**Application**

**Form**







**Mells Nursery**

**By the experts!**











**Session times and fees**

**Term time only.**

Fees are charged at £5.95 per hour for 2 year olds and £5.65 per hour for 3 and 4 year olds

**Full day session**

09.15 – 15.30

**Morning Session**

09.15 – 12.00

**Morning session with lunch**

09.15 – 12.45

**Afternoon Session**

13.00 – 15.30

**Afternoon Session with lunch**

12.00 – 15.30

Government Funding is available for up to 15 hours per week for all 3 and 4 year olds and eligible 2 years olds.

(Funding is limited to 570 hours per year.)

Thank you for your recent enquiry regarding a place at our nursery. We would appreciate you completing and returning this application form as soon as possible. At all times we will try to accommodate your requests, however, places will be allocated and confirmed following the Admissions Policy found on our website.

**”We love the big round window”**

**Lauren, aged 4**



If the session you have requested is not available, you will be notified what alternative options are available.

We welcome visits to our nursery, to give you an opportunity to see what we can offer your child.

**“We go and see the ducks” Iona aged 3**

,

If you would like to book an appointment to look around the premises or if you would like to discuss anything in relation to your child starting nursery, please do not hesitate to contact either Katherine - Nursery Manager or Megan - Administrator.



**”We do loads of fun things, we dress up and listen to music” - Frances, aged 3**

**Nursery Manager**: Katherine Kapadia

**Tel:** 01373 813978

**Email:** office@mellsnursery.co.uk

**Website:** www.mellsnursery.co.uk



Request to be added to the Mells Nursery waiting list.

**Child’s first name:**………………………………………………….……**Child’s surname**:..……………………………………….. **Child’s Date of birth**:…………………………………………**Age**: .………..…………**Gender**: ...…………………………………

Name of **Parent(s)/Carer(s)**……………………………………….……………………………………….……………………..........

Address…………………………………………………….…………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

Telephone Number……………………………………………………………………………………..………………………………………

Email (please write this clearly) ……………….…………………………………………………………………………..…………….

Date required to start………………………………..……………Any siblings at Nursery………………………………………

Have you visited Mells Nursery? Yes No. (If not, please ask for details of our Virtual Tour.)

Your application will be accepted onto our waiting list and will be reviewed and considered by the Nursery Manager following our Admissions policy which can be found on the Mells Nursery website - <https://www.mellsnursery.co.uk/about>.
Please read this policy and let us know if there are any circumstances that would determine your position in the waiting list.

**Requested sessions:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Am 9:15-12:00 | Lunch 12:00-12:45 | Pm 13:00-15:30 |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |

Please note that your requested days cannot be confirmed at this stage. At all times we will make every effort to allocate your requests, however, places will be allocated and confirmed following our Admissions policy.

Signature of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The personal information you give on this form will be used to administer your request for a place at Mells Nursery.

We will only use this personal information when the law allows us to. Most commonly, we will use this personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with You.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and Your interests and fundamental rights do not override those interests.
We may also use Your personal information in the following situations, which are likely to be rare:
1. Where we need to protect Your interests (or someone else’s interests).
2. Where it is needed in the public interest or for official purposes.