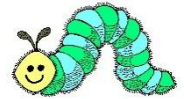


Caterpillar Pre-school



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on submission of the completed registration form and that fee shall not be returned if such acceptance is later withdrawn.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.

Consumable Charge A charge of £1.00 per funded session will be made to contribute to the cost of items not covered by funding such as snacks, activity resources or suncream.

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	Ethnicity			
Child's first language	Other Languages			
Any additional needs (medical or other)				
Name of adult(s) with parental responsibility				
Name of any person not permitted 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 3rd 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.

There is a charge of £1.00 per funded session to support the cost of items not covered by funding. This includes snack, activity resources and suncream.

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 months' notice in writing; or payment in lieu of notice.
- I understand that a consumable charge of £1.00 will be made for each funded session booked for my child.
- 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 signatureDate.....