



REGISTRATION FORM

Name of child: Date of Birth:...../...../.....

Name(s) and addresses of parent(s)/carer(s):

Postcode: Telephone Numbers

Email addresses:

Parent(s) National Insurance number(s):

I would like my child to start in theTerm.....Year (please remember to state both term **and** year - children can start from the term after they reach 2 years of age)

If your child has any additional needs that might require individual support please give brief details:

If accepted onto 2 year funding scheme, please provide your reference number:

If your child currently attends or is due to start another setting/nursery (including state run), please tick as appropriate and name the setting and number of hours below:

- My child also attends:for hours per week..
- Potten End Pre-school will be our only setting

I/we would like to register for a place at Potten End Pre-School (please tick whichever is applicable)

- From the term after my child reaches 2 years of age or
- From Term Year (ie: if you wish them to start later)

We are open on Monday to Thursday from 9.00 am to 3.00 pm and Fridays from 9 am to 12.30 pm with a lunch club option (Fridays only). All day and afternoon sessions have lunch club already included. Whilst we cannot guarantee your choice of session availability (**children must attend for a minimum of 2 sessions per week**) it would be helpful if you could circle around your preferences below :-

MON AM	TUES AM	WED AM	THURS AM	FRI AM
MON PM	TUES PM	WED PM	THURS PM	FRI PM

Please sign below to register your child's place on the Pre-school waiting list. Please be aware that once you have received a place offer and returned your signed copy of the formal Acceptance of Place Offer (including acceptance of Terms and Conditions), we will require 4 weeks written notice or payment in lieu should you change your mind and decide not to go ahead with the place. Once you have registered and returned this form, **please ensure you contact the Pre-school as soon as possible if your circumstances change e.g. if you change address/telephone number, if your child requires individual support or if you wish to remove your child from the waiting list.**

Signature of parent/carer Print Name Date



REGISTRATION FORM

REGISTRATION

Parents may register their child/ren for the Pre School by completing our registration form. The registration form must be fully completed (for each child) and returned to the preschool with a **refundable administration fee of £25** which is returned in full (as a reduction in the first term's fees) when the child starts at the Pre-School. If you have been accepted onto the 2 year Government funded scheme, you are not required to pay the registration fee but you must provide the reference number overleaf.

This fee is also refunded if a child starts in a later term than the term initially requested (for any reason), and if a child cannot be offered a place within a reasonable period of time. When we have received your completed registration form, we will place your child/ren on to the waiting list for the appropriate starting term based on their age or the term that you have specified. Your application will be monitored and parents will be offered a place (if available) during the second half of the term prior to the joining term. Places are offered in date order that the registration was received. In the event that Potten End Pre-school are unable to offer a place for your child from the required starting age of the term you have requested, we will defer your child's application to the following term unless you request otherwise.

Please be aware that it is imperative that you contact us as soon as possible if your personal details change whilst your child is on our waiting list, for example change of address or telephone numbers. If you do not keep us informed and we cannot contact you, it is likely that you will jeopardise the place being offered to you as it may be allocated to another family with your application removed from our waiting list.

Place offers will initially be made verbally by telephone and upon a verbal acceptance, a formal offer letter will be sent to you along with our Terms and Conditions statement. Once your signed acceptance of the place offer is received by our Administrator, you will be required to provide us with 4 weeks written notice should you change your mind or payment in lieu will be charged. You will be invited along with your child to attend an Induction Visit at the Pre-school to meet the Pre-school Manager and the Key Worker assigned to your child. A start date is normally given to you in the Place Offer letter. Please be aware Induction visits are specifically aimed towards your child's first few days and should not be confused with general visits. If you have not previously visited the pre-school for a general visit and would like to do so, please contact us as soon as possible.

During the Induction visit, we will ask you to complete an Enrolment and Medical history form with important contact details should we ever need to contact you in an emergency. This form must be completed and returned to your child's key worker or the administrator before your child commences their first session with us. These details are kept on file in confidence. Should your personal/medical details change at any time it is imperative that you advise us at the earliest opportunity to enable us to update the information you have provided.

FUNDING

We are registered with Hertfordshire County Council (HCC) for funded places for three and four year olds. Children qualify for this funding from the term AFTER their third birthday subject to HCC eligible dates of birth. For families who meet specific criteria/eligibility outlined by HCC including those on low incomes, we are also registered for two year old funding (please be aware you will need to be referred to us by your GP or other Health Professional and provide copies of the paperwork which support your referral). Please speak to our Administrator in confidence for further information about this scheme. Please be aware that the current Funding entitlement schemes are a Government run initiative and subject to change at their discretion. Should the current or any future Government decide at any time to change or withdraw their funding policies, you will be notified at the earliest opportunity and our normal session charges will apply.

FEES

We endeavour not to increase our fees, but when it is necessary to enable us to meet the cost of rising overheads, we ensure we remain competitively priced for the service and environment which we offer our children and their families.

Fees from September 2015 will be £13.50 per session (based on 3 hours). Fees are invoiced **in full** at the beginning of the new term or shortly after your child's start date if they start mid-term.

An approximate cost can be calculated based on the following average number of weeks per term multiplied by the number of sessions your child does: Spring Term – 11 weeks; Summer Term – 13 weeks; Autumn Term – 14 weeks.

Cheques should be made payable to Potten End Pre-school and have your child's name clearly written on the back. We also accept payment by cash, BACS (directly into our bank account) and via Child Care Voucher Schemes.

(Form updated: May 2017)

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A charitable Incorporated Organisation
Registered Charity Number 1164830
Member of the Pre School Learning Alliance
Ofsted Registration Number EY500714