



**REGISTRATION FORM**

*If you have any difficulty filling in this form please ask a member of staff.*

*Once we have received this form and cleared funds we will write to you to confirm that your child has been placed on our waiting list. We look forward to welcoming you to Westmill Nursery.*

CHILD'S FULL NAME: .....

(If you shorten your child's name and would like us to do the same please state here)

.....

Sex ..... Date of birth: .....

Parent/ Carers full name:.....

Parent/ Carers full name: .....

**Parent/ Carers Address:** .....

.....

Postcode: .....

Home telephone no. .... Work no .....

Mobile No ..... Email Address: .....

**Parent/ Carers Address:** .....

.....

Postcode: .....

Home telephone no. .... Work no .....

Mobile No ..... Email Address: .....

*Continued overleaf*

Please tick the sessions you would like your child to attend

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session time 9.20am to 1.20pm	Morning Session time 9.20am to 1.20pm	Morning Session time 9.20am to 1.20pm	Morning Session time 9.20am to 1.20pm	Morning Session time 9.20am to 1.20pm
Extended Sessions until 2.20pm (available to children in 'nursery' year)*	Extended Sessions until 2.20pm (available to children in 'nursery' year)*	Extended Sessions until 2.20pm (available to children in 'nursery' year)*	Extended Sessions until 2.20pm (available to children in 'nursery' year)*	Extended Sessions Unavailable

\*the year before reception

PROPOSED START DATE:.....

### **Fees**

Morning Sessions (4 hours, including snack) £20.96 for 3+ year olds  
£22.04 for 2 year olds

Additional Hours £5.24 for 3+ year olds  
£5.51 for 2 year olds

Nursery Education Funding is available the term after your child turns 3, this equates to 15 free hours a week.

A registration fee/deposit of £75 is required for your child to join our waiting list. (Unless your child is in receipt of nursery education funding upon registration or their expected start date).

The registration fee/deposit is made up of:

- **£25 is a registration fee**, to cover the administration of the waiting list and space allocation for your child. The registration fee is **non-refundable**, unless we are unable to offer your child a place due to availability, in which event we will refund the full £75 registration fee/deposit should you wish to take your child off our waiting list.
- **£50 is a registration deposit**, which will be deducted from your child's first half term fees. This deposit will be refunded should you decide to withdraw your child from our waiting list prior to a place being allocated and the offer letter issued.

Please note:

- The full £75 registration fee/deposit will be non-refundable should you decide to withdraw your child from our registrations once a place has been allocated and the offer letter issued to you.
- The £25 registration fee will only be returned at the discretion of the proprietor due to any other circumstance not mentioned above.

Please return this **registration form**, a **copy of your child's birth certificate** and **registration fee/deposit** of £75 to Sandra Hawkins & Sarah Coutts at the address below. Please contact us for BAC details (unfortunately we do not accept cash or cheque payments).

I understand and accept the terms and conditions of the registration fee/deposit:

Signed: ..... Date: .....

Print name: .....

**Westmill Village Hall, Westmill, Nr. Buntingford, Herts, SG9 9LG**  
**Tel 01763 273005, Email: westmillnursery@btinternet.com**  
**www.westmillnursery.co.uk**