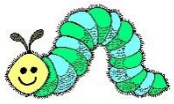
Caterpillar Pre-school Registration Form



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on submission of the completed registration form and that fee shall not be returned if such acceptance is later withdrawn.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 their funded hours are only subject to the £20 deposit.
Consumable Charge A charge of £1.25 per funded session will be requested to contribute to the cost of items not covered by funding including snacks, suncream and such like.

FOR OFFICE USE ONLY

Registration fee paid:

Date:

Deposit Paid:

Date:

Information about your child

First name				
Middle name/s				
Legal Surname				
Date of birth			Boy	Girl
Address				
Telephone number/s		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 **not permitted** access				
Has / Does your child attend another setting	No	Where		

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	

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	
Working days/times		Working days/times	

Emergency contacts (if parents are not available)

Person's Name	Address	Contact Number	Relationship to Child

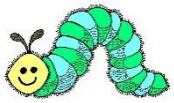
Medical information

Doctor's name		
Practice address		
Registered with a dentist?	Yes	Last Visit:
Health visitor's name		

Routine Childhood Immunisation Details

8 Weeks Old		Date:
12 Weeks Old		Date:
16 Weeks Old		Date:
12 Months Old		Date:
18 Months Old (for children born after 1st July 24)		Date:
3 Years 4 Months Old		Date:

Caterpillar Pre-school Agreement



Name of child:

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

Our opening times are Monday to Friday 9am – 3pm, term time only. Each session is for 3 hours. For children aged 2, up until their 3rd birthday, these sessions are at priced £20.70 (£7.40 per hour). For children age 3 and above, a session costs £18.90 (£6.80 per hour). Sessions can be booked by choosing a morning, afternoon, or all-day session.
We will request a charge of £1.25 per funded session to support the cost of items not covered by funding. This includes snacks, suncream and such like.

Please indicate below the sessions that you would like to book:

	Morning 9.00-12.00	Afternoon 12.00-3.00
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 £1.25 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** ☐

Parent's signature …… …… **Date**……