



Mother Goose Nurseries

APPLICATION PROCEDURE

An application form, obtainable from the Manager, should be completed and returned together with a non refundable registration fee of £20 (or £40 to register with all three Mother Goose Nurseries, indicating order of preference). This will guarantee your child a place on our waiting list(s).

MOTHER GOOSE NURSERIES are open “all year round” except for Bank Holidays, the week of Christmas and New Year and one staff training week in August. We admit children regardless of race, creed or national origin.

Spaces cannot be guaranteed if our register is full, however, we will place your child as and when a vacancy occurs.

A refundable deposit is due on enrolment of £200; this is refundable provided two full calendar month’s notice in writing is given when children are leaving. When a place is offered it is only secured once the deposit has been paid.

All fees are due and payable in advance on or before the 1st day of each new month. Monthly payments are by standing order only. The nursery may refuse admission to any child whose fees are not paid.

FULL TIME: 7.30 a.m. - 6.30 p.m. See enclosed slip for fees.

Morning: 8.00 a.m. - 1.00 p.m.

Afternoon: 1.00 p.m. - 6.00 p.m.

(Although the Nursery’s day runs from 7.30 to 6.30, we prefer the arrival of children from 8.00 am until 6.00 p.m. unless parents’ work commitments necessitate 7.30am to 6.30pm. Parents should inform staff where this is to be the case.)



APPLICATION PROCESS FOR PARENTS

All applications for places should follow these stages:

- 1) **Application:**
Completion of application form and payment of non-refundable registration fee places child on waiting list;
- 2) **Offer:**
An offer of a place and a proposed starting date will be made by telephone or letter (preferred) when a place has become available, sometimes no more than 2 months before proposed starting date;
- 3) **Reservation:**
Payment of a returnable deposit (currently £200): this reserves the place once an offer has been made;
- 4) **Giving Entry Profile (Admission) Forms:**
This will be given to you once a placement is available and you have committed to this place by paying the relevant deposit.
- 5) **Enrolment:**
Completion of the Entry Profile forms and signed agreement secures the reserved place and confirms the agreed starting date. Enrolment forms must be completed and returned on or before the child’s starting or settling in period commences. Wherever possible, this should be at least one week before commencement of the settling-in period/start date so that any care issues can be raised and clarified before the child begins at the nursery;
- 6) **Settling In:**
Settling in arrangements should be made at the time of enrolment through guided negotiation with parents/carers and nursery manager or child’s key person. Agreed settling in times should take place, wherever possible, during the week before the start date and should not be charged;
- 7) **Trial Period:**
The first two weeks that a child spends in nursery are considered as a trial period. At the end of this period, if it is found either by the parent/carer or by the nursery that the child is unable to settle into nursery life, then the agreement may be cancelled and the deposit (but not the fees for the period of attendance) returned.



Mother Goose Nurseries

APPLICATION FORM

If you complete and return this application form to your preferred nursery, together with a registration fee of £20 (or £40 for application to all three Mother Goose Nurseries), you will then be notified of an offer of a place, when one becomes available matching your requirements. A refundable deposit payment of £200 is required. Please note that it is often not possible to confirm a place until two months of the due starting date. (Refer to application process for parents)

PROJECTED STARTING DATE:

CHILD'S AGE (IN MONTHS) AT PROJECTED START DATE:

Application for place at: Waveney Greendale Upland

(Please indicate order of preference if applying for all 3 nurseries)

ATTENDANCE:-

Full Time () Part Time (): Mon Tues Weds Thurs Fri A.M P.M.

(For part time applications, circle required days/sessions. Minimum 2 full days or 3 half day sessions unless previously agreed with Nursery.)

Child's Name _____

Male/Female

Address _____

Post Code _____

Date of birth _____ Home Tel. No _____

E-mail _____ Mobile Tel. No _____

Applicant's relationship to child _____

Please provide the following information on people with whom the child lives:-

Mother, or female carer's, name _____

Title _____ Mobile No _____ Daytime No _____

Occupation _____

Father or male carer's name _____

Title _____ Mobile No _____ Daytime No _____

Occupation _____

Brothers, sisters, or other adults living with the child: _____

Previous childcare (if any): _____

How did you hear about Mother Goose Nurseries? _____

Signature of applicant _____ Date _____

Branches:

34 Waveney Ave SE25 3UB

0207 277 5951

Email: Waveney.manager@mothergoosenurseries.co.uk

Greendale Fields, off Wansley Road SE25 8JZ

0207 738 7700

Email: Greendale.manager@mothergoosenurseries.co.uk

248 Upland Road, SE22 0DN

0208 693 9429

Email: Upland.manager@mothergoosenurseries.co.uk

Web: www.mothergoosenurseries.com

Office use only:

Reg Fee : (Amount) (Date) (Received by)

Times of attendance agreed

Deposit : (Amount) (Date) (Received by)

Agreed Starting Date