



Tree Tots Day Nursery Space Request Form

Child's legal name:	Date of Birth	Male/Female
Name known as:		

Child's ethnicity:	Language Spoken at home:
Child's religion:	

<p>Details of those who live with the child: (please note person 1 will be the first point of contact)</p>
1. Name:
Relationship to child:
Does this person have parental responsibility? Yes/No
2. Name:
Relationship to Child:
Does this person have parental responsibility? Yes/No
Family address:
Mobile of person 1: _____
Work number of person 1: _____
Email of person 1: _____

Mobile of person 2: _____
Work number of person 2: _____
Email of person 2: _____

Please select the days and sessions that you would like your child to attend nursery.

Sessions	Under 3	Over 3	Mon	Tue	Wed	Thu	Fri
08.00-18.00	£79.50	£76.60					
08.00-17.00	£71.55	£68.94					
08.00-16.00	£63.60	£61.28					
09.00-18.00	£71.55	£68.94					

09.00-17.00	£63.60	£61.28					
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We also have an essential charge of **£8.00 per day for all Government funded children** which goes towards the cost of meals, snacks, resources, toiletries, EY log, providing skilled staff etc.

When would you like your child to start nursery? _____

Thank you for registering your child for a place in our care. You will receive a letter to acknowledge that we have received your application. We will be in contact with you verbally and in writing when a place is available and to discuss your child’s sessions and settling in process. If after accepting the space offered, we do not hear from you within a 4-week period, we reserve the right to offer the space to another family on our waiting list. Your deposit and registration fee will not be refunded.

We require a £25.00 administration fee (non-refundable) and a deposit of £50.00 which will be refunded from the last month’s fees once we have received 4 weeks written notice.

We require 28 days written notice to withdraw your child from nursery or for requesting any changes to sessions/days booked. The deposit is refunded once we have received 28 days written notice from your final invoice or once your child is in receipt of free Government Entitlement Funding.

TNB endeavour to keep childcare fees to a minimum for our families, however there are times when the fees must be increased. Fees are generally increased in line with the annual rise in the national living wage which is a statutory requirement that TNB must adhere to. The rise in fees is determined by the extent of the government increment, where possible TNB try to absorb some of the additional cost which allows the increase to the hourly rate to be as minimal as possible. Please bear in mind that TNB have no control over the statutory raise in the national living wage. Where possible a minimum of one months’ notice is given before an hourly fee rate change.

Is there any other information that you would like to share with us at this stage? Yes/No

If yes:

Please be aware that this form is just to request a space and we will require more in-depth information as stated on the registration form.

If you have any questions, please do not hesitate to contact.

Shirley Hitchmough (Manager)

Melanie Smith (Deputy Manager/Curriculum & Training Lead)

treetots@tnbearlyyears.org

Telephone; 01980 847823

Thank you and we look forward to hearing from you.

Date of handing in Request: _____