

Your Child's Details

Surname:	Forename(s):
Address:	Date of Birth:
	Male / Female
	Birth Certificate checked at school (Certificate/Passport No)
Postcode:	
Nationality:	Country of Birth:
Name of any siblings already attending Edenbridge Primary School:	

Name(s) of person(s) with parental responsibility:

Full name:	Full name:
Mobile/Home telephone:	Mobile/Home telephone:
Email address:	Email address:
Address if different from above:	Address if different from above:

Please give details of any special educational, social, emotional or medical needs of your child.

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Please supply details of any preschool or day care your child may currently be attending.

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Sessions

Date you would like your child to start: _____

Cross if your child is eligible for 30 hours funding: ☐ Funding code: _____

Tick to indicate your preferred sessions (either funded morning or afternoon sessions for 15 hrs funding, or all-day sessions for 30 hrs funding/paid top up):

Session Type	TICK
Mornings: 8:45am – 11:45am	
Afternoons: 12:15pm – 3:15pm	
All Day 8:45am – 3:15pm – (There will be a session fee of £20.50 (£102.50/week) if your child is attending full days but not entitled to 30 hours funding.)	
OPTIONAL - Available for those eligible for 30 hours funding/attending full days: I would like to opt into the Lunchtime Supervision session (11:45am – 12:15pm) at £4.00 per day (£20/week). (PLEASE NOTE THAT IF YOU DO NOT TICK THIS OPTION, YOU WILL NEED TO COLLECT YOUR CHILD AT 11:45am AND BRING THEM BACK AT 12:15pm). I understand I will need to provide my child with a healthy packed lunch each day.	

Payments

Cross to show how you will be paying for lunch club and top up sessions (if applicable):

Arbor (school app) ☐

Tax-Free Childcare ☐

Tax-Free Childcare Reference: _____

Waiting List

Should your preferred session not be available, would you like your child's name to be added to the waiting list*:

YES / NO

* If there are more applications than places, we will allocate places as outlined in our Admissions Policy, available to view on our website.

Terms and Conditions

1. I understand that I will be asked to sign a funding form at the start of each new term.
2. I understand that I must pay in advance for my child's lunchtime supervision sessions (if opted in) and top up sessions (where applicable) via Arbor, or via my Gov.uk childcare account (tax free childcare).
3. I understand that non-payment by the 1st of the month for the ensuing month's sessions will lead to my child's access to nursery being withdrawn.
4. I understand that each booked lunch club and top up session must be paid for even if my child does not attend. This includes if my child is ill on the day of the session.
5. Late payment for nursery fees will result in a late fee of £10.00 a week, if not paid on the 1st of each month.
6. I understand that, if my child wears nappies at the time of starting, I will support the Nursery in jointly working towards the goal of toilet training my child.
7. If my child wears nappies, I agree to provide a sufficient supply of nappies, wipes and nappy bags in my child's bag each day.
8. I agree to my child's clothes and/or nappy being changed, when required, in accordance with our intimate care policy (available to view on our website).
9. I will give at least half a term's written notice if my child no longer needs their place, or if I wish to alter their attendance, and I understand that if less notice is given, the usual lunch club and top up session fees will apply for the following 6-week period.
10. I agree to keep my child away from nursery if he/she is sick, or advised to do so by the doctor and/or staff members. In the case of vomiting and diarrhoea - your child **MUST** be kept away from nursery for 48 hours from the last occurrence.
11. I understand that Nursery is open during Edenbridge Primary School's term time only and does not cover non-pupil (INSET) days.
12. I understand that my child will be able to access the nursery for 38 weeks over the year.
13. I understand that, should the school have to close unexpectedly, the Nursery will not be open and an account credit will be made where applicable.
14. I understand that fees will increase annually from September.

Please sign below to confirm you have read and understood our terms and conditions:

Signed:	Date:
Print Name:	

Please complete this form and return, along with your completed funding form, to the school office or to office@edenbridge.kent.sch.uk. We will then be in contact with you to confirm which sessions your child will be able to attend, or their position on the waiting list.

Thank you for taking the time to complete the forms and we look forward to welcoming your child to our Nursery