

Booking form

Child's name _____

D.O.B _____

Address _____

Tel no' _____

Parents name _____

Email _____

For office use:
Date received:
Contact with
parents:

Half term to which you wish your child to start (please circle)

Sept **Oct**

Jan **Feb**

Apr **Jun**

Year of start _____

Sessions / days required (Please tick) *we request a minimum of 2 sessions per week

	Early, Rise & Shine 8-9am	9-12	9-3 pm	Extend the day 3-5pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Hot lunches				
Light tea				

Fees:

Hourly cost per child £5.50

Snack & breakfast 80p each per session

Hot lunch £2.60

Light tea £1.50

Terms and conditions

- *Parents of children entitled to Nursery Educational funding must complete parent declaration. A new form must be completed if any changes to attendance are made during the year. Sticky Fingers will require to see proof of DOB and certificate of eligibility where needed.*
- *Where a child is attending more than one setting the parent must provide information of all settings on the declaration. Proof*
- *Nursery educational funding is allocated the term after your child's 3rd Birthday, 2-year-old and 30 hours funding is available to families who meet the criteria.*
- *30 hours Funding can only be allocated if applied before the start of the next funding period e.g. for September starts funding will need to be applied by 31st August, January starts, will need to be applied by December 31st and so on.*
- *Sticky Fingers playgroup & preschool, accept all types of funding 15 & 30 hours for more information please visit www.childcarechoice.gov.uk or www.worcestershire.gov.uk/freechildcare*
- *All invoices will be adjusted to show the number of hours attended and the number of funded hours.*
- *Extra- curricular activities such as trips/events will occur extra charges.*
- *Each person who has signed the registration form is liable for the whole of the fees due and any supplement charges. This must be signed by all persons with parental & legal responsibilities.*
- **Each invoice must be paid:**
 - **In full within the 2-week period given**
 - **Or by monthly payment plan, once agreed with management.**
- *We reserve the right to refuse to allow any child to attend while fees remain unpaid, or there is a persistent default in relation to supplement charges.*
- *We also reserve the right to charge £10.00 late payment fee to cover administration. By signing our registration forms you agree hereby agree to these terms and conditions.*
- *You consent to us informing any other establishment to which propose to send your child of any outstanding fees.*
- *The fees will be reviewed from time to time, usually annually and maybe increased by such amount as Sticky Fingers considers reasonable. Notice of an increase in the fees will be sent prior to the start of term, to which the change will be commencing.*
- *Fees and any prepaid supplements charges will not normally be reduced as a result of absence due to illness or otherwise.*
- *Sticky Fingers operates a waiting list that is used in conjunction with our admissions policy.*
- *Please note a deposit is not required. Joining the waiting list does not guarantee a place for your child. Children's names are held on a waiting list, until they are eligible to start at the intake after they are two years of age. When a place will be formally offered in writing.*
- *Places are held for 7 days after the agreed start date, if the place is not taken it will be offered to the applicant at the top of the waiting list.*
- *On confirmation of place, and no show of attendance on start date, parents/carers will be liable for 4 weeks of invoice.*
- *Late collections will occur late pick up charge of £5.00 per half hour.*
- *A 4 week notice period is required to change, amend or if you leave the setting.*

At Sticky fingers we are committed to safeguarding the welfare of all children.