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

###### Name(s) and addresses of parent(s)/carer(s): ……………………………………………………………………………...

…………………………………………………………………………………………………………………………………………

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**Postcode**: …………………………………… **Telephone** **Numbers** …………………………………………………………

**Email addresses**: .............................................................................................................................................................

………………………………………………………………………………………………………………….

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

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

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**If accepted onto 2 year funding scheme (Supported families), please provide your reference number:**

………………………….……... (Should begin with child’s initials)

**If accepted onto 2 year funding scheme (Working families), please provide your reference number:**

…………………………………. (Should be an 11 digit number)

**If currently accepted on the 30 hour funding scheme (over 3’s only), please provide your reference number:**

………………………………….. (Should be an 11 digit 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

We are open Monday to Friday from 9.00 am to 3.00pm . ‘All day’ and afternoon sessions require your child to bring a packed lunch , this is included as part of the afternoon session. Whilst we cannot guarantee your choice of sessions (children must attend for a minimum of 2 sessions per week) it would be helpful if you could circle 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 ensure you contact the Pre-school 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. Thank you.

**Signature of parent/carer .…………………… Print Name ………........……………… Date ………………**

Parents/Carers 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.

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 the management team, 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 management team 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, and working families, we are also registered for two year old funding (please be aware you will need to provide the required evidence). 30 hours funding is also available for working parents who fit the criteria required and obtain the correct code. Please speak to our Manager 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 from September 2025 are £22.00 per session (based on 3 hours from either 09:00 - 12:00 or 12:00 - 15:00)**

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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.

You will be 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:

Spring Term – 11 weeks; Summer Term –13 weeks; Autumn Term – 14 weeks.

We accept payment by cash, Childcare Voucher Schemes or BACS (directly into our bank account)

Bank Details are: Nat West Bank

Account Name: Potten End Pre School

Acc No: 64137201

Sort Code: 60-02-21

Updated June 2025