**Registration Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Full name of child: | |  | |
| Known as (if different): | |  | |
| Date of birth:  Children can start after their 2nd birthday | |  | |
| I would like my child to start on:  Date: ………………………………………………… | | | |
| Will your child receive government funding the term they start?  (Please circle/highlight) | Yes | | No |

**Anticipated sessions:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Morning (9-12 noon)** | **Lunch (12-1)** | **Afternoon (1-3pm)** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

**Session times and fees:**

Preschool offers the Government Funded Early Education Entitlement once your child becomes eligible (in the term after their third birthday) which provides up to 15 hours free entitlement. We also accept 2-year funded children, and Extended 30 hours funding for working parents (although to gain your full funding entitlement you may have to split your hours between two providers due to our limited sessions and capacity).

Morning sessions are 9am – 12 noon at £22.50 per session.

Lunch session runs from 12.00pm – 1.00pm at £7.50 per session.

Afternoon sessions are 1pm – 3pm at £15 per session (recommended for children over 3 years)

Two sessions may be taken in one day to run from 9am – 3pm (6 hours).

Please note that these fees may be subject to increase before your child starts.

Wrap-Around Care

8.45-9.00am and 3.00-3.15pm - £4.00 per day. Please ask for more details.

From September 2025 this will increase to £4.50 per day.

**Parent/Guardian Details:**

Name of parent/guardian with whom the child lives:

1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parental responsibility? Yes / No

2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parental responsibility? Yes / No

|  |  |
| --- | --- |
| Address |  |
| Home Telephone |  |
| Mobile Telephone |  |
| Email |  |

Name of parent/guardian with whom the child does not live:

1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parental responsibility? Yes / No

|  |  |
| --- | --- |
| Address |  |
| Telephone |  |

Does this parent/guardian have legal access to the child? Yes / No

All of the above information will be kept confidential and used for internal purposes only.

**Please note we cannot reserve your child’s place until we have received a completed Registration Form and a deposit of £100 sent to the following account:**

**Clavering & Arkesden Preschool**

**Sort Code: 82-12-08**

**Acc No: 0010 7143**

**Ref: Childs Name/Year (e.g. J.Doe/2027)**

**If your child receives Government Funding at the time of starting, this deposit will be returned to you before the first half term in accordance with government guidelines.**

Preschool contact details:

Tel: 01799 550380

Address: Clavering & Arkesden Preschool, Stortford Road, Clavering, Essex CB11 4PE

Email: Laura George (Office) – claveringarkesdenpreschool@gmail.com