ABBEY ARK CHILDCARE
REGISTRATION DETAILS AND CONDITIONS

To register a place for your child at Abbey Ark Childcare, please complete the form below indicating which sessions you require. Please note, by completing this form, this **does not** mean that you are guaranteed a place for your child. Admissions decisions take account of staff -to- child ratios, available space and the suitability of provision to meet children's needs.
A refundable deposit of £50 to secure a place will be payable on registration. This deposit will be refunded when your child leaves the setting. If you choose not to take up any offered place by the agreed start date, then your deposit will not be refunded. If we cannot offer a place to your child, the £50 deposit will be refunded. There will be no deposit to pay for Early Years Entitlement funded hours. However, if you choose to purchase additional hours on top of your entitlement a refundable deposit of £50 will be payable.

Child's Full Name:

Date of Birth:

Proposed start date:

Sex of child (as recorded at birth):
☐ Female
☐ Male
☐ Prefer not to say

To help us support your child as effectively as possible, are any other professionals currently involved with your child or family?
☐ No
☐ Yes (please specify):
……
……
……
This information is collected for safeguarding, care, and equality monitoring purposes and will be handled in line with our data protection policy.

Please select:

☐ **Fee paying**

☐ **2-year-old** - 15 hours funding (Early Learning for 2-year-olds)

☐ **2-year-old** – 30 hours funding (Expanded hours)

☐ **3-4 - year-old** – 15 hours funding (Universal term time only)
11 hours funding (Universal - stretched)

☐ **3-4 - year-old** – 30 hours funding (Extended entitlement, term time only)
22 hours funding (Extended entitlement, stretched)

☐ To attend **51 weeks** of the year

OR

☐ To attend **Term Time** only

SESSIONS REQUIRED	**Early morning**	**Morning**	**Morning**	**Lunch**	**Afternoon**	**Afternoon**	**Afternoon**	**All Day**
	7:30 – 8:00 am	**8.00 – 1.00pm**	**9.00am-12.00 pm**	**Packed or Cooked***	**12.00- 3.00 pm**	**1.00 – 6.00 pm**	**3.00-6:00pm**	**8:00am – 6.00 pm**
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
FEES	£3.40	£34.00	£20.40	*	£20.40	£34.00	£19.20	£68.00
Hourly Rate:	£6.80							

- Additional whole sessions can be booked to 'top up' funding entitlement.
- It is possible to 'stretch' funded hours over 51 weeks of the year. Please ask for more details.

**Meals are charged at £2.30 bookable via Ideal School Meals, the school's catering provider, available during term time only. Information on how to order meals will be available once your child's place has been accepted.*

Parent/Carer Details:

Name: …… Tel No: …….

Address: …….. Email: ……..

……

……..

Fees and Payment

- Fees are payable monthly in advance either by Pay+, registered childcare vouchers or tax-free childcare
- A 10% interest fee will be charged for any invoices paid after the due date
- If an invoice remains unpaid 7 days after the due date your child will lose their place
- Fees are reviewed regularly, and you will be notified of any changes in advance
- Fees are still payable for booked sessions even if your child is unable to attend nursery (e.g. holiday, illness)
- Fees are due for 51 weeks of the year, unless you are utilising your Early Years Education Entitlement during term time only
- Fees will not be payable for bank holidays or for when the nursery is closed.
- One month's notice must be given to withdraw your child from the setting or to cancel sessions; full fees will be due for whole of that month

1. Before confirming a place for your child, parents/carers wishing to access 15/30 hours expanded/extended entitlement places for 2, 3 and 4 -year-olds must verify their eligibility by providing us with the code issued by Lincolnshire County Council. Please complete and sign the attached form to confirm that you agree to the checks being made. **Please note** we will not be able to offer these sessions without a current eligibility code.
2. Please could you ensure that your child does not arrive early for their session. Numbers of children and staff ratios are strictly controlled, so it is not possible to admit your child earlier than expected. For the same reason, please ensure that your child is collected punctually. **A late collection fee of £10 will apply at the end of your child's session for every 15-minute period.**
3. If your child is absent from nursery, please notify a member of staff letting them know the reason for absence.
4. Cooked lunch can be booked and paid for via the Ideal School Meals website, the school's catering provider, available during term time only. Information on how to order meals will be provided once a child's placement is confirmed. Parents/carers can choose to provide a packed lunch.
5. Children attending the full morning session from 7.30am will be provided with breakfast and mid-morning snack. Children attending the full afternoon session from 1.00 to 6.00pm will be given an afternoon snack and light tea late in the afternoon.
6. Parents/carers of children who are not potty trained will provide all nappies and wipes solely for use by your child.
7. Parents/carers must provide a change of named clothing.
8. Parents/carers must provide a named outdoor coat and hat, gloves and wellies or outdoor shoes for all children as the EYFS encourages outdoor play. Parents/carers will provide named sunhats and sun cream for children during periods of warm weather. Indoor shoes or slippers must also be provided.
9. In an emergency, if you will be late in collecting, please contact a member of staff, as soon as possible.
10. If your child becomes unwell during a session, a member of staff will contact you using the emergency contact numbers on the admission form. Parents/carers are kindly reminded to keep nursery staff updated with current contact details. Children should not be brought to nursery if they have any contagious diseases or for 48 hours following sickness or diarrhoea.
11. This application is for the nursery only and **does not** guarantee a place in Reception at Bourne Abbey C of E Primary Academy.

I agree to the terms and conditions outlined above.

Signed: …….. (Parent/Carer) Date: ……

Name: (please print): ……..

ABBEY ARK
CHILDCARE

30 Hours Expanded/Extended Entitlement – Consent Form

Thank you for your enquiry about accessing your extended entitlement place at Abbey Ark Childcare.
Before confirming the place, we must verify the eligibility code with Lincolnshire County Council.
Please complete and sign this form to confirm that you agree to the checks being made:

Child's Legal Name: Known as (if different from legal name):	**Child's Date of Birth**:
30 hours eligibility code: *(This is usually an 11-digit code, beginning with 500)*	
Parent/Carer 1 Name**:** D.O.B:	**Parent/Carer 2** Name: D.O.B:
Parent/Carer 1 National Insurance No:	**Parent/Carer 2** National Insurance No:
Parent/Carer 1 Contact No: Email Address:	**Parent/Carer 2** Contact No: Email address:

I confirm the information above is correct. I consent to Abbey Ark Childcare using the information supplied above for the purposes of verifying my eligibility for the extended entitlement. I understand that the information will be held securely. When no longer required, it will be disposed of in a manner appropriate to its sensitivity. I also understand that if I am no longer eligible for the extended entitlement, I will have to pay for any additional hours booked in above the universal Early Years Entitlement.

Signature: …….. Date: ……

Name: (please print): ……..

ABBEY ARK
CHILDCARE

15 Hours Funded Childcare for 2-Year-olds (Early Learning) – Consent Form

Thank you for your enquiry about accessing your 15 hours funded childcare for 2-year-olds at Abbey Ark Childcare.
Before confirming the place, the eligibility code needs to be verified with Lincolnshire County Council. Please complete and sign this form to confirm that you agree to the checks being made.

Child's Legal Name: Known as (if different from legal name):	**Child's Date of Birth**:
2-year-old eligibility code: *(This usually made up of letters & numbers, also known as Early Learning for 2-year-olds)*	
Parent/Carer 1 Name**:** D.O.B:	**Parent/Carer 2** Name: D.O.B:
Parent/Carer 1 National Insurance No:	**Parent/Carer 2** National Insurance No:
Parent/Carer 1 Contact No: Email Address:	**Parent/Carer 2** Contact No: Email address:

I confirm the information above is correct. I consent to Abbey Ark Childcare using the information supplied above for the purposes of verifying my eligibility for the 15 hours funded childcare for 2-year-olds. I understand that the information will be held securely. When no longer required, it will be disposed of in a manner appropriate to its sensitivity. I also understand that if I am no longer eligible for the 15 hours funded childcare for 2-year-olds, I will have to pay for any hours booked.

Signature:……. Date:……..
Name: (please print): ……..