

## Caterpillar Pre-school Registration Form



### Registration Fee

A registration fee of £40 shall be paid by the parent/carer on submission of the completed registration form and that fee shall not be returned if such acceptance is later withdrawn. This fee is made up of a non-refundable booking fee of £20 and a £20 deposit to secure the sessions. The deposit of £20 will be credited against your first terms bill. All children who only access the Pre- School upon funding entitlement and do not exceed the 15 hours are only subject to the £20 deposit.

### FOR OFFICE USE ONLY

Registration fee paid:

Date:

Deposit Paid:

Date:

### Information about your child

|  |          |          |     |      |
|--|----------|----------|-----|------|
| First name                                     |          |          |     |      |
| Middle name                                    |          |          |     |      |
| Legal Surname                                  |          |          |     |      |
| Date of birth                                  |          | Gender:  | Boy | Girl |
| Address  |          |          |     |      |
|  |          | Postcode |     |      |
| Home telephone number                          |          |          |     |      |
| Email address                                  |          |          |     |      |
| Child's religion                               |          |          |     |      |
| Child's ethnicity                              |          |          |     |      |
| Child's first language                         |          |          |     |      |
| Other languages                                |          |          |     |      |
| Any additional needs (medical or other)        |          |          |     |      |
| Name of adult(s) with parental responsibility  |          |          |     |      |
| Name of any person <b>not permitted</b> access |          |          |     |      |
| Has / Does your child attend another setting   | Yes / No | Where    |     |      |

**Parents/carer information**

|                       |  |                       |  |
|-----------------------|--|-----------------------|--|
| Name                  |  | Name                  |  |
| Relationship to child |  | Relationship to child |  |
| Address               |  | Address               |  |
| Home telephone        |  | Home telephone        |  |
| Mobile                |  | Mobile                |  |
| Workplace address     |  | Workplace address     |  |
| Work telephone        |  | Work telephone        |  |
| Hours of work         |  | Hours of work         |  |

**Other children in the family**

|      |  |               |  |                       |  |
|------|--|---------------|--|-----------------------|--|
| Name |  | Date of birth |  | Relationship to child |  |
| Name |  | Date of birth |  | Relationship to child |  |
| Name |  | Date of birth |  | Relationship to child |  |

**Emergency contact (if parent not available)**

|                             |  |                              |  |
|-----------------------------|--|------------------------------|--|
| First contact person's name |  | Second contact person's name |  |
| Address                     |  | Address                      |  |
| Contact number(s)           |  | Contact number(s)            |  |
| Relationship to child       |  | Relationship to child        |  |

**Medical information**

|                            |          |             |  |
|----------------------------|----------|-------------|--|
| Doctor's name              |          |             |  |
| Practice address           |          |             |  |
| Registered with a dentist? | Yes / No | Last Visit: |  |
| Health visitor's name      |          |             |  |

# Caterpillar Pre-school Agreement



Name of child: .....

Starting Date:..... Age when starting.....

Our opening times are Monday to Friday 9am - 5:30pm, term time only. Each AM and PM session are for 3 hours. For children aged 2, up until their 3<sup>rd</sup> birthday, these sessions are at priced £17.40. For children age 3 and above, a session costs £15.90. Sessions can booked by choosing a morning, afternoon or all day session. Caterpillar Crew (3 - 5.30pm) is an afterschool service provided by the Caterpillar Pre-School staff. Each session is a fixed price of £9, including a hot tea.

The following sessions that you would like to book are:

|           | Morning 9.00-12.00 | Afternoon 12.00-3.00 | After School 3.00-5.30 |
|-----------|--------------------|----------------------|------------------------|
| Monday    |                    |                      |                        |
| Tuesday   |                    |                      |                        |
| Wednesday |                    |                      |                        |
| Thursday  |                    |                      |                        |
| Friday    |                    |                      |                        |

## Parent Agreement

- I understand that fees are payable for every session booked, including sickness regardless of whether my child attends or not. If I wish to cancel or reduce the hours of my child's place, I will give one months notice in writing; or payment in lieu of notice.
- I understand the terms and conditions of the registration fee, as detailed.
- I understand that personal details must be updated immediately if any changes occur.
- I understand that all the information I have provided will be treated as confidential. I also understand that if a matter of safeguarding my child arises, the Pre-School may need to share aspects regarding my child without my consent.
- I will ensure I update the pre-school with any relevant changes of information regarding my child and personal details.

Do you consent to Caterpillar Pre-School securely storing the data that you have provided? If you want to see this data at any time, or if you want it to be erased, you have the right to request this.

Yes

No

Parent's signature ..... Date.....