**E n r o l m e n t F o r m**

|  |  |
| --- | --- |
| Parent’s full name: |  |
| Child’s full name: |  |
| Date of birth: |  |
| Home address: |  |
|  |  |
| Post code |  |
| Email address: |  |
| Home number: |  |
| Mobile number: |  |

Leaving the Pre-School/cancelling Pre-School sessions – please note that if you choose to take your child out of the pre-school, or reduce pre-school sessions for your child, you must give the pre-school Manager six weeks prior written notice. This written notice must state your desire to terminate your child’s place, or the individual sessions at the pre-school. If you do not give this written notice, or choose not to send your child during the notice period, whether or not it is part or all of your free government funding, you will be liable to pay six weeks fees to the pre-school. The justification for this is that the pre-school is a charitable organisation and without such notice is unable to offer a place to another child on the waiting list and therefore would lose out on such vital revenue. Please note however that all cases will be reviewed on an individual basis, and any decisions made will be solely at the discretion of the pre-school.

**Parent / carer’s declaration**

I/we understand the pre-school is organised by parents and am/are willing to help in any way I/we can including by helping to organise fundraising events. I/we further understand that six week’s notice is required should we choose to take our child out of the pre-school.

I/we agree that my/our name(s) and contact telephone number(s) can be circulated amongst other pre-school parents/carers for the purpose of organising fundraising

events.

Signature of parent/guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fees**

£4.30 per hour for any extra hour over grant funded sessions (15 hours)

N.B. These fees are subject to minor increases discussed and agreed by the committee from time to time. Upon acceptance of a place, a Registration/Admin fee of £15 will become payable.

**Request for sessions**

If you just wish to register your child at this time you may leave this section blank and we will contact you nearer the time to see which sessions would suit you best.

* Please tick the session(s) you would like your child to attend below.
* Please select one session per day only.
* Sessions that end at 12:30pm or 2:45pm will include lunch time and you will be required to send your child with a packed lunch for these sessions.

**Monday**  9am – 11:30am 9am – 12:30pm 9am-2.45pm **No. of hours**

**Tuesday** 9am – 11:30am 9am – 12:30pm 9am-2.45pm

**Thursday** 9am – 11:30am 9am – 12:30pm 9am – 2:45pm

**Friday** 9am – 11:30am 9am – 12:30pm 9am – 2:45pm

 **TOTAL HOURS**

We will endeavour to offer your child the sessions you request where the pre-school has sufficient capacity. However, all placements will be at the Manager’s discretion.

Child’s full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_