**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: ………………………………………………… | |

**Anticipated sessions:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Morning (9-12 noon)** | **Lunch (12-1)** | **Afternoon (1-3pm)**  **(recommended over 3’s only)** |
| **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 eligible 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 £21.30 per session.

Lunch session runs from 12.00pm – 1.00pm at £7.10 per session.

Afternoon sessions are 1pm – 3pm at £14.20 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.

We ask for a non-refundable registration fee of £50.00 to secure your child’s place if they are unfunded. 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 applicable)** This can be made payable to Clavering & Arkesden Preschool, Sort Code: 82-12-08, Account: 00107143). If your child will only be attending preschool for funded sessions, please contact the office first to check if the fee is applicable.

Preschool contact details:

Tel: 01799 550380

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

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

Kellie Hughes (Finance) - claveringarkesdenassistant@outlook.com