

Laugh and Learn Pre-school Tarring

Pre-school Mobile 07568443352 Office Phone 07809 254917

laughandlearnbennett@yahoo.co.uk

Registration Form

Child's Name: _____ Preferred name: _____

Male/Female _____ Date of Birth: _____

Parent/Carer Name (1): _____ Title: _____ Relationship to Child: _____

Address: _____

Post code: _____ Home Tel No: _____ Mobile No: _____

Email: _____

Parent/Carer Name (2): _____ Title: _____ Relationship to Child: _____

Address (if different from above) _____

Post Code: _____ Home Tel No: _____ Mobile No: _____

Email: _____

Which of the above Persons have parental responsibility? _____

Are there any court orders pertaining to your child? _____

Please state which Term and Year you wish to register your child from and your preference in days/sessions (i.e., Autumn Term - Sep-Dec, Spring Term - Jan-Mar, Summer Term Apr-Jul)

Starting from the _____ Term _____ (year)

Although we cannot guarantee these sessions, we will do our utmost to accommodate these.

In addition, please note that it is our minimum requirement that children should attend for a minimum of two sessions per week.

Please tick which sessions are required	Monday	Tuesday	Wednesday	Thursday	Friday
8.30- 9.00am ($1\frac{1}{2}$ hour session)					
9.00 - 12.00am (3hour Session)					
9.00 -2.30pm ($5\frac{1}{2}$ hour session)					
9.00 - 4.30pm ($7\frac{1}{2}$ hour session)					
from Sept 2025					

If you would like your child to attend different sessions in future terms do let us know here:

On receipt of this registration form and the £35 registration fee we will write to confirm your place. This will include a detailed timetable of your child's sessions each term until they leave Pre-school. The registration fee will be returned once the child has taken up their place with us by way of a credit against any fees due. If you are already in receipt of a letter confirming, you are entitled to the **Local Authority 2-Year-Old Free Entitlement funding** for low-income or SEND families the registration fee will be waived.

- When your child is eligible for the **3-Year-Old Universal Funded Entitlement** 15 hours will be automatically assigned unless you state otherwise (pending availability). We will provide you with a form to complete to enable us to claim the funding.
- If you believe you will be eligible for 30 hours Funded Entitlement for working parents, you will need to apply online and provide us with the relevant code to enable us to claim the funding.

Terms & Conditions of Payment of fees and charges

1. There is a £35 registration fee when you first register your child with the Pre-school. The registration fee will be returned once the child has taken up their place with us by way of a credit against any fees due. Bank details will be supplied on application.
2. Fees and consumables charges are paid half termly in advance by the first day of term.
3. Fees and consumables charges can be paid by bacs (details on invoice) or childcare vouchers.
4. There is a £10 administration charge for **ALL session fee** late payments.
5. Non-payment could result in your child losing their place.
6. Fees and consumables charges are payable for Bank Holidays, holiday and sickness falling within term time.
7. During extreme weather conditions "snow days" or unseen situations beyond our control, our Pre-school will endeavour where possible to remain open. When these conditions occur, all fees and voluntary consumable charges are still payable.
8. Attendance over and above the number of Funded Entitlement hours will be charged at our hourly rate.
9. **The minimum number of sessions for a child is two sessions per week.**
10. Pre-school fees and consumables charges are subject to an annual review.
11. Late collection of your child will be charged at £10 for the first 15 minutes and £10 for every additional hour (or part thereof) after that.
12. If you wish to withdraw your child from the Pre-school you must give a minimum of 12 weeks written notice which will commence from the date notice is submitted to us.

Term and Conditions of Admission:

- A place is reserved on receipt of a £35 registration fee and a completed application form including signed terms and conditions. The registration fee will be returned once the child has taken up their place with us by way of a credit against any fees due. If you are already in receipt of a letter confirming, you are entitled to the Local Authority 2 Year Free Entitlement Funding for low income or SEND families the registration fee will be waived.
- Please note that it is our Policy that no child must attend pre-school whilst suffering from or carrying any infectious or contagious diseases (including COVID and chicken pox). In the case of sickness and diarrhoea children must not attend pre-school until 48 hours after the last bout. In addition, all jewellery and hooped/drop earrings must be removed before attendance. Only stud earrings only will be permitted.
- Please note that the email addresses that have been supplied will be used to send various communications including our half termly newsletters. If you would like a Grandparent/Carer to receive an additional copy of our newsletter, please supply their email address/ addresses here:

Please note that on admission, once this registration form and fee have been processed, 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 registration form (see our Privacy Notice).

No place is confirmed until the completed registration form and registration fee is received.

I have read, understood, and agree to abide by the Terms and Conditions stated above.

Parent/Guardian Name	
Signature	
Date	

Please return this form to: Laugh and Learn Pre-school, West Tarring Young Peoples Hub, 9B High Street, Tarring, Worthing, West Sussex, BN14 7NN

OFFICE USE ONLY	Registration fee received.....bacs
	Place offered from the.....Term(year)