

Willow Cottage Nursery - INITIAL REGISTRATION FORM

Please indicate preferred setting **FARMOOR / EYNSHAM**

Date of entry: ___ / ___ / ___

Age at entry: ___ years ___ months

Child's name: _____

Date of Birth: ___ / ___ / ___

Home address: _____

_____ Post Code: _____ Home Tel: _____

Mother's name: _____ Mobile Tel: _____

Father's name: _____ Mobile Tel: _____

Family email address: _____

I agree for my child to receive any necessary emergency medical advice or treatment whilst in your care.

If there are conditions to this I will advise you in writing upon registering my child.

Please indicate below your requirements:

Monday	From _____	To _____
Tuesday	From _____	To _____
Wednesday	From _____	To _____
Thursday	From _____	To _____
Friday	From _____	To _____

The normal daily allowance is 9 hours per day. In order to maintain accurate attendance registers and staffing ratios we would ask you to be as accurate as possible with your chosen times. We are normally able to provide extra cover for you, (subject to availability).

Food Requirements/Nut Allergies

Most of our food is freshly prepared on a daily basis and great care is taken to use only ingredients that are unlikely to create dietary problems for our children. *We would ask you to advise us briefly below of any minor conditions, and in writing to the Nursery Manager of any medically diagnosed conditions that would prevent your child following our normal menu pattern. A doctor's note may be required.*

Immunisations, food allergies and any other relevant health or welfare information: _____

Fees and Administration charges

Our fees are fully inclusive of all meals and nappies etc. They are subject to an annual review on 1 April each year. Accounts must be settled in advance on the first day of each month by standing order or redeemed Childcare Voucher. Late payments, uncleared by our Bank after the fifth day of the month, and returned cheques, will incur a £8.00 administration charge. Regrettably we are unable to offer ongoing childcare if these terms and conditions are not adhered to.

Registration/Waiting List.

To complete the registration of your child at Willow Cottage or to place them on our waiting list please return this form to the Admissions Secretary at your chosen nursery address (please see our Prospectus available on the website), enclosing a Registration fee of £50.00. Upon written confirmation of your place at the Nursery we would require a £65 holding deposit (non-refundable, but which will be deducted from your last month's fees). Please make cheques payable to:- Willow Cottage Nurseries Ltd. Thank you.

Signed: _____ Date: ___ / ___ / ___ Please keep a copy after signing. Thank you.