



APPLICATION TO JOIN PRE-SCHOOL .

Please complete all details fully so your application is not delayed.

1. Child's details

Child's legal family name:		Child's legal forename(s):	
Name by which the child is known (if different from above):			
Date of birth:		Male/Female:	
Address:		Post code:	
Documentary proof of DoB type (eg Birth certificate, passport):		Document recorded by (School House SLT):	
Date document recorded by (School House SLT):		START DATE	

2. Parent/Carer details

1st Parent/carers full name:		Address:	
Mobile telephone number:		Home telephone number:	
Email address:		Legal parental responsibility:	
Place of work:		Work telephone number:	

2nd Parent/carers full name:		Address:	
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Mobile telephone number:		Home telephone number:	
Email address:		Legal parental responsibility:	
Place of work:		Work telephone number:	

3. Sessions I am registering my child to attend;

	Please enter total free entitlement hours attending per day					Total number of hours a week
	Mon	Tue	Wed	Thu	Fri	
AM session only (3hrs)						
Lunch club (0.5hr)						
PM session only (3hrs)						
Full day (6.5hrs)						

PLEASE NOTE A COPY OF YOUR CHILD'S BIRTH CERTIFICATE MUST BE PROVIDED AT TIME OF REGISTRATION.

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. Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice)

Please enclose £15 of deposit (per child) cheques are payable to St Michael's Childcare Trust Ltd you can also pay by bank transfer, card or cash. Our bank details are:

Co-op Bank, Sort code 089035, Acc. 50455029 please put your child's name as reference.

Please include **A copy of your child's birth certificate and** return with your application.

Pre-School for children receiving a grant: £16.50 per session

Pre-School for children not in receipt of a grant: £18.00 per session

Lunch Club: £3.50 per session

Fees are payable in *ADVANCE*. Fees can be paid by child care vouchers, bank transfer, card, cash or cheque. Returned cheques will incur a £20 administration charge.

If your child does not attend for any reason the fees will still be payable for all registered sessions.

One half terms written notice is required otherwise the full fees for that term will be charged.

PLEASE COMPLETE AND RETURN FORM TO Mrs. Agi Payne @ St. Michaels School House, Crowthorne Rd, Easthampstead, Bracknell, Berks, RG12 7EH.

The information that you have provided on this form will be used for administrative purposes related School House. In signing this form, you give your consent for us to disclose information that you have provided to other agencies from whom we may seek advice about any educational areas of your child's needs.

(Please note attendance at St. Michaels School House has no bearing on admission into St. Michaels CofE School).

I consent for my child attending St. Michael's School House, I understand that St. Michael's School House has policies and procedures and confirm I agree to abide by them.

I am aware that St. Michael's School House has an obligation to report suspected child abuse or neglect.

I agree to notify St. Michael's School House if any of the details I have provided change.

I understand the information I have given on this form is confidential.

I have read and accept the conditions above.

Signed.....Date.....

Please be advised that this application form and offer of a place is subject to [our/my] terms and conditions provided to you. By signing this document, you acknowledge that you have read, understood, and agree to these terms and conditions.