



SOUTH WONSTON DAY NURSERY

Registration & Enrolment Form

Groves Close · South Wonston · Winchester · SO21 3EP
 Ages 12 months – 5 years · Monday to Friday, 08:00–18:00
 07873 436061 · swfinance@swons.co.uk · southwonstonnursery.co.uk
Fees effective September 2026 · Reopening 7th September 2026

Please complete every section in BLOCK CAPITALS and return to the Nursery Manager. A place is confirmed only once this form, the signed Terms & Conditions, ID for your child and the £50 registration fee have been received. Please tell us straight away if any of these details change.

Registration fee: £50.00 per child (non-refundable)	☐ Paid Date:	ID seen / copy on file:
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The registration fee is refunded for fully-funded children once they start. A passport or birth certificate must be seen before a place is confirmed.

SECTION 1 | CHILD'S DETAILS

Child's full legal name	Known as / preferred name
Date of birth	Age at start date
Gender	Home telephone
Home address (including postcode)	

SECTION 2 | PARENT / CARER DETAILS

Parent / Carer 1

Full name	Relationship to child
Mobile telephone	Email address
Address (if different from child)	
Employer & work telephone	Parental responsibility? Yes / No

Parent / Carer 2

Full name	Relationship to child
Mobile telephone	Email address
Address (if different from child)	
Employer & work telephone	Parental responsibility? Yes / No
Main contact for day-to-day communication and invoicing	

SECTION 3 | EMERGENCY CONTACTS & AUTHORISED COLLECTORS

Please give two contacts other than the parents/carers above. All collectors must be aged 16 or over. Unknown collectors require written confirmation and will be asked for the collection password.

Emergency contact 1 — name & relationship	Telephone
Emergency contact 2 — name &	Telephone

relationship			
Collection password / safe word			
Authorised collectors — name, relationship and mobile number (must be 16 or over)			
Are there any court orders, contact arrangements or legal restrictions we must know about? Is there anyone with parental responsibility who does not live with the child? Please give details.			

SECTION 4 | HEALTH & MEDICAL

Doctor's surgery / GP name		Surgery telephone	
Surgery address		Vaccinations up to date? Yes / No	
Health visitor (if applicable)		NHS number (if known)	
Known allergies — including food, medicines, plants and insect stings. Please describe the reaction and the treatment required.			
Medical conditions or disabilities, and any prescribed medication (name & dose). Medication is only administered in its original container with the prescriber's instructions.			
Special dietary requirements, including religious and cultural requirements			

SECTION 5 | CULTURAL BACKGROUND

Ethnicity / cultural background		Main religion	
Language(s) spoken at home		Child's first language	
Festivals or occasions you would like us to acknowledge and celebrate			

This section is optional and is used to help us reflect your child's home culture in nursery life.

SECTION 6 | ADDITIONAL NEEDS & CARE ROUTINE

Does your child have a special educational need or disability? Yes / No. If yes, please give details of the support required and any professionals involved (speech and language therapist, educational psychologist, portage, paediatrician, social worker), and whether your child has an EHC plan.			
Sleep routine / usual nap times		Comforter, dummy or special toy	
Toileting stage (nappies / potty / independent)		Words used for the toilet	
Previous or current setting attended		Siblings attending the nursery	
What does your child enjoy? What settles them when they are upset? Anything else that will help them settle in.			

SECTION 7 | REQUIRED SESSIONS & FEES

Start date:	☐ Full-year (inc. holidays)	☐ Term-time only
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Please tick the sessions and days you require. Places are subject to availability and EYFS ratios.

Session	Times	2-5 yrs private	Under 2 private	Funded EPSF + meals	Mon	Tue	Wed	Thu	Fri
Short Morning	09:00–12:00	£31.50	£35.00	£4.50	☐	☐	☐	☐	☐
Morning	09:00–13:00	£42.00	£46.50	£9.00	☐	☐	☐	☐	☐
★ Morning Extended	08:00–13:00	£52.50	£58.00	£10.50	☐	☐	☐	☐	☐
Short Afternoon	13:00–16:00	£31.50	£35.00	£4.50	☐	☐	☐	☐	☐
Afternoon	13:00–17:00	£42.00	£46.50	£9.00	☐	☐	☐	☐	☐
★ Afternoon Extended	13:00–18:00	£52.50	£58.00	£10.50	☐	☐	☐	☐	☐
School Day	09:00–15:00	£63.00	£69.00	£12.00	☐	☐	☐	☐	☐
Full Day	08:00–18:00	£78.00	£88.00	£21.00	☐	☐	☐	☐	☐

★ New sessions. Private rate £10.50/hr applies to unfunded children and to any hours above the funded entitlement. The under-2 private rate reflects the enhanced 1:3 staffing ratio. The funded column shows the Enhanced Provision & Sustainability Fee (£1.50 per funded hour) plus main meals at £3.00 each; breakfast and all snacks are included in the EPSF. Fees reviewed annually.

Meal choice (please tick)			
☐ Nursery cooked lunch £3.00	☐ Nursery hot tea £3.00	☐ Lunch + tea, full day £6.00	☐ Child brings own packed food — no charge

SECTION 8 | GOVERNMENT FUNDING & ENTITLEMENTS

Do you intend to claim funded early education hours? Yes / No

Entitlement claimed (tick)	Child's age	Term-time hrs/wk	Stretched hrs/wk (50 wks)	Who qualifies
☐ Working Parent — 15 hrs	9 months+	15	11.4	Eligible working parents
☐ 2-year funding — 15 hrs	2 years	15	11.4	Criteria A, B or C
☐ Universal — 15 hrs	3–4 years	15	11.4	All children — no means test
☐ Extended — 30 hrs	3–4 years	30	22.8	Eligible working parents
2-year / 9-month eligibility code	30-hour extended code (12 digits)			
National Insurance number — Parent 1	National Insurance number — Parent 2			
Code valid until	Child's date of birth (to confirm eligibility)			

Check your eligibility and obtain your code at www.childcarechoices.gov.uk. Codes must be reconfirmed with HMRC every 3 months — it is the parent's responsibility to keep this up to date. During school holidays on the term-time offer, sessions are charged at the private rate of £10.50/hr. Changes to funded hours are only possible termly (September, January, April). 2-year funding criteria: A — economic (household income ≤ £16,190/yr and qualifying benefit); B — looked after; C — SEN or disability.

SECTION 9 | FEES, PAYMENT & NOTICE — PLEASE READ

- Fees are charged monthly in advance by bank transfer, due on the 1st of the month. No cheques.
- Private / unfunded rate £10.50 per hour. EPSF on funded hours £1.50 per hour. Additional hours above the funded entitlement £10.50 per hour.
- Main meals (lunch or tea) £3.00 each. Breakfast and all snacks are included in the EPSF.
- Fees remain payable during absence through illness or holiday, and during closures beyond our control. Holidays are charged at the full private rate.
- No fees are charged during the two-week Christmas closure or on Bank Holidays.
- Late payment surcharge £25 per occasion if more than 7 days overdue. Unpaid fees are pursued through the courts.
- Late collection within opening hours is charged at £10.50/hr. Collection after closing time carries a £2.50 per minute surcharge.
- One month's written notice is required to change a booking or withdraw. Ad-hoc extra sessions require 24 hours' cancellation notice, otherwise the full fee is charged.
- Minimum attendance is two sessions on different days each week. Main intakes are September and January; other dates subject to availability.

— Terms and fees may be revised with one month's written notice.

Payment details — SWNS Ltd

Account no: 13546683 Sort code: 20-97-01 Reference: child's full name

SECTION 10 | PERMISSIONS & CONSENTS

Please tick Yes or No for each statement. You may withdraw or change any consent at any time in writing.

Statement	Yes	No
I consent to emergency first aid being given and, where necessary, to my child being taken to hospital by ambulance and to emergency medical treatment being given.	☐	☐
I consent to prescribed medication being administered by trained staff in its original container with the prescriber's instructions, recorded and signed for.	☐	☐
I consent to infant paracetamol (Calpol) being given with my permission on the day if my child's temperature reaches 38°C or above, while I am contacted and collection is arranged.	☐	☐
I consent to sun cream being applied by staff. SPF-30+ sun cream and hygiene wipes are provided as standard within the EPSF.	☐	☐
I consent to plasters and standard first aid supplies being used on my child.	☐	☐
I consent to nappy changing and intimate care being carried out by staff in line with the nursery policy.	☐	☐
I consent to photographs and videos of my child being taken for observations, the online journal and displays within the nursery.	☐	☐
I consent to unnamed photographs of my child being used on the nursery website, brochure and social media.	☐	☐
I consent to my child taking part in supervised local outings and nature sessions at a 1:3 ratio (specific trips will always be notified separately).	☐	☐
I consent to messy play, craft materials and face painting.	☐	☐
I consent to the nursery sharing information about my child with their school, health professionals and other agencies where it supports their care, learning or safeguarding.	☐	☐
I consent to my child's dietary and allergy information being displayed in the kitchen and rooms for safety purposes.	☐	☐

SECTION 11 | DATA PROTECTION

South Wonston Day Nursery is the data controller for the information on this form. We collect it to care for your child safely, to meet our legal duties under the Early Years Foundation Stage and safeguarding legislation, and to administer your account. We keep it securely and share it only where we are required or permitted to do so — for example with Ofsted, the local authority, health professionals or, where a child may be at risk, children's services. We have a statutory duty to report welfare concerns, which may be done without prior parental notification. Records are retained for the periods set out in our Retention Policy and then securely destroyed. You have the right to ask for a copy of your child's records, to have inaccurate information corrected, and to complain to the Information Commissioner's Office.

SECTION 12 | DECLARATION

I confirm that:

- the information given on this form is accurate and complete, and I will tell the nursery promptly of any changes;
- I have read, understood and agree to the Terms & Conditions and the fee structure set out in Sections 7 to 9, including the notice, holiday and late collection arrangements;
- I understand the £50 registration fee is non-refundable, except for fully-funded children once they start;
- I have parental responsibility for the child named on this form, or I am authorised by someone who has;
- I agree to my child being cared for in line with nursery policies, which are available to view on request.

Signature (Parent / Carer 1)		Print name	
Date		Relationship to child	
Signature (Parent / Carer 2)		Print name	
Date		Relationship to child	

FOR OFFICE USE ONLY

Date form received		Registration fee £50 received	
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ID verified — copy on file		Place offered — date	
Agreed start date		Key person allocated	
T&Cs signed and filed		Funding declaration completed	
Settling-in visits booked		Entered on register / online journal	