

## Nursery Admission Form

Child's Full Name					
Child's Date of Birth Please provide a copy of the Birth Certificate					
Sex					
Name of Parent / Carer					
Address (including postcode)					
Contact Number					
Email Address					
Preferred Nursery Start Date					
Any other information you feel would be useful					
Day	<b><u>Morning Session</u></b> 8.45am-11.45am (3 hours) Free Entitlement Session	<b><u>Extended Offer- Lunch club and Afternoon sessions</u></b> Please tick the afternoons you would like (details below)* <b>11.45-3.15pm</b>			
Monday	✓				
Tuesday	✓				
Wednesday	✓				
Thursday	✓				
Friday	✓				
	TOTAL = 15 hours				
<p><i>Children attending our morning provision are able to stay to lunch – Spaces are available on a first come, first served pre-booking basis using the Bookings portal on sQuid.</i></p> <p><b><i>Lunch Club bookings must be made by 8.30am on the day required, school hot meal charged at standard pupil rate</i></b> <i>Please provide a healthy packed lunch (no nuts or nut spread) or ensure your child's sQuid catering purse is topped up to order a school hot meal.</i></p>					
<b>FUNDING – please circle one of the following:</b>		<b>15 hours free entitlement</b>	<b>30 hours free entitlement</b>	<b>Self-Funding Partial Hours</b>	<b>Tax free childcare</b>
11-digit code for 30-hour funding					
National Insurance Number(s) <i>Please provide NI numbers for both parents if joint application</i>					

\*Lunch Club 11.45am-1pm (1 hour 15 mins) = £3.50 per session/ Funded with code (please provide either a packed lunch or order a school hot meal) Afternoon Session 1pm-3.15pm (2 hours 45 mins) £11.25 per session / Funded with code = Total: £14.75 / Self-funding full day £26

## Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. EYPP is paid ONLY on the 3 & 4-Year-Old Universal Entitlement hours (maximum 15 per week) at a rate of 62p per hour.

If you believe that your child may qualify for the EYPP please provide the following information for the main **benefit holder** to enable the local authority to confirm eligibility: -

Parent/ carer First Name		Parent /carer Last Name	
Parent/ carer Date of Birth		Parent/carer National Insurance number or NASS number	
Parent/carer signature			

## Adopted Children, Children Subject to A Special Guardianship Order or A Child Arrangements Order

3 or 4-year-old children receiving the Universal early education funding (EEF) will also be eligible for EYPP if any of the following additional criteria apply:

- They have been in local authority care for 1 day or more in England or Wales
- They have been adopted from care in England or Wales
- They have left care under a special guardianship order or child arrangement order (formerly a residence order) in England or Wales

Please place an X in this box if any of these additional criteria apply

***Please note that although checks may confirm eligibility for EYPP or 3 & 4-Year-Old Extended hours for a 2 or 3-year-old, the child will only be able to access these entitlements when they have reached the statutory early education funding entitlement age - from the start of the term after the term in which the child turns 3***

If your child is splitting their 3 & 4-Year-Old Universal Entitlement (15 hours) across two or more providers, please state the providers and the number of Universal hours at each:

## Disability Access Fund Declaration

Three- and four-year old children who are in receipt of child Disability Living Allowance and are accessing the 3 & 4 Year Old Universal Early Education Entitlement (maximum 15 hours per week) are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £828 per eligible child (with effect from the summer term 2023).

More information about the Disability Living Allowance can be found on the government website

<https://www.gov.uk/disability-living-allowance-children>

Is your child eligible and in receipt of Disability Living Allowance (DLA)?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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**If your child is splitting their 3 & 4-Year-Old Universal entitlement (15 hours) across two or more providers, please nominate the main provider where the local authority should pay the DAF:**

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**Parent/Carer/Guardian with legal responsibility declaration**

**Declaration I (Name)** .....

**Of (Address)** .....

**Date** .....

Confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (*Name of Early Years Provider – Nursery, Pre-School, Childminder*)

.....  
 To claim Early Education Funding as agreed above on behalf of my child.

In addition, I also agree that the information I have provided can be shared with the Local Authority and Department for Education, who will access information from other government departments to confirm my child’s eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

Parent/Carer/Guardian with legal Responsibility		Childcare Provider (Nursery, Pre-School, Childminder)	
Signed		Signed	
Print name		Print name	
Date		Date	

**Data Protection and Privacy Notices**

The personal details supplied on this form will be held by the Royal Borough of Windsor and Maidenhead and processed in accordance with the Data Protection Act (DPA) and privacy notices.

## Terms & Conditions

1. The nursery 'Free Entitlement Session' of 15 hours per week for 38 weeks per year will be available from 8.45am to 11.45am, Monday-Friday. The 15 hours are available the term following your child's 3<sup>rd</sup> birthday (some families may be entitled to claim 2-year old 15 hours funding). These are the only free entitlement hours that we will offer and are available term time only. We accommodate children full time. The Nursery will use the local authority checking service to verify your eligibility if you have provided an 11-digit code. If a code is not renewed and is out of date, we cannot claim the funding and you will be liable to pay privately.
2. For those parents requiring full time or afternoon sessions, this is subject to availability. Rates for these extra services detailed on the application form. These sessions should be booked in advance and invoiced a term in advance, and paid in full or via a payment plan. There is no refund for extra sessions if the child is absent. To cancel afternoon sessions booked, we require 6 weeks' notice in writing.
3. Lunch is available for children accessing the 15 hours Free Entitlement Sessions in the morning each day and is available from 11.45am-1pm. Places must be pre-booked and paid for **by 8.30am on the day required** using the Bookings portal on sQuid. Please provide your child with either a packed lunch or top up your child's sQuid catering account for a school meal charged at £2.60 per day.
4. Parents are entitled to use their 15-hour free entitlement hours mornings only and no charge will be made for parents not requesting extra sessions.
5. The nursery reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent / carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for another other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination.
6. We reserve the right to update / amend these Terms & Conditions at any time. One months' notice will be given of any changes made.

*All children attending either full time or afternoon sessions must give 6 weeks' notice (in writing) in order to terminate their nursery place (both during and out of term time) to enable us to provide the correct information to the Local Authority. Failure by the parent / guardian to provide 6 weeks' written notice may result in the parent / guardian being liable to pay the full term fees.*

**I have read and understand the Terms & Conditions above and understand and agree to comply with them.**

Child's Name	
Parent / Carer Name(s)	
Parent / Carer Signature(s)	
Date	