



Duchal Nursery School

Give your child the best start in life...

Registration Process - Session 2023/ 2024

As one of Inverclyde Council's early years providers, Duchal Nursery offers free nursery care for 3 – 5yr olds from 8.30am – 2.30pm Monday to Friday during term time (1140hrs – we do not offer any other model). We are open from 8am daily for free early drop offs and from 2.30 – 6pm each day for wraparound care for those that require it. This is currently charged at £6.50 per hour.

Please read the Inverclyde Guidance notes and complete all sections of the application form and return to Duchal Nursery by 24th February at the very latest. (Either email to info@duchal.com or a hard copy direct to the nursery, remember to include supporting documentation).

Please place Duchal Nursery as your number 1 choice and put a 2nd and 3rd option down as a back up. Places are in high demand so please ensure you return your form as soon as possible.

You must also provide a copy of your child's birth certificate and proof of address when submitting this application form (Inverclyde will only accept - council tax statement / tenancy agreement or lawyer letter - completion of house purchase as proof of residing address). Application forms will not be accepted without this proof, see guidance notes attached.

Funding begins once your child turns 3, if this is after August it will be from the 1st Monday in the following month – see attached.

If you have any questions about the application process, please do not hesitate to contact us. Once the applications are submitted, they are processed by Inverclyde and confirmation of places will be released in May. Any late applications will not be assessed until late August.