FIRST ADVENTURES NURSERY

Place Request Form

All information given in this form will be held in strict confidence.

Child's Name: _____

Known as: _____ DOB: _____

Details of Parent/Guardian

Names: _____ Home tel.: _____

Home address: _____ Day tel.: _____

_____ Mobile tel.: _____

Email address: _____

Sessions Required - please tick

	AM only	*PM only*	*FULL*
Monday	☐	☐	☐
Tuesday	☐	☐	☐
Wednesday	☐	☐	☐
Thursday	☐	☐	☐
Friday	☐	☐	☐

SESSION TIMES

First Adventures Nursery is open Monday to Friday, with session times as shown:

Full time: 5 full days/week; 0800 until 1800
Full day sessions: 0800 until 1800
Part time (AM) sessions: 0800 until 1230
Part time (PM) sessions: 1330 until 1800

Attendance out with these hours requires to be agreed with the Nursery in advance and is subject to an additional fee.

Start date preferred: _____ Signature: _____

- **We accept a minimum of 2 sessions per week.**
- **To reserve a place at First Adventures Nursery this form should be completed, and when the availability of a place is confirmed by the Nursery a non-refundable reservation fee equivalent to two full week's fees pro-rated is required in advance. This reservation fee will be deducted from your first whole month's fees. In the event of the reserved place being canceled for any reason prior to it being taken up, the reservation fee will not be returned.**
- **Places will be offered based on the sessions requested on this form only. If you wish to change the sessions you want, you are required to submit a new form. The Nursery reserves the right to refuse or withdraw places prior to the payment of a deposit if, at point of offer, the sessions requested are changed (e.g. a place-holding full week request has been made when only two days are actually wanted).**

How did you hear about First Adventures?

Word of mouth (friend/ family) ____ Google ____ Other ____
Web Site / Childcare Website ____ Community Facebook Group ____

For Nursery Use Only					
Date Request Received:		Wait List Place Number:		Start Date Requested:	
Date to start @ TBH:		**Date to start / move to TW:**		**Date to start / move to JP:**	
No. of places available:		**No. of places available:**		**No. of places available:**	
Places requested if different from above:		**Places Offered & Date of Offer:**		**Places Accepted and Date of Acceptance:**	
Visits Arranged For:					
Date Reservation Fee Requested & Amount:		**Date Reservation Fee received:**		**Date Reservation Fee To be Returned:**	