

Parental Registration Form

Please complete this document as the initial part of our registration process. The form provides our setting with the relevant information needed to begin the allocation of sessions to you as new clients. The completed document is collated to our current waiting list where it will be monitored and reviewed on a regular basis.

Our allocations officer Kim Meeney will contact clients via email or telephone to begin the valuable partnership with parents. The communications will keep parents informed of their status on the waiting list and give prospective clients the opportunity to discuss any changes to their requirements.

There is no registration fee at this stage. A non-refundable security deposit of £50 is required only on confirmation of allocated sessions. The deposit amount is assigned to your first monthly fee payment.

We do request if you find alternative childcare or circumstances do change, please notify us as soon as possible. At this stage we can remove your child from the waiting list and sessions can be reallocated to other clients.

Please tick the sections below to indicate the sessions you require and provide any further information that may be relevant to your application:

Preferred Starting Date: _____

	Morning Session 7.15am – 12.45pm	Afternoon Session 1pm – 6pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Nursery Fees Payable	Full Day Session 7.15am - 6pm	£60
51 weeks per year Including nursery closures/bank holidays and child non-attendance due to illness or parental choice	One session – Morning 7.15am – 12.45pm Afternoon 1.pm – 6pm	£35

Unfortunately, we cannot guarantee that all sessions will be available by your preferred starting date, this will be due to demand and available vacancies within our provision. However, we will endeavour to keep you informed at our earliest convenience and offer suitable alternatives where possible.