



Application to Join

HOW TO REGISTER YOUR CHILD.

Please complete the enclosed registration form with your child's full details (name and date of birth) and indicate the schedule you require (e.g. two full days – Monday and Thursday over 38 or 51 weeks).

Please return the completed form to the nursery within 30 days or earlier. To submit your form, please contact the nursery to make an appointment.

Section 1: Private (Non-Funded) Places

For children attending nursery on a private (non-funded) basis:

- A £100 administration fee (non-refundable) is required to secure a place
- A refundable deposit of 50% of the child's contracted sessions is required
- Deposits will be refunded in the final invoice when one month's written notice is provided

Section 2: Funded Entitlement Places (15 or 30 Hours)

If your child is accessing Early Years Entitlement funding (15 or 30 hours), funded hours are provided **free of charge at the point of delivery**, in line with Department for Education (DfE) statutory guidance.

- No registration fee is required for funded-only places
- No deposit is required for funded-only places
- Funded places are allocated subject to eligibility and availability

If parents choose to book additional hours outside of their funded entitlement, registration fees and deposits will apply only to those additional hours.

Section 3: Meals and Consumables (All Children)

Parents may choose to provide a packed lunch for their child.

The nursery does not require parents to purchase meals in order to access funded entitlement hours.

Parents are responsible for providing their child's nappies and wipes if required.



Section 4: Notice Period

A minimum of one month's written notice is required if parents wish to reduce or terminate their child's place, in line with the nursery's Terms and Conditions.

Section 5: Settling In and Policies

The manager will discuss the settling-in procedure with parents and provide information on where to find all nursery policies and procedures and other helpful information.

Section 6: Daily Items to Bring

When your child starts at Little Leaf Nursery, please bring the following items daily:

- Spare sets of clothes (in a labelled bag – no plastic bags)
- Nappies, wipes and creams (if needed)
- Coats, hats, scarves and gloves (winter)
- Sun hat and sun cream (summer)
- Spare underwear if potty trained
- Pull-ups if potty training
- Comfortable indoor shoes (no Wellington boots)
- No jewellery or beads (for health and safety reasons)

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					



PRIVATE SESSION

Normal Sessions: (Please tick preferred days & sessions)

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					
8am-6pm					

WORKING PARENTS FUNDING SCHEME

9 months – 2 years funding only (30 hours per week, over 51 weeks)

Sessions Required (Please tick preferred days & sessions)

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

9 months – 2 years funding only(22.35 hours per week, over 51 weeks)

Sessions Required (Please tick preferred days & sessions)

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



2 years / 3years / 4 years funding (30 hours per week, over 38 weeks only)
Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am-6pm					
8am-1pm					
1pm-6pm					
8am – 2pm					
7.30am – 1.30pm					
9am-3pm					
8.30am-2.30pm					

2 years / 3years / 4 years funding (22.35 hours per week, over 51 weeks only)
Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am-6pm					
8am-1pm					
1pm-6pm					
8am – 2pm					
7.30am – 1.30pm					
9am-3pm					
8.30am-2.30pm					



FUNDED SESSIONS (UNIVERSAL)

2 & 3 & 4 years old funding only (15 hours per week, over 38 weeks)

Sessions Required (Please tick preferred days & sessions)

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

FOR OFFICE USE ONLY:

Deposit paid:		Date paid:	
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Registration fees paid: _____ *Date paid:* _____

2 year old funding only	
3 year old funding only	

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,**

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.

Signed parent/carer (1):	Date:	
Signed parent/carer (2):	Date:	