

**St. Thomas' Day Nursery
Application Form for Nursery Place**

Parent/Guardian Names:

Parent/Guardian Profession:

Address:

Telephone Number:

Work Telephone Number:

Mobile Telephone Number:

Email Address:

Name of Child: **Male/Female**

Date of Birth:

Name of Parent/Guardian with Parental Responsibility:

Do you require a full (5 days) or part time place (2-4 days)? Please indicate days required below:

Monday	Tuesday	Wednesday	Thursday	Friday

Please remember that we may not be able to offer you the sessions you require immediately. Would you be willing to consider alternative sessions? Yes/No

Place required from:

Signed:.....

Date:.....

Please return to:

**St. Thomas' Day Nursery
40, St. Thomas Street
Oxford OX1 1JP
Telephone 01865 249800
Manager: Nikki Pargeter
stthomasdaynursery@gmail.com**

NB. Please see over for conditions of application

Conditions of Application

1. If you are offered a place it must normally be taken within one calendar month of receiving the offer.
2. If you decide not to accept the offer for the start date/sessions you requested on your application form you may remain on the waiting list but will go to the bottom of the list for your new start date/sessions. For example, if you request and are offered a start date for January but change to a July date you will go to the bottom of the July waiting list.
3. On the acceptance of a place one month's fees will become due. This will cover fees for the first month but should you decide not to take up the place on the agreed date there will be no refund of this amount.
4. Parents are required to use a minimum of 2 full days.
5. Fees are payable monthly in advance by standing order to St. Thomas Day Nursery Ltd. Parents may use vouchers or salary sacrifice as full or part payment of fees
6. At least two months' written notice must be given to the nursery if you wish to terminate your nursery place or reduce your sessions.
7. Applications will be accepted for full-time or part-time places. Please state preferred sessions on the application form. Where possible preferred sessions will be offered.
8. To register your child on the waiting list please complete the form and return it to me along with the **non-refundable registration fee**. Please be advised however that this does not guarantee you a space within the nursery. This can be paid as cash or BACS transfer details:

Lloyds Bank,
St Thomas Day Nursery
Sort Code: 30-96-35
Account: 02833275