

# LEICESTER COLLEGE DAY NURSERY

## **Application to go onto the Waiting List**

### **Welcome to Leicester College Day Nursery.**

It is our aim to provide childcare for the children of employees of Leicester College and students who are attending a course of study at Leicester College. Available places are dependent upon the child's age and the sessions required. An application for a place does not guarantee a booking until confirmation is received from the Nursery.

We allocate places on a first come first served basis with the following conditions:

- **Students requiring full-time places will be given priority.**
- **Students requiring part-time places will be considered above staff requiring part-time places**
- **Staff requiring full-time places will be considered above those requiring part-time places**
- **The siblings of children already in the Nursery will be given priority on the Waiting List**

Careful consideration will be given to children with special needs and students who are experiencing great difficulty with childcare.

### **As soon as the sessions you require become available we will contact you.**

**For student applicants, it is advisable that you make an appointment with the college's department of Student Advice and Guidance (Ext No.2035) to apply for Financial Aid. It is possible that you will be eligible for funding that would help to pay for nursery fees. Please do this as soon as you have applied for a place on a course at the college and have put your name on our waiting list.**

**Your child may be eligible for the government funded FEEE (Free Early Education Entitlement.) Apply online or enquire at the nursery.**

**If you are under 19 years old you will be eligible for help with childcare costs from the 'Care to Learn Scheme' funded by the government.**

**Staff applicants will need to contact the college finance department just before they start to set up a standing order to pay the fees.**

Once your child is offered a place in the nursery, arrangements will be made for you both to visit the nursery on several occasions before the actual starting date. This will enable you and your child to familiarise yourselves with the nursery and for the necessary admission forms to be completed.

Please read our nursery leaflet or prospectus to gain more information about our nursery. Do not hesitate to contact us if you require further information.

Tel. 0116 2244132 Abbey Park Campus Nursery

Tel. 0116 2242059 Freeman's Park Campus Nursery

**Please complete and return the attached form as soon as possible to:**

**Leicester College Day Nursery**

**Freeman's Park Campus or Abbey Park Campus (Please only insert preferred campus)**

**145 Welford Road**

**Leicester**

**LE2 7LW**

**(Please retain the top form for your information and return all other forms to the address above.)**

Date of Enquiry.....

LEICESTER COLLEGE DAY NURSERY

**Application to go onto the Waiting List**

Parent's Name: .....

Address: .....

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Postal Code..... Tel No: .....

Email address.....

Name of Children:

First Name..... Family/Surname..... D.O.B.....

First Name..... Family/Surname..... D.O.B.....

(If your child is not yet born please enter expected date.)

I would want to use the nursery during the following sessions. (Please enter times)

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m					
p.m					

Please refer to prospectus for opening times for each nursery.

**As soon as the sessions you require become available we will contact you.**

Please enter preferred site i.e. Abbey Park Campus (A.P.C.),   
Freemen's Park Campus (F.P.C.)

Please tick if the other site is an option for you

If you are under 19 years old please tick this box as you will be eligible for help with childcare costs from the 'Care to Learn Scheme' funded by the government.

Students please give details of your course i.e. department, course tutor and length of course. Staff members please enter your job title and name of department. Please also tell us whether you require a place all year round or term time only.

Ext.no
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