**CLARKSTON NURSERY WAITING LIST APPLICATION FORM**

**2023-24**

**Please use BLOCK CAPITALS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Child’s Name: |  | Date of Birth: | | | |  |
| Address: |  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | Postcode |  | | |
| Home Tel: |  | Mobile Tel: | | |  | |
| Parent / Carer name: |  | | | | | |
| Email: |  | | | | | |
| Clarkston Nursery provides early years education for children aged 2 years 3 months to 5 years.  **MORNING SESSIONS: 3 hours, 9am – 12 noon, Total cost £15. Price includes snack.**  These sessions are 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 term after their 3rd birthday – see dates below. (Cross boundary – please note cross boundary funding by ERC is not guaranteed)  **AFTERNOON SESSIONS: 3 hours from 12 noon - 3pm, Total cost £15. Hot lunch provided or option to bring packed lunch for child.**  We accept children from 2 years 3 months.  **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.  **Funding** – Funding will commence as follows.   * Children born between 1 March and 31 August - eligible from the autumn term (August) * Children born between 1 September and 31 December - eligible from the spring term (January) * Children born between 1 January and last day in February - eligible from the summer term (April)   The child’s third birthday must fall prior to 1 March of that academic year for funding to be claimed. | | | | | | |

Please turn over to indicate your requirements. If these are likely to change throughout the academic year, please tick all that apply and indicate the date from which you would wish the sessions to change.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AGE 2 YEARS 3 MONTHS – 2 YEARS 6 MONTHS**  **Please indicate which sessions you would like your child to attend Nursery (please tick):** | | | | | | | | |
|  |  | Monday | Tuesday | Wednesday | Thursday | | Friday |  |
|  | AM | N/A | N/A | N/A | N/A | | N/A |  |
|  | PM |  |  |  |  | |  |  |
|  | | | | | | **From (date):** | | |
| **AGE 2 YEARS 6 MONTHS – 3 YEARS**  **Please indicate which sessions you would like your child to attend Nursery (please tick):** | | | | | | | | |
|  |  | Monday | Tuesday | Wednesday | Thursday | | Friday |  |
|  | AM |  |  |  |  | |  |  |
|  | PM |  |  |  |  | |  |  |
|  | | | | | | **From (date):** | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AGE 3 YEARS +**  **Once your child turns 3 would you require a Council funded place for them?** | | | | | | | | | | | | | |
|  | | | | YES | |  | | | NO | | |  | |
|  | |  | | |
| Please note that to be eligible for a funded place their birthday must fall prior to 1 March of that year we must inform the Council of their attendance prior to 30 April 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 | | | Tuesday | Wednesday | | Thursday | | | Friday | |  |
|  | AM |  | | |  |  | |  | | |  | |  |
|  | PM |  | | |  |  | |  | | |  | |  |
|  | | | | | | | | | | | | | |
| Signed: | | |  | | | | Date: | | |  | | | |

Once we have received your application form 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.
* Your child will have a place reserved at the Nursery when the relevant booking form has been returned to the Nursery along with the agreed deposit (if required).
  + A deposit will be requested to be paid if your child’s place will be self-funded when they start the Nursery.
  + A deposit will not be required to be paid if your child’s place is fully funded when they start.

The deposit is £75 and £50 of this will be offset against the first months’ fees when they take 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 an 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.