



Clavering & Arkesden Preschool
 Clavering Primary School
 Stortford Road
 Clavering
 Saffron Walden
 Essex CB11 4PE
 Telephone: 01799 550380
 Email: claveringarkesdenassistant@outlook.com

Registered Charity No. 1132714

Registration Form

Full name of child	
Known as (if different)	
Date of birth	
Start date (September or January intake)	

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 Free Early Education Funding once your child becomes eligible (in the term after they have their third birthday) which provides up to 15 hours free entitlement. We also accept 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 £19.50 per session.

Afternoon sessions are 1pm – 3pm at £13.00 per session.

Lunch session runs from 12.00pm – 1.00pm at £6.50 per session.

Please note that the session fees are our current fees and may be subject to increase before your child starts with us. Two sessions may be taken in one day to run from 9am – 3pm.

The afternoon sessions are for children over 3 years of age.

We ask for a non-refundable registration fee of £50.00 to secure your child's place. This covers two taster sessions and a t-shirt. If your child will be attending preschool for funded only sessions, please contact the office first.

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, along with your £50 registration fee. If your child will only be attending preschool for funded sessions, please contact the office first.

Preschool contact: Lisa Morrissey – Finance Officer.