Please fill in this form and return it to the Pre-School to secure your child’s place at Pre-School On The Marsh. You will be contacted nearer to your child’s chosen start date to arrange for you to bring your child for a settle visit and to arrange their place.

|  |
| --- |
| **Child’s full legal name:** |
| **Name you would like your child to be called:** (This will be used on child’s coat peg etc…) |
| Child’s date of birth: | Gender: |
| Date hoping to start Pre-School: |
| Please indicate intended payment method - *please circle all that apply and complete codes where relevant.* Please note that for 2yr old funding or 30hour funding we need your funding codes to be able to apply. If we are unable to obtain funding for your child, you will remain liable for payment of booked sessions. |
| 2yr old funding 3/4 old funding 15 hours 3/4 old funding 30 hours Fees **Code:**  **Code:** |
| **PARENT ONE DETAILS (Primary Carer)** | **PARENT TWO DETAILS** |
| Title : | Title : |
| First Name: | First Name: |
| Surname: | Surname: |
| Relationship to child: | Relationship to child: |
| Email Address:  | Email Address:  |
| Address: | Address: |
| **Telephone Numbers**Home: Work: Mobile: | **Telephone Numbers**Home: Work: Mobile: |

**Which days do you require for your child?** (Please tick preferred sessions, any booking will be subject to availability) Please read Fees and Funding and Price List for full information on costs before booking.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 1 hour 15 minutes8:00-9:15am | **8am Start with Breakfast** |  |  |  |  |  |
| 30 minutes8.45am-9.15am | **8:45 Start** |  |  |  |  |  |
| 3 hours9.15am-12.15pm | **Morning Sessions**  |  |  |  |  |  |
| 1 hour12:15-1:15pm | **Lunch Club**(For those attending mornings only) |  |  |  |  |  |
| 3 hours12.15am-3.15pm | **Afternoon Sessions** |  |  |  |  |  |
| 6 hours9.15am-3.15pm | **Full day Sessions** |  |  |  |  |  |
| 15 minutes3.15pm-3.30pm | **3:30pm Pick up**  |  |  |  |  |  |
| 45 minutes3:15-4:00pm | **4pm pick up** |  |  |  |  |  |
| 3 hours9.30am-12.30pm | **Forest School session** | Not available |  | Not available |  | Not available |

**Please note: If you book at forest school session 9.30am-12.30am and a pm session 12.15pm-3.15pm you will still be charged a total of 6 hours.**

**Additional information – IMPORTANT PLEASE READ BEFORE BOOKING**

**Advance booking** – If your child is not yet old enough to start pre-school you may book in advance for when your child reaches the required age. Children may start from the age of 2yrs subject to availability. Places can be reserved for a September or January start. We will reserve a limited number of spaces for the summer term with a full deposit; alternatively you may also request to be notified if there is availability when we release it the term before.

To remain financially viable, we operate a retainer deposit system as follows:

We charge a £30.00 per term retainer deposit to secure places booked in advance. Immediate starts don’t require a deposit.

All retainer deposits are returned as a credit on your child’s account and will be discounted from your first invoice after your child has started with us**.** **In the case of booking failing to commence full deposits will be retained.**

Booking fees and retainer deposits can be paid via BACS, or cash or card in person at the Pre-school.

**Booking Fee/Funding agreement -** For funded children, you will need to sign a funding agreement form to secure your child’s place. – funding codes will be required to secure 2yr old and 30-hour funding. However, all children are entitled to 15 hours funded childcare from the term after their child’s 3rd birthday and no codes are required for this funding. In the case of this booking failing to commence (or a ‘no-show) 4 weeks funding will be kept by Pre-School on the Marsh.

For fee paying only families we charge an £8.00 booking fee for every child booked in, this secures your child’s place.

**Additional charges and meals**

Additional charge applies to all funded sessions. There are also other additional charges that may apply to your chosen booking. **Please ensure you have read the enclosed price list before you commit to your booking.**

**Lunches-** All PM and Full day sessions automatically come with a freshly prepared meal charged at an additional £2.50. completing this booking form is your agreement to pay this additional charge.

If you feel that you cannot meet this cost, please indicate this at the time of booking and we can discuss alternative arrangements with you.

If your child meets the requirements for a full FREE place (see price list) please only book AM sessions if you do not wish to have any charges, as lunch costs will still apply.

**Welcome Package-** Every child receives a lunch photo, peg tag, tapestry account and self-registration card.

**Uniform-** We suggest you purchase some of Pre-School On The Marsh’s optional uniform. This protects your child’s own clothes from messy play and outside activities. It also looks very nice and helps your child feel part of Pre-School On The Marsh. Uniform is available at Pre-School.

All bookings can only be accepted with the required fees/deposits if any, and any required documentation or codes as stated above.

|  |
| --- |
| **I/We have read the additional information on this form and price list and understand that by signing this form we agree to these terms. By signing this form, I/We understand that the chosen sessions overleaf will be booked and that I/We will be liable for payment of these sessions and any additional costs that come with these sessions. If completing this form on the computer please take my name in the box below as my agreement. I include any payment, codes or documentation required.** |
| Please sign: Print name: |

For fees and deposits:

BACS: For retainer fees Please use reference Retain followed by your child’s first initial and surname (Eg. RetainASmith)

For booking fees please use reference Book followed by your child’s first initial and surname (Eg.BookASmith)

**Pre-School On The Marsh CIC**

**Account number:81622455**

**Sort code: 40-17-22**

|  |  |  |
| --- | --- | --- |
| *Added to booking pattern?* | *Added to waiting list?*  | *Date added?* |

*Staff use only*