**WAITING LIST APPLICATION**

**Please use BLOCK CAPITALS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | | | |  | | | |  | | | |
| Child’s Name: | | |  | | | | | Date of Birth: | | | |  | | | |
|  | | |  | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | |
|  | | |  | | | |  | | |  | | | | | |
| Home Tel: | | |  | | | | | Mobile Tel: | | |  | | | | |
|  | | |  | | | | |  | | |  | | | | |
| Parent / Carer: | | |  | | | | | Email : | | |  | | | | |
|  | | | | | | | | | | | | | | | |
| Clarkston Nursery provides early years education for children aged 2 years 3 months to 5 years.  **BREAKFAST CLUB 8.15am – 9.20am £5 per session**  Children will be offered a range of healthy breakfast options prior to their start of the nursery day.  **MORNING SESSIONS: 3 hours, 9.20am – 12.30pm, £13.05 per session**  Aimed at ante-pre & pre-school children. We accept children from 2 years 6 months so that they can attend in the run up to their funding becoming available the month after their 3rd birthday (ERC) or the term after their 3rd birthday (cross boundary)  **AFTERNOON SESSIONS: 2 hours from 1 - 3pm, Thursdays and Fridays, £8.90 per session**  Aimed at children aged 2 years 3 months to 3 years. These children can then apply for a funded morning place with us for their ante-pre and pre-school years.  **FUNDED PLACES**  We operate in partnership with East Renfrewshire Council to provide a funded alternative to council run nurseries for children aged 3 – 5 years. **From the beginning of the month following the child’s third birthday (ERC) the session cost may be met by council funding** (3-hour morning sessions only). Please note that to be eligible for this we must inform the council of their attendance prior to April 30th of the academic year in which the funding will apply and the child’s third birthday must fall prior to March 1st of that academic year. Where cross boundary funding is agreed, funding starts the term after your child’s third birthday. | | | | | | | | | | | | | | | |
| **Age 2 years 3 months – 3 years**  **Sessions you would like your child to attend Nursery (please tick):** | | | | | | | | | | | | | | | |
|  | | |  | | |  | | | | | | | |  | |
|  |  | Monday | | Tuesday | Wednesday | | | | Thursday | | | | Friday | |  |
|  | BC\* |  | |  |  | | | |  | | | |  | |  |
|  | AM |  | |  |  | | | |  | | | |  | |  |
|  | PM | N/A | | N/A | N/A | | | |  | | | |  | |  |
| \* *BC – Breakfast Club* | | |  | | |  | | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Age 3 years +**  **Once your child turns three would you require a council funded place for them? If so, this would be a morning session.** | | | | | | | | | | | | | | | |
|  | | | yes | | |  | | | | no | | |  | | |
|  | | |  | | |  | | | |  | | |  | | |
| Please note that to be eligible for this their birthday must fall prior to March 1st of that year we must inform the council of their attendance prior to April 30th of the academic year in which the funding will apply. | | | | | | | | | | | | | | | |
| **Would you like to increase the number of days your child attends once they are eligible for a funded place? If so, which days you would like your child to attend Nursery (please tick):** | | | | | | | | | | | | | | | |
|  | | | |  | | | |  | | | | | |  | |
|  | Monday am | | | | Tuesday am | | Wednesday am | | Thursday am | | | Friday am | | |  |
|  |  | | | |  | |  | |  | | |  | | |  |
|  | | | |  | | | |  | | | | | |  | |
| Signed: | |  | | | | | | Date: | | |  | | | | |

You will receive an email within two weeks confirming that your child has been added to the waiting list. Please print and retain this. In the event of any query it will be required as evidence of the date your child was added. Without a confirmation email you should not assume that your child is on the list.

If you have not received a confirmation email after two weeks, you should contact the Waiting List Secretary on [info@clarkstonnursery.co.uk](mailto:info@clarkstonnursery.co.uk) to ensure that your application has been received.

**Terms and Conditions**

* You can register your child for the Nursery from 18 months of age. Places are allocated in April for the forthcoming academic year.
* Funded children will be given priority as follows:
  + Returning Funded Children: Returning pre-school children followed by returning ante pre-school children
  + New Funded Children : New pre-school children followed by new ante pre-school children
* All subsequent place will be allocated according to the date of registration on the waiting list.
* When allocating funded places, priority will be given to East Renfrewshire Council residents. Non East Renfrewshire Council residents may be allocated a funded place subject to availability and to the council’s approval of funding.
* Please note that where a place becomes vacant during the course of the academic year it will be allocated to the longest registered child eligible to start immediately i.e. a child already at least 2 years 6 months old.

No funded places can be offered after 30th of April of any given academic year even where a funded child leaves / declines to take up their place due to East Renfrewshire Council’s funding policy.

* Your child will have a place reserved at the Nursery when the relevant booking form has been signed and returned to the Nursery along with the agreed deposit. A deposit of £75 is required and £50 of this will be offset against the first months fees when the child takes up their place at the Nursery.
* If you are unable to pay the booking deposit at the time of completion of the booking form, but want to secure your place, then we are able to accept the booking form and keep your reservation allocated for 14 days.  Extensions beyond 14 days will be governed by other bookings coming into the Nursery and are at the discretion of the Nursery Manager.
* Should you wish to cancel your booking you must give 8 weeks’ notice in writing to withdraw your child and we will refund £50 of the deposit. Unfortunately, should you cancel your place out with the 8 weeks’ notice, the full deposit will become non-refundable due to the fact that we may have had to turn someone else away to secure the place.
* Prior to making your booking we can a provide and induction session free of charge. Should you wish to make arrangements to visit please email Maureen the nursery manager on manager@clarkston nursery.co.uk or phone the nursery on 07906 954441.
* Once a place has been taken up, the Nursery requires 4 weeks’ notice of any changes.