

 Headteacher: Mrs Anita Easton

**Registration Form for Nursery**

In order for your child to start nursery in the term **AFTER** they turn 3, they will need to be registered with us within the registration window detailed below:

**01 January 2022 to 31 May 2022**  - Start in the academic year September to April 2022/23

**01 January 2023 to 31 May 2023** - Start in the academic year September to April 2023/24

**Please note to be eligible to attend our nursery you are obligated to take a minimum of 15 hours. Therefore, we are unable to accept Extended Entitlement for Working Parents unless your child is already claiming their Free 15 Hour Entitlement within our setting.**

Child’s

Child’s Surname……………………………………..……….…… Forename……………………………………………..……….

Child’s Date of Birth………………………………………………. Boy / Girl………………………………………………………

Child’s Child’s Address………………………………………………………….……………………………….…….....................

Postco Postcode………………………………………………….. Tel No….………………..….…………………………………

Birth C Parent’s Name…………………………………………… Email……………..…………………………..……………….

Email a

Please indicate below your preferred sessions. Whilst we will endeavour to allocate your preferred sessions, this will be subject to availability at the time of starting nursery.

**FREE 15 Hour Entitlement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning8.45 am - 11.45 am |  |  |  |  |  |
| Afternoon12.30 pm – 3.30 pm |  |  |  |  |  |

 **Extended Entitlement for Working Parents[[1]](#footnote-1)♦**

Please indicate if you will be claiming the Extended Entitlement up to the maximum of 15 hours. To be able to claim the extended entitlement of 30 hours at this setting you must provide us with the following:

Entitlement Eligibility Code:………………………………… Parent/Carer National Insurance Number ……………………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning8.45 am - 11.45 am |  |  |  |  |  |
| Afternoon12.30 pm – 3.30 pm |  |  |  |  |  |

**Additional Paid For Sessions**

You may be able to take additional sessions and/or lunches, subject to availability.

 **Parents Contract 2022**

1. **Hours of Operation**

Monday to Friday: 8.45 am to 11.45 am

 12.30 pm to 3.30 pm

Lunch Club: 11.45 am to 12.30 pm

1. **Funding**

We offer Free Early Education Entitlement, which entitles you to take up to 15 hours of free early years provision. We are a sole provider, which means you cannot split this funding between us and another setting.

We are also offering the Extended Entitlement for Working Parents. You need to meet the eligibility criteria to be able to claim this funding. If you are entitled to this funding you will need to provide the Eligibility Code and your National Insurance Number. This funding can be split between us and one other provider on any one day.

A funding form will be provided for you to complete each term to enable us to claim funding. All funded sessions will be deducted from the invoice.

Parents agree to commit to a minimum of 15 hours.

1. **Fees**

Fees are: Core sessions (3 hours) - £15

 Lunch Club (45 minutes) – £2.50 (covers supervision/cleaning costs)

1. **Payment Policy**

Parents agree that all fees will be paid in advance of their child attending their paid for sessions/lunch club. We request that all fees be paid in full, half termly and can be made by cash, cheque or bank transfer. If you are paying by bank transfer, please ensure you put your child’s name as the reference. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

Fees are not based on attendance, therefore parents are responsible for fees whether a child attends or not. (This includes sick days and holidays.)

1. **Bank Holidays/Non-pupil Days**

Charges will not be made for non-pupil days or Bank Holidays. In accordance with Essex County guidance, if your **free** session falls on one of these days we will not be able to re-allocate your child a space on a different day due to numbers. If the school has to close due to unforeseen circumstances and this falls on a **paid** session, we will do our best to reallocate your child’s missed session, however, should this not be possible a refund will be given.

1. **Late Collections**

It is the parent’s responsibility to ensure that children are picked up from Nursery on time. If you are unable to collect your child at the agreed time alternative arrangements must be made. If you are consistently late in picking up your child, then a fee of £10 will be enforced.

By signing this contract, you have read and understood and are agreeing to the terms of this contract above.

**Child’s name:**

**Signature of parent/carer:** **Date:**

1. ♦ If you are unsure as to whether this applies to you please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) where you can get further information. [↑](#footnote-ref-1)