



Application to Join

HOW TO REGISTER YOUR CHILD.

Complete the enclosed registration form. Please provide full details, child's name and date of birth and state the schedule you require (e.g. 2 full days - Monday & Thursday)

Please bring in the registration form and £65.00(CASH ONLY) registration fee non-refundable and 50% deposit of monthly invoice per child session (Cash or Bank Transfer) refundable if you give a month written notice or will be adjusted in the last invoice). If your child is registering to attend 2 year old funded hours or CHILD IN NEED Funding (Old Scheme) you do not need to pay for registration or deposit, registration fees will only apply if your child will be attending extra additional session to the funded hours. 2year old funded children under Working family Scheme (1st April 2024 onwards) are required to pay registration fees and additional cost for meals and other administration costs if required., also any additional hours outside the funded hours, you will be then required to pay registration fees and deposit upon registering your child.

If your child is registering to attend 3 year old funded hours then you need to pay registration fees only, deposit applies if they are attending additional session on top of the funded hours.

If your child is attending funded hours (applies only for 3 year old funded children) we will required you to bring in packed lunch if you prefer or if you want them to have meals onsite, then they will have to pay monthly for meals , ask the nursery for current fees for meals The manager will then discuss our settling in procedure with you as well as where you can find all our policies and procedures and other helpful information.

When your child starts at Little Leaf Nurseries please ensure you bring the following items in with you on a daily basis

- Spare sets of clothes (in a labelled bag, no plastic bag allowed)
- Nappies, wipes and creams (if needed)
- Coats, rain coats, hats, scarves and gloves (for Winter)
- Lighter jackets, sun hat and sun cream (for Summer)

Please remember to mark all belongings with your child's name.



BANK DETAILS:

Little Leaf Nursery

Barclays Bank PLC

Sortcode: 20-89-16

Account Details: 03604446

Always use your child's name as reference in all future payments.

First name(s) of child:					
Surname of child:				Date of birth:	
Full address:					
Parent/carer name (1):					
Relationship to child:					
Full address (if different):					
Daytime / work tel:		Home:		Mobile:	
Parent / carer name (2):					
Relationship to child:					
Full address (if different):					
Daytime/work tel:		Home:		Mobile:	
Preferred start date					



Normal Sessions (Please tick preferred days & sessions) (Private Parents Only)

Term-time only (38weeks) or Fulltime (51weeks): (delete if applicable)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
7.30am-6.00pm					
7.30am-12.45pm					
12.45pm-6pm					

9 to 23 months old funding only (38 weeks or 51 weeks)

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
7.30am-5.30pm					
8am-6pm					
8am-1pm					
1pm-6pm					

2-year-old funding only (38 weeks or 51 weeks)

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
7.30am-5.30pm					
8am-6pm					
8am-1pm					
1pm-6pm					
8.30am – 11.30am					
12 pm – 3pm					

3 year old funding only (38 weeks or 51 weeks) : 15 hours / 30 hours

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
7.30am-5.30pm					
8am-6pm					
8am-1pm					
1pm-6pm					
8.30am – 11.30am					
12 pm – 3pm					
8.30am-2.30pm					



For office use only:			
Deposit paid:		Date paid:	
Registration fees paid: _____ Date paid: _____			
9 months to 23 months			
2 year old funding only			
2 year old Funding (Working Family Scheme)			
3 year old funding only			
<p>Please note that 2, 3 year old funding is accessible 38 weeks, 15 hours a week, term time only. OR 51 weeks 10 hours per week</p> <p>This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. Please note that completion of this form does not guarantee a place for your child, unless necessary administration cost applicable are paid.</p> <p>Once your child is offered a place and you accept it, on admission, further personal information and family details are required for our records. If you find that you no longer need the place, please inform us as soon as possible.</p>			
Signed parent/carer (1):		Date:	
Signed parent/carer (2):		Date:	