



Waiting List Form

First name of child: _____

Surname of child: _____ Date of birth: _____

Full address: _____

Postcode: _____

Parent/carer name (1): _____

Relationship to child: _____

Full address (if different): _____

Postcode: _____

Daytime/work tel: _____ Home: _____ Mobile: _____

Parent/carer name (2): _____

Relationship to child: _____

Full address (if different): _____

Postcode: _____

Daytime/work tel: _____ Home: _____ Mobile: _____

Any special requirements of your child/ family that you feel we need to know about? (eg special educational needs, looked after child)



Session request

Preferred start date
(dependent on places): _____

<i>Please tick</i>	Monday	Tuesday	Wednesday	Thursday	Friday
Whole Day 8:00am – 5:30pm					
Morning and lunch 8:45-12:45pm					
All Day with Early Finish 8:45am- 3:45pm					
Afternoon with Late Finish 12:45 – 5:30pm					
<i>Breakfast or lunch time added to sessions, please state which.</i>					

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. Please note that completion of this form does not guarantee a place for your child.

Once your child is offered a place and you accept it, further personal information and family details are required for our records. Your child’s birth certificate is required at this point with a copy made for our file.

If you find that you no longer need the place, please inform us as soon as possible.

Signed parent/carer: _____ **Date:** _____

Please be advised that this application form and offer of a place is subject to our terms and conditions, which can be found on our website. Upon acceptance of a place we will provide you with a copy of our terms and conditions.

For office use only:

Date form was returned: _____

Date parent was contacted: _____

Please return to:

office@smallstepsnursery.co.uk
Small Steps Day Nursery, Kaleidoscope Building, Exeter Close, Oxfords Road, Kidlington, Oxfordshire, OX5 1AB.