shall be received by the School not later than the first day of that term together with payment in full of any extras incurred by the Pupil and outstanding at that date.