



Millwood House

Private Educational Day Nursery Ltd.
Collinswood Road
Farnham Common
Buckinghamshire SL2 3LH

Tel: 01753 645500
Fax: 01753 643301
Web: www.millwoodhousenursery.co.uk
Email: nursery@millwoodhousenursery.co.uk

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 <i>(Invoice will be sent to this email address)</i>		2nd Parent / Guardian Details
Title: Mr / Mrs / Miss / Ms / Dr (please circle)		Title: Mr / Mrs / Miss / Ms / Dr (please circle)
Full Name:		Full Name:
Occupation:		Occupation:
Business Tel No: Mobile: Email:		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 hold the child's place applies to non-funded children and children who access chargeable childcare hours. This is non-refundable.

2. Payment of Nursery Fees

Fees are payable in advance **on the first day of each month** by standing order. If the payment of fees is outstanding for more than 14 days, the nursery may serve 14 days' notice in writing to terminate this contract. Upon termination the child shall cease forthwith to be admitted to the nursery and the nursery's notice to terminate shall be regarded as a formal demand for all outstanding monies.

Millwood House Day Nursery Ltd reserves the right to charge interest on late payment at the rate of 2% over the Lloyds rate. On any occasion when we have to write to you regarding outstanding and overdue fees, an administration charge of £10 per occasion will be automatically applied to your child's account.

The nursery reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase.

3. Calculation of fees

The nursery is open for 51 weeks a year and closes for one week at Christmas and all other Bank Holidays. The fees are calculated by taking the child's weekly attendance fee, multiplying the same by 51, being the number of weeks the nursery is open, and dividing by 12 to give a monthly payment figure for the child's regular sessions. Any additional sessions and lunches are charged in accordance with our List Price Fees. Fees are not subject to adjustment due bank holidays, absences or illness. If the nursery closes due to 'acts of god', infectious diseases or environmental factors which are beyond our control, (i.e. snow), Millwood House Day Nursery will not refund your fees.

4. Cancellation / Termination

One calendar month's written notice is required if:

- a) you wish to withdraw your child from the nursery or
- b) you wish to decrease your regular sessions

5. Non-solicitation of staff

You agree that during the term of this agreement and for the period of 6 months following its termination you will not seek to employ, entice away or attempt to entice away any employee from the employment of Millwood House Day Nursery ('the Company') or any person or persons who were employed by the Company in the 6 months preceding the date of termination of the agreement between you and the Company. If you breach the aforementioned clause then you will indemnify the Company fully in respect of all and any costs incurred by the Company as a result of the aforementioned breach to include but not limited to agency fees, advertising costs, management time in interviewing and all such other costs reasonably and necessarily incurred by the Company in replacing the member of staff together with all legal fees and disbursements plus six months gross salary of the said member of staff.

6. Late Collection / Non-Collection

A Premium Rate of £5 per 15 minutes or part thereof will be charged for late collection. If your child remains in the nursery after the specified closing time / morning session end time, and Millwood House Day Nursery has not heard from you after 15 minutes we will try to reach you or any emergency contacts we have on record. If we are still unable to contact anyone after a period of time we may need to contact the local authority in line with our Late Collection / Non-Collection Policy.

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 both parents to sign where applicable. Please return signed form together with registration fee.