

Millwood House Day Nursery Ltd.

Collinswood Road
Farnham Common
Buckinghamshire SL2 3LH

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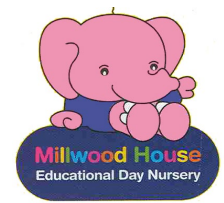
APPLICATION FORM

Child's Full Name:		MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
Date of Birth:	Nationality:		
Home address and post code:		Home Tel No:	
1st Parent / Guardian Details Title: Mr / Mrs / Miss / Ms / Dr (please circle) Relationship to Child: Parental Responsibility? Yes / No (please circle) Full Name: Occupation: Business Tel No: Mobile: Email:		2nd Parent / Guardian Details Title: Mr / Mrs / Miss / Ms / Dr (please circle) Relationship to Child: Parental Responsibility? Yes / No (please circle) Full Name: Occupation: Business Tel No: Mobile: Email:	
Name and address of family Doctor:		Doctor's Tel No:	
Record of Vaccinations or immunisations			
Food or other Allergies / Special Dietary Requirements:			
Child's medical history:			

***Please indicate (tick below) the sessions you require:**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8am - 6pm					
8am - 1pm					
1pm - 6pm					
START DATE:	DATE OF APPLICATION:				

APPLICATION FORM (cont'd..)



Terms & Conditions

1. Registration

A registration fee of £150 is required to secure your child's place at Millwood House Day Nursery.
This fee covers administrative costs and reserving your child's place.

2. Payment of Nursery Fees

All nursery fees are payable monthly in advance, on or before the first day of each month.
The nursery operates a strict advance payment policy and does not permit accounts to fall into arrears.
Where a child starts part way through a month, fees for the remainder of that month together with the following full month's fees are payable in advance prior to the child's start date.
Where payment is not received by the due date a late payment fee of £10 will be applied.
If fees remain unpaid a reminder will be issued.
If payment is not received within 5 days of the due date, the nursery reserves the right to suspend the child's place with immediate effect until all outstanding fees are cleared in full.
The nursery reserves the right to charge interest on overdue accounts at a rate of 8% above the Bank of England base rate, in accordance with statutory guidance.
Any payment arrangements are at the sole discretion of the nursery and must be agreed in writing in advance.
We encourage parents to speak to us as early as possible if they anticipate any difficulty with payment.

3. Calculation of Fees

The nursery is open for 51 weeks a year and closes for one week at Christmas and on Bank Holidays.
Fees are calculated by taking the child's weekly sessions, multiplying by 51 weeks, and dividing by 12 to give a consistent monthly fee.
Fees are payable in full regardless of absence due to illness, holidays, Bank Holidays or circumstances beyond the nursery's control.
No refunds or reductions are made in these circumstances.

4. Cancellation / Termination

One full calendar month's written notice is required if:
a) you wish to withdraw your child from the nursery, or
b) you wish to reduce your child's regular sessions
Fees remain payable in full during the notice period whether or not the child attends.

5. Non-solicitation of staff

You agree that during the term of this agreement and for a period of 6 months following its termination you will not seek to employ or engage any member of staff employed by Millwood House Day Nursery Ltd.
Any breach will result in liability for all associated recruitment and replacement costs.

6. Late Collection / Non-Collection

Children must be collected by their agreed session end time.
Late collection charges apply as follows:
- £10 per 15 minutes (or part thereof)
These charges reflect the cost of additional staffing and are applied to your account.
Persistent late collection may result in a review of your child's sessions.

7. Funded Hours and Additional Charges

Government funded hours cover early education and basic care only.
Charges for meals, consumables and enhanced activities are applied separately and are detailed within the nursery's current Fee Sheet.
Funded sessions must be taken within the nursery's session structure and cannot be exchanged for cash or alternative sessions.

I/We hereby confirm the information given and make application for the entry of my child into Millwood House Nursery in accordance with the terms and conditions shown above.

Signed Date

Signed Date

PLEASE NOTE:

It is important for all those with Parental Responsibility must sign the form together return with registration fee.