



Wolfson College Day Nursery
 Linton Road, Oxford, OX2 6UD
 01865 274085
daynursery@wolfson.ox.ac.uk
<https://www.wolfson.ox.ac.uk/nursery>

Waitlist Application Form 2023-2024

Child's Personal Details

Surname			
First Name			
Preferred Name			
Date of Birth		Gender	
Home address			
		Postcode	
Nationality			
Language spoken at home			
Additional languages			
Religion		Ethnic Origin	
Is your child immunisation programme up to date?			Yes/ No
Does your child currently attend another nursery?			Yes/ No
<i>If yes to above question, please provide details of notice period:</i>			
Does your child have any special educational or social needs?			Yes/ No
<i>If yes to above question, please specify:</i>			
Does your child have any allergy, anaphylaxis or medical condition?			Yes/ No
<i>If yes to above question, please specify:</i>			

Details of Place Required

Full Time (5 full days)		Part Time (2 or 3 days)	
<i>If part time, please specify the days:</i>			
Date place is required from		Date place is required until (if known)	

Office use only:

Date form received: _____
 Date place required: _____
 Waitlist checked by: _____

Parent/ Guardian Details

Primary Parent/ Guardian	Full Name			
	Mobile number		Gender	
	Home address <i>(if different from child)</i>		Parental Responsibility	Yes/ No
	Email address			
	Wolfson Member?	Yes/ No	<i>If yes, circle your status: GS, GBF, RF, JRF, VS, Other:</i>	
	College/ University Member?	Yes/ No	<i>If yes, please specify which College/ University:</i>	
Secondary Parent/ Guardian	Full Name			
	Mobile number		Gender	
	Home address <i>(if different from child)</i>		Parental Responsibility	Yes/ No
	Email address			
	Wolfson Member?	Yes/ No	<i>If yes, circle your status: GS, GBF, RF, JRF, VS, Other:</i>	
	College/ University Member?	Yes/ No	<i>If yes, please specify which College/ University:</i>	

Terms of Enrolment

Nursery Fees August 2023- July 2024;

Wolfson Members (Parents Only)	Non Wolfson Members	Occasional Half Day (Internal Families ONLY)	Non-refundable Enrolment Fee
Full time care- £59.56 per day	Full time care- £69.75 per day	Morning or Afternoon	£150 (includes nursery sun hat and backpack)
Part time care- £68.48 per day	Part time care- £80.20 per day	Session- £40.08	

The fees quoted are the current fees at the time of enquiry but are subject to change with four weeks' notice.

Students and members of Wolfson College take priority on the waiting list. After this, priority is given to members of other Colleges, followed by members of the University. Only parents of the child requiring a place can have their membership status considered for priority, no other relative's status can be taken into consideration when determining a child's place on our waitlist or charge for their fees.

Priority is also given to full time places (5 full days). Please note, there is a 15% supplement for part-time places (Anything less than 5 full days per week).

At Wolfson College Day Nursery, the children who attend must be booked in to care a minimum of 2 days per week. This is put into place to ensure children are settled in and assists our early childhood professionals in providing quality care and planning for your child.

When a position at the nursery becomes available, if you are on the waitlist you will be contacted. Upon accepting a place at Wolfson College Day Nursery, you will be required to fill out a detailed enrolment form and pay a non-refundable enrolment fee. The enrolment fee secures the place for your child and you will also receive a bag and



hat (legionnaire's type) with our day nursery printed logo on. Your child's enrolment will not be processed until the enrolment form and fee have been received.

When a place has been offered and accepted, settling in sessions will be made available prior to the start date. A copy of the settling in policy, and any other nursery policies, are available on request, or on the nursery website. Fees will not be charged for the settling in sessions.

The Nursery is closed in line with the College at Christmas and Easter and for the last two weeks in August, which will include the August bank holiday. Fees are not charged for Nursery closures or Bank Holidays. The Nursery is closed for all UK bank holidays. You may choose to take family holidays at other times but the Nursery does not permit you to sell or give your child's place to other parents. The allocation of places within the Nursery can only be decided and authorised by the Day Nursery Manager. Fees remain payable for any periods taken as family holiday or if a child does not attend due to sickness. Refunds cannot be given for non-attendance, family holidays, sickness or other reasons, as our staff costs are incurred whether your child attends or not.

You must notify the Day Nursery as soon as possible of any dates when you know your child will not be in the Nursery, this includes a phone call on the morning of an absence due to illness.

Early Years Funding:

The Nursery participates in the government-funded scheme to provide subsidised nursery places. The qualifying age for this is usually the term after a child's third birthday. The scheme allows parents access to 15 free hours of childcare over 38 weeks per year. The Early Years Funding entitlement is applied to your monthly statements, prior to being sent out. The nursery participates in the 15-hour universal funding scheme but does not participate in the 30-hour funding scheme. Full details of the scheme can be obtained from:

<https://www.oxfordshire.gov.uk/residents/children-education-and-families/early-years-education/free-education-3-4-year>

Voucher Schemes:

The College is happy to consider the various voucher schemes which exist to help parents with the costs of childcare. When considering joining a scheme, parents should obtain (and complete where necessary) all the paperwork and pass this to the Day Nursery Manager. It remains the responsibility of the parent(s) to ensure that nursery fees are paid in full by the due dates. The nursery is also a registered provider of the government Tax Free Childcare scheme. More details can be found at; <https://www.gov.uk/tax-free-childcare>

University Salary Sacrifice Scheme:

This is a scheme available to employees of Oxford University. Full details are available from the University website <http://www.admin.ox.ac.uk/childcare/salariesacrificescheme/>

I confirm that the information given in this form is true, complete and accurate. I confirm I have read and understood the terms of enrolment, prior to submitting this application form. I acknowledge that it is my responsibility to notify the nursery of any changes to my circumstances or to the information provided in this form.

Signed: _____

Date: _____