



Application Form

Location:

Garden Cottage Nursery School, has converted flint barns for each age group including a baby unit with underfloor heating. Based on a farm in the Wonderful South Downs with its own enclosed garden play area, and its own car parking facility. As the Nursery belongs to a local farm with Windlesham House School as its neighbour, your child will have the benefit of experiencing space, freedom, nature walks and farming life from feeding the sheep lambing harvesting and looking after the chicken and donkeys all within a safe and secure environment.

Goals:

Our goal at the Nursery School is to develop a well-adapted, healthy, self-assured child with all the necessary skills to make a happy and confident transition into school life.

We offer a wide range of activities including drama, dance, music, I.T., cookery, golf, gardening, and Spanish, we are also very invested in our environment and World that we live in to name but a few. These activities and those that take place in the Nursery on a day-to-day basis will help to stimulate and develop your child's social, emotional, physical, and educational needs

Additional Information:

The nursery is open **all year** around and can accommodate **term time** only if needed. Our fees are very competitive and we offer Government funding .

A statement from our Nursery

"Dear Parents,

We are very proud of our nursery. We want to give your child the best possible start to their life through opportunities of the outdoor space (such as our forest schools, walled garden and animals) and well created classrooms alongside the EYFS 2024 in mind. We produce an atmosphere where children can learn with mutual respect and have fun in unrivalled surroundings, with lots of friendly caring staff.

We are looking forward to working with you and your children to give them an exceptional start to life and all the skills necessary to succeed"

For any further information, please visit our website: www.gardencottagenursery.com

GARDEN COTTAGE NURSERY FULL TERMS & CONDITIONS

Garden Cottage Nursery believes these standard terms and conditions reflect the custom and practice of provision of full day care. The fee structure is such to promote stability, assist forward planning and the proper resourcing of the Nursery, and include staffing. Nothing within these terms and conditions affects the parent/guardian's statutory rights. To enable us to provide and maintain the highest standards of care, we require all parents to be aware of and abide by the following conditions: -

- The Nursery is open from 8am-6pm Monday – Friday for 51 weeks per annum.
- To secure a place at the Nursery, a £100 deposit is required. An administration fee of £50 will come out of the deposit and the rest will be paid back when accounts are cleared at the end. Sorry but we are unable to accept cheques.
[Bank details are Garden Cottage Nursery sort 404725 Account 12174189](#)
- All fees are charged monthly or termly in advance and must be paid on the first day of the month or term to which they relate.
- Fees are payable during periods of absence from the Nursery, including sickness and holidays (parents MUST inform the Nursery of any absences).
- Fees are calculated based on the number of eligible days booked within the month or term. We will not be charging for **Bank Holidays**.
- All requested changes with hours and sessions must be received in writing. Each request will be considered depending on staffing commitments and ratios. Any changes for reducing hours, not for leavers, term time children will need to give half terms notice and all year around must give two Months' notice or please see Jane.
- We do take childcare vouchers that can be obtained through your employer however; it is the responsibility of the bill payer to ensure that payments are made to the nursery on time.
- Payment Terms and strictly 15 days from the date of invoice, unless special arrangements have been made. The Company reserves the right to apply a charge of 8% per annum, above the current base rate to any overdue payments. In the event of non-payment, the fees from the Companies Collection Agency, will be added to the outstanding account.
- We offer the free entitlement to all LA children after their second (applied for from county by the parent) and third birthday and more information can be obtained from the office or requested by email. FE LA only children will not be required to pay a deposit or administrations charge.
- Fees quoted for full day care (8am-6pm) include breakfast. A hot lunch is available at £3.50 per day and tea is charged at £1.15p.
- Once a place at the Nursery is confirmed, half a term's notice is required if you wish to withdraw your child from the Nursery or two months if they attend all year in full. *4 weeks' notice is required for FE hours only if you wish to withdraw your child from the nursery.*

- Parents/Carers LATE ARRIVALS to the Nursery will be charged for extra hours this will be 1-10 minutes £20 and £10 every 5 minutes thereafter. Parents/guardians should be aware that the Nursery is to be vacated by the designated closing time of their child's times.
- Please ensure that your child is sent to the Nursery with a full set of clothing with their name clearly marked. In winter please ensure that your child brings either Wellington boots or outdoor shoes for wet play in the garden.
- Garden Cottage Nursery reserves the right to make changes to the terms and conditions and pricing as and when required. If changes are made, two months' notice will be given allowing the parents/guardians the opportunity to accept or terminate their child's registration prior to the new terms and conditions or pricing taking effect. Failure to sign into the new terms and conditions or pricing will be viewed as non-acceptance and the child's registration will be terminated.
- It is understood that Garden Cottage Nursery is under an obligation to report to Social Services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent or guardian. Our first concern will always be the child's safety.

Fees and Funding

FEES from September 2025

2–4-year-olds: £7.85p per hour to include all activities and nappies

0–2-year-olds: £8.50p per hour to include all activities and nappies

Lunches are charged separately at £3.50 per lunch.

Teas are £1.15

FUNDING Information

- 9 months - 4 year old funding. Early years free entitlement for working families.
Extended EYFE for 3 and 4 year olds, granting an additional 15 hours per week on top of the Universal EYFE (totalling up to 30 hours weekly or a maximum of 1140 hours annually).
- up to 15 hours per week (or up to 570 hours annually) EYFE for Working Families. From September 2025, children can begin accessing this the term after they turn 2 if approved. From September 2025, children can begin accessing from the term after they turn 9 months old if approved.
- From September 2025, children aged 9 months and above can access up to 30 hours per week (or a maximum of 1140 hours annually).

Sept 2025	9 month – 2 years Children need to be 9 months up to 2 years before the 1 st September 1 st January and 1 st April 2026 to claim the funding for a 9 month old and up to a two year old	2 year funding Children need to be 2 years before the 1 st September 1 st January and 1 st April 2026 to claim the funding for a 2 year old
January 2026		3 year funding Children need to be 3 years before the 1 st September 1 st January and 1 st April to claim the funding for a 3 year old
April 2026		

Parents who wish their children to receive the free entitlement grant funding, must complete a funding form without which funding will be refused please find attached this MUST be completed on arrival and updated with the MHRC every three months. Notice to be given FE funding time only will be moved to the other settings after 4 weeks' notice. **Please read information below by coping the link and pasting it in the search bar.**

Discover free entitlement.

https://www-admin.westsussex.gov.uk/media/1fkfehzs/eyfe_leaflet.pdf

Privacy Notice

https://www.westsussex.gov.uk/media/9988/privacy_notice.pdf

Local Authority 2-year-old funding Please enquire to: www.westsussex.gov.uk/fundedchildcare.

How we operate free funding:

- We offer FE throughout the day between the hours of 8am -6pm Monday to Friday.
- Extra activities as listed in our Curriculum are chargeable at the rate of £1.25p per hour and includes breakfast, snack, and nappies for 3-4 year olds
- Fully FE (not subscribing to the extra activities) children will need to bring in their own breakfast, snack, Lunch and nappies.

We offer a range of extra activities which the children benefit from, which include:

- Farm – walks, feeding and caring for animals including the donkeys, lambs and chickens
- Walled garden where we grow and harvest our crops
- 2 Forest Schools
- Cooking
- Drama and Theatre

We accept Childcare vouchers from several voucher providers. Also Government Tax free Child Care.

LUNCHES

All children staying for lunch will have a hot lunch. We use Zebedee's Lunch Box for hot lunches which have proved hugely popular. Their website is www.zebedees.co.uk if you would like further information also the menus can be found within the Nursery on the notices boards and website. We do say a little prayer of Thanks so please if you would let us know if you would **not** like your son daughter to take part this is not a problem. www.gardencottagenursery.com

Food

We would like to emphasise that **NO PEANUTS or nut products** are permitted within the Nursery as we do have children here who have nut allergies

GARDEN COTTAGE NURSERY

Enrolment Form

Child Details

Surname:.....

Forenames:.....

Preferred name to be used:

Sex:

Date of Birth:.....

Start Date..... **Age at entry**.....

Nationality:.....

Religion:...../ Language spoken.....

Doctor's name and telephone:.....

Health Visitor's name and telephone:

Proposed school after Garden Cottage Nursery:.....

Please state who has Parental responsibility and legal contact with your child.

Father /Carer Name.....	Mother /Carer Name.....
Address.....	Address.....
.....
.....
.....
Postcode:.....	Postcode:.....
Home Telephone:.....	Home Telephone:.....
Mobile:.....	Mobile:.....
Email;.....	Email;.....
(Please confirm child's primary residence)	(Please confirm child's primary residence)
Parents' occupations:.....	Parents' occupations:.....

Admissions Details

Please tick preferred sessions **All Year Round** ☐ or **Term Time** ☐

Please note there are limited term time places

Day		Monday	Tuesday	Wednesday	Thursday	Friday
Drop off	8am					
	8.30am					
	1pm					
Pick up	12.30am					
	1.30pm					
	4.30pm					
	6pm					

Minimum session is 4 hours

Conditions of admission:

Please sign below to confirm you have read and accepted the attached terms and conditions. Where possible both parents/carers should sign.

Signed:

Relationship to child:

Date:

Signed:

Relationship to child:

Date:

Understanding of Fees and Free Entitlement:

3-4 year old funding inc extended hrs

I have read how the fees and free entitlement are structured within the nursery for 3-4 year olds. I would like my option to be **I would like/ would not like** (delete as appropriate) my child to be included in the extra activities and to receive all breakfast, snack, and nappies as required. I understand there is an extra charge for these activities when on funding only for 3-4 year olds.

2year old funding:

I have read and understood how the fees and Free entitlement are structured in the Nursery 2 year olds.

9 month – 2year old funding:

I have read and understood how the fees and Free entitlement are structured in the Nursery for 9 month to 2 year olds.

Signed..... Print.....

Date:

Please return this form with admissions fee to:

Garden Cottage Nursery

Highden

Washington

West Sussex RH20 4BA

01903 877718

Ofsted Number is 2526325