



NURSERY APPLICATION FORM



**Fir Tree Rise
Alwoodley
Leeds
LS17 7EZ
0113 8873680**

**pwps.admissions@pwps.nishkamschools.org
www.nishkamschooltrust.org/pwps**

SESSIONS AND FEES

Primley Wood is proud to have a nursery onsite which is open from Monday to Friday 8.45am - 3.15pm term time only. The nursery can also offer childcare before and after the core times. The breakfast club starts at 8am and the after school club closes at 6pm.

We are closed on Bank Holidays and for staff training days. For the 2024/25 academic year these are : Monday 2nd September 2024, 26th - 30th May.

FEES

- Breakfast club (8.00am—8.45am) - £5.00
- Morning session (8.45am - 11.45am) - £22.00
- Lunchtime session (11.45am - 12.15pm) - £5
- Afternoon session (12.15pm - 3.15pm) - £22.00
- After School Club (3.15pm - 6.00pm) - £15.00
- **Discounted Full Day (8.00am - 6.00pm) - £64.00**

EARLY YEARS ENTITLEMENT FOR TWO AND THREE YEAR OLDS

2 years olds - Some parents choose to pay for a nursery place when their child turns two, however some children are entitled to 15 hours of government funded early years' education the term after their 2nd birthday and will be notified of this by the local authority.

3year olds - All children are eligible for Early Years Entitlement funding from the term following their third birthday and this is for 15 hours per week. Additional hours can also be booked if space is available, please refer to the prices above and speak to the school office for availability.

We also take families in receipt of a valid 30 hour eligibility code. These hours can be spread out across the week, during the school hour sessions. Extra hours in breakfast club and after school club care is at an additional charge as well as lunch and can not be included in the 30 hours.

We are also unable to split the 30 hours with any other child care provider.

LUNCH

The lunch period is £5.00 per day* and your child will be given a healthy and nutritious lunch prepared by our catering team

***Please note if you choose to send a healthy packed lunch with your child the £5.00 charge will still be applicable to ensure that we are covering our staffing costs.**

CHILD/RENS DETAILS

	1st Child	2nd Child
Date of Birth		
First name(s)		
Middle name(s)		
Surname		
Gender		
Address		
Postcode		
Ethnic Origin		
Place of Birth		
First Language		
Religion/Culture		
Current Nursery/ Childminder		
Mode of Transport		

CONTACT DETAILS

	Parent/Carer 1	Parent/Carer 2
Relationship to child		
Title		
First Name		
Surname		
Address (if different from above)		
Home number		
Mobile number		
Work place and address		
Work number		
Email address		

SIBLING DETAILS

(Only complete if they currently attend Primley Wood)

	Name	Current Year Group
Sibling 1		
Sibling 2		
Sibling 3		
Sibling 4		

Please add any additional siblings onto the end of the form.

MEDICAL DETAILS

Name of doctor	
Practice address	
Telephone Number	
Name and address of Health Visitor	

Has your child got any dietary needs?	
Known allergies and/or medical conditions?	
It would help us to know if your child is, or has been receiving support from: Speech & Language Therapy, Child Development Centre, Portage, Medical Pro-	
Name and address of Health Visitor	

Consent

	Signed and Dated
Occasionally we may take the child/ren away from the premises for a walk in the local area. I give permission for my child to take part in these activities.	
Do you give permission for any photo's or work that your child/ren has created to be used in future displays, publications or photos on our website or social media?	
Do you consent for members of staff at nursery to apply sun cream to your child/ren in hot conditions?	
I give my consent for my child/ren to have their nappy changed and any necessary cares tended to by members of the staff in the nursery?	
I give my permission for a trained first aider to administer first aid to my child/ren?	

Sessions Required

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club					
Morning session					
Lunch					
Afternoon session					
After school club					

These sessions are allocated according to availability when the child is due to start with us.

To ensure your child is happy and settled in our care we would ideally like them to come to us for a minimum of 2 sessions per week. This provides the children with continuity and enables them to form good relationships with the staff and our surroundings. Once a child is booked in we aim to be as flexible as possible and, subject to availability, we may be able to offer extra sessions if parents/carers need to work extra days or just enjoy some free time.

Funding details

2 years old

PAID PLACE

15 HOUR FUNDED PLACE (DETAILS BELOW)

2YO FUNDED CODE	
National Insurance number	Mum -
	Dad -
Parents D.O.B	Mum -
	Dad -

3 years old

PAID PLACE

15 HOUR FUNDED PLACE

30 HOUR FUNDED PLACE (DETAILS BELOW)

30 HOUR CODE	
National Insurance number	Mum -
	Dad -
Parents D.O.B	Mum -
	Dad -

Please sign the form to verify that all the information you have provided is true and that you have read and accept the terms and conditions attached.

Printed name of parent/carers

Signature of parent/carers Date.....

General DATA Protection Regulation 2018

Under the terms of the General Data Protection Regulation (GDPR) and Data Protection Bill 2018, Primley Wood Primary School must inform you that where there is no legal obligation to provide information to us, we will always obtain your explicit consent to process your data.

Declaration

I understand that the information that I supply will be used by the school in order to fill its legal obligations and functions and is conditional on Primley Wood Primary complying with their obligations under the GDPR and the proposed Data Protection Act.

Where we rely on your explicit consent for processing personal data, you have the right to withdraw that consent. If you wish to change your mind please contact the school office to let us know.

PRIMLEY WOOD NURSERY

TERMS AND CONDITIONS

From September 2024

Registration

No registration fee is required to register your child at the nursery and secure a booking. We just ask that you complete and return the necessary paperwork before your child starts.

Minimum Booking

The minimum number of sessions your child can be booked into the nursery is 2 sessions per week. One session equals either a morning or afternoon half day session.

Nursery Fees and Charges

The nursery is open term time only in accordance with the school holidays.

Nursery fees are calculated from the booked weekly attendance, based on the stated fees.

Fees are calculated from the number of sessions booked to attend in the half term. This means that the invoice amount will vary each month, depending on the number of days in the half term.

Fees are due by the date on the invoice by either paying via Blossom app, voucher or Tax Free Childcare.

No refund will be given for Bank Holidays or in the event of the Child's absence due to illness, holiday or for any other reason. This is because the nursery must reserve a place for the child with appropriate staffing in advance.

Late Fees

All parents/carers will be given a ten minute grace period on late collection of their child. If your child has still not been collected 10 minutes after the session has ended (11.55 a.m. or 15.25 p.m.) then a charge for After School Club (£15) will be raised and applied to your account. **No late fee is charged unless this becomes a regular occurrence, this is classed as more than 2 occurrences per half term.**

If you are late collecting your child, they will be cared for where possible, by their key person and a senior member of staff. Your child will be inside the Nursery and reassured by the staff members. Any specific needs will be addressed.

Extra/Ad-Hoc bookings and any changes to a booking pattern

Additional ad-hoc sessions booked and lunches will be charged on an actual basis, in addition to the monthly amounts. Ad-hoc sessions can be cancelled provided at least two weeks' written notice is given to the school office. Unused booked sessions and lunches are not refundable.

Arrears

If there are outstanding fees at any time, the Nursery reserves the right to immediately suspend or terminate childcare services for the child until the position is rectified. Any cost incurred because of suspension or termination will be paid for by the parent/guardian of the child. Any reasonable costs incurred by the nursery as a result of arrears such as Legal, Bank or administrative charges, will be refundable in full by the parent/guardian.

PRIMLEY WOOD NURSERY

TERMS AND CONDITIONS continued

From September 2024

Cancellation/Termination

- i) After an offer of a place has been made by the nursery but before acceptance by the parent/guardian, either party may cancel the offer by serving 14 days' written notice.
- ii) After acceptance of the offer by the parent/guardian either party may terminate this agreement by the service of one calendar months' notice in writing. During that one-month period the nursery undertakes to continue to admit the child and the parent/guardian undertakes to pay all fees due. In the event of the parent/guardian failing to pay the month's fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies.
- iii) In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the child there shall be due to the nursery one calendar month's fees in lieu of notice. Failure by the parent/guardian to provide one calendar months' written notice or any notice at all shall render the parent/guardian liable to the nursery for one month's fees.
- iv) Notice must be in writing and provided to the School Office via email or written . School email address is enquiries@pwps.nishkamschools.org.
- v) The nursery reserves the right to terminate any child's enrolment, or restrict access to parent/guardian or child, at any time without notice, in consideration of the protection of other children and staff, and the well- being and smooth operation of the nursery. Any disruption caused by a parent or child that is deemed inappropriate or not conducive to a nursery environment, or undermines the reputation of the nursery, or its staff, will be cause for termination at the discretion of the School.

Infections & Illnesses

Primley Wood Nursery cannot undertake the care of sick children. The nursery must be informed of any child sickness or problems before attempting to bring the child to the premises. Each case can then be considered on a strictly individual basis.

In the interest of other children and staff it will be necessary to exclude any child who has been diagnosed with certain contagious illnesses and diseases. The exclusion will remain in force until the child's Doctor has cleared the condition.

As noted above no refund will be given in the event of the child's exclusion due to illness.

Personal Property

Primley Wood Nursery cannot be held liable for the loss or damage of any item belonging to the public on the premises. This particularly applies to children's clothing and toys as well as motor vehicles, prams and buggies.