



APPLICATION TO JOIN

On receipt of the application form and accompanying registration fee, names are added to the waiting list. Children are admitted a term before their second birthday, in order of application, except when priority is given to siblings.

Parents will be invoiced before the start of term and are requested to settle their invoice at the beginning of each term either by bank transfer, post or in person. Fees paid are non-refundable.

Please detach form and return to: info@southoverpreschool.com

8.30am – 3.00pm: Tel (landline): 0208 492 8408

8.30am – 7.00pm: Tel (mobile): 07773 360918

Note: No refund will be given for days when the Pre-school is closed for bank or other public holidays, other designated days and teacher training days, nor for days when the child is absent due to illness, holiday, or as required under the Preschool's policies and procedures.

- Additional hours available at a rate £12 per hour (subject to availability)
- 10% discount for youngest sibling, if two or more children attending Southover
- We accept all Nursery Childcare Vouchers
- We are members of the Tax-Free Childcare scheme

Additional Fees

Registration Fee	£100	Non-refundable fee. Payable once your child's place at the nursery has been confirmed.
Deposit	£400 per child	The deposit is payable once your child's place at the nursery has been confirmed. This is refundable when your child leaves the School provided all fees due have been paid and the necessary notice (One term in writing) has been given.

Nappies, wet wipes and sun cream are to be supplied by the parents as well as any nappy barrier cream their child may be using. This must be clearly labelled with their child's name.

Extra sessions can be booked at any time if spaces are available at the time. Please note that no refunds of money will be given.



SOUTHOVER PRE-SCHOOL APPLICATION FORM

Child's Name:	
Child's Date of Birth:	
Birth Certificate seen:	Y / N
Parent's Name:	
Parent's Date of Birth:	
National Insurance Number:	
Parent's Email Address:	
Address:	
Home Tel. Number:	
Mobile Tel. Number:	

Sessions required each week	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8.30am to 11:30 am					
Afternoon 11:30am to 2:30pm					
Full Day 8.30am to 2.30pm					
Extended Day 8.30am to 3pm					

I/We wish my/our child's name to be added to the waiting list and I/we enclose a cheque for £50 (made payable to 'Southover Pre-school') in respect of the registration fee, which is non-refundable.

I/We understand that registration does not guarantee the offer of a place. We have read and understood all the policies and procedures.

Starting Date:	Date:
Signed:	Print Name:

