

## 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on submission of the completed registration form and that fee shall not be returned if such acceptance is later withdrawn.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:	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>Boy</td> <td>Girl</td> </tr> </table>	Boy	Girl
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	

**Please list everyone that lives in the house with your child:**

Name		DOB		Relationship to child	
Name		DOB		Relationship to child	
Name		DOB		Relationship to child	
Name		DOB		Relationship to child	
Name		DOB		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 session is for 3 hours. For children aged 2, up until their 3<sup>rd</sup> birthday, these sessions are at priced £19.20. For children age 3 and above, a session costs £17.40. Sessions can be 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 in advance of each half term beginning.
- 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 month's 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.....