

Request to Join Sawtry Day Nursery Waiting List

Child's Name:

Date of Birth:

Requested start date:

Sessions available:

Please tick the required sessions

 Funded Sessions Maximum of 22.5 hours per week			
Funded Day	9.0 hours	8.00am - 5.00pm	£8.75
Fully funded Morning	4.5 hours	8.00am - 12.30pm	£6.50
Fully Funded Afternoon	4.5 hours	12.30pm - 5.00pm	£2.25

Mon	Tues	Wed	Thurs	Fri

 Non Funded Sessions			
Full Day	9 hours	8.00am - 5.00pm	£76.00
Morning Session	4.5 hours	8.00am - 12.30pm	£54.00
Afternoon Session	4.5 hours	12.30pm - 5.00pm	£51.00

Mon	Tues	Wed	Thurs	Fri

Prebooked Additional Extras			
Early Start	0.25 hours	7.45am - 8.00pm	£3.00
Extended Morning	0.5 hours	12.30pm - 1.00pm	£4.50
Extended afternoon	0.5 hours	5.00pm - 5.30pm	£4.50

Mon	Tues	Wed	Thurs	Fri

Using your maximum of 22.5 funded hours per week over 50 weeks, a typical week might be 2x 9 hour funded days, plus 1x fully funded morning plus 1x non funded afternoon session.

The nursery is open 51 weeks of the year. Therefore full fees are payable during the week prior to the August Bank Holiday.

The nursery is closed on bank holidays and also for a week between Christmas and New Year. No fees are payable on these days.

Fees are payable on all other days not attended such as family holidays and during periods of illness.

We use a system called Parent Admin and once registered, monthly invoices will be generated. We manually add payments received to your account so please allow us a few days to do this. All extras can be viewed on the Parent Admin app which can be downloaded to your phone or device.

Fees are payable by the 7th of each month. Where fees have not been received, a reminder will be sent out and will include a 5% late charge.

All drop off times and collection times are to be agreed in advance to ensure appropriate staff ratios are maintained at all times.

Please complete and return this form to info@sawtrydaynursery.co.uk or hand it directly to the nursery office. On receiving your completed application form, we will add you to our waiting list. We will contact you once we are able to offer your child a place and invite you to view the nursery and further discuss your childcare requirements.

<u>Parent/Carer 1</u>	<u>Parent/Carer 2</u>
Name:	
Email:	
Personal Mobile:	
Place of work:	
Best work contact:	

Date:

Signature: