



Please note, the completion of this form does not guarantee a place. Please complete as fully as possible and return to Helen Wylie, Nursery Manager. This form can also be emailed to info@morecambedaynursery.co.uk. Thank you.

Child's Full Name	
Date of Birth	
Child's Address	
Parent/Carer 1	
Full Name	
Relationship to the Child	
Telephone Number	
Do you have parental responsibility?	
Address (if different to the child)	
Parent/Carer 2	
Full Name	
Relationship to the Child	
Telephone Number	
Do you have parental responsibility?	
Address (if different to the child)	
Education Information	
Has the child attended Nursery or a Childminders previously?	
If you answered 'yes' to the above question, please give details. When/Why did you leave your previous childcare provider? Did you use funding whilst in attendance there? Did your child have an online learning journal?	

Sessions & Funding

We accept children using the FEYE Funding. If you wish for your child to attend for more hours than they get free funding, you will be charged £5.50 an hour.

As we are a full time setting, we stretch the FEYE Funding throughout the entire year. This means children are able to attend for free hours during the school holidays. We close for approximately 1 week over Christmas and this will not be included in these calculations. Your funding will be worked out based on how many hours are available to be claimed for the remainder of the current academic year and how many weeks there are left for your child to attend. An academic year runs from the 1st September until the 31st August.

If your child is not eligible for FEYE Funding, the Fees Schedule shows the price structure for sessions.

Session Request Form

Preferred start date:

Please tick the sessions you would like your child to attend:

Morning without Lunch: 08:00-11:30 Monday Tuesday Wednesday Thursday Friday

Morning with Lunch: 08:00-12:30 Monday Tuesday Wednesday Thursday Friday

Afternoon: 12:30-16:00 Monday Tuesday Wednesday Thursday Friday

Afternoon with Tea: 12:30-17:30 Monday Tuesday Wednesday Thursday Friday

Full Day: 08:00-17:30 Monday Tuesday Wednesday Thursday Friday

Please note that we will try and accommodate your preferred sessions, however this may not always be possible. If this is the case, we will endeavour to offer you a suitable alternative.

Funding Information

2 Year Funding

To claim the 2 year funding, we need a copy of the letter you have received stating the eligibility code. You can bring in a copy of this, or email it to info@morecambedaynursery.co.uk. The letter will state when the funding can be claimed from and this will be discussed with you.

Funding for 3 and 4 Year Olds

All 3 year olds are entitled to funded education. This funding equates to 15 hours a week over the course of a 38 week academic year. The total funding available for an academic year is 570 hours. This is split into terms, meaning the maximum hours that can be claimed each term are: Autumn - 210 / Spring – 165 / Summer – 195.

Extended funding for 3 and 4 Year Olds

The extended funding for 3 and 4 year olds is means tested and available the term after they turn 3 years old. You can apply for this funding by going to www.childcarechoices.co.uk. If successful in applying for the extended 30 hour funding, we will need the following details from you:

Child's Full Name	
Child's DOB	
Parent/Carer Name	
Parent/Carer DOB	
Parent/Carer NI Number	
Eligibility Code	

This funding works in the same way as the universally available three year funding, however the funded hours available for the academic year are doubled to 1140. This means the maximum we can claim for your child per term are as follows; Autumn – 420 / Spring – 330 / Summer – 390.

Health, Equal Opportunities and Promoting Diversity

Does your child have any allergies or food intolerances? <small>If 'Yes' please provide as much detail as possible</small>	
Does your child have any dislikes?	
Is your child currently on any medication?	
Has your child been diagnosed with having a special educational need or disability? <small>If 'Yes' please provide as much detail as possible</small>	
Is there anything further you think we should know about your child?	



Data Protection

We take your privacy seriously, and in accordance with the General Data Protection Regulation you are required to give your consent (by ticking the following boxes) to confirm you agree to us storing and using your data.

Please tick the boxes to confirm the following.

- By ticking this box I give consent for the details I give on this form to be used to contact me about my child, or a place at Morecambe Day Nursery for my child.
- By ticking this box I give consent for the details I give on this form to be used to contact me should I miss an appointment for a nursery visit or trial.

This form will be destroyed:

- Once my child begins Nursery and the parent/carer has completed a registration form for my child. 3 months after the original query was made, if no contact has been made between the Nursery and yourself.

Where did you hear about us?

This application form places your child on our waiting list. We will contact you as soon as a suitable place becomes available. Should the sessions you have requested be unavailable, we may contact you to offer an alternative.

Please note that completion of this form does not guarantee a place for your child.

Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records, some of which may be repeated from this form. Your child's birth certificate is required at this point with a copy made for their file.

If you find that you no longer need the place, please inform us as soon as possible.

Parent/Carer 1		
Print Name:	Signed:	Date:
Parent/Carer 2		
Print Name:	Signed:	Date: