



Booking form

Child details:  
Please used BLOCK CAPITALS

<b>Child's legal forename:</b>	<b>Child's legal surname:</b>	<b>Name by which to call them:</b>
<b>Date of birth:</b>	<b>Gender:</b>	<b>Ethnicity:</b>
<b>First language:</b>	<b>Other languages spoken:</b>	
<b>Child's home address:</b>		
<b>Postcode:</b>		
<b>Parent/carer</b> <b>Name:</b> <b>Relationship to child:</b> <b>Parental responsibility? Yes/no</b> <b>Home address:</b>  <b>Contact number</b> <b>Email address:</b>		<b>Parent/carer</b> <b>Name:</b> <b>Relationship to child:</b> <b>Parental responsibility? Yes/no</b> <b>Home address.</b>  <b>Contact number:</b> <b>Email address:</b>

I HAVE READ, UNDERSTOOD & COMPLETED ALL PARTS OF THIS SECTION AND HAVE READ AND AGREE TO THE TERMS & CONDITIONS ON PAGE 4.

SIGNED: \_\_\_\_\_

Print: \_\_\_\_\_

DATE: \_\_\_\_\_

MANAGER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



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**Child's health information:**

<b>Health visitor's name:</b>	<b>Doctor's name:</b>	<b>Surgery address:</b>
<b>Contact number:</b>	<b>Contact number:</b>	

**If your child has any special medical needs, please provide details:**

**If your child has an ongoing medical condition such as asthma or an allergy, the appropriate medication must be left with the setting at all times in order to deal with situations if they occur.**

**If your child has any additional developmental needs, please provide details:**

**If your child has any special dietary needs, please provide details:**

**Are there any professionals working with your child? E.g. speech and language, OT, Paediatrician, children's services**

**Do you have a funding code for your child, please make note:**

**Anything else you wish to tell us?**



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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	12-3pm	9-3 pm	Extend the day 3-5pm
Monday					
Tuesday					
Wednesday					
Thursday					
Friday <b>Preschool only</b>					
Hot lunches					
Light tea					

**Funded hours can be used across all our opening hours**

	Funded hours	Non funded hours
Booked hours non-funded		£6.90 per hour
Breakfast	£1.00	£1.00
Morning snack	£1.00	£1.00
Hot lunch and dessert Or packed lunch from home.	£2.80	£2.80
Light tea	£1.50	£1.50
Consumables Charge	Half-day session: AM £1.00 PM £1.00 Whole day session £2.00	

For office use:  
 Date received:  
 Contact with parents:

## Booking form

Parents will find information on the Governments Tax Free Childcare at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). For every £8 parents pay into their online account, the government will add an extra £2, up to £2,000 per child per year. The money can then be used to cover all invoices issued.

### **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 3<sup>rd</sup> 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 31<sup>st</sup> August, January starts, will need to be applied by December 31<sup>st</sup> and so on.*
- *Sticky Fingers playgroup & preschool, accept all types of funding 15 & 30 hours for more information please visit [www.childcarechoice.gov.uk](http://www.childcarechoice.gov.uk) or [www.worcestershire.gov.uk/freechildcare](http://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.*
- *We work closely with parents and carers to be sure your child's needs can be met, for the child's best interest it may mean adaptations to sessions and session times.*
- *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 £10.00.*
- *A 4 week notice period is required to change, amend or if you leave the setting.*