 Whiteley Preschool**,** Whiteley Community Centre**,** Gull Coppice

 Yew Tree Drive, Whiteley, Hampshire, PO15 7LA

 01489 565717, admin@whiteley-preschool.co.uk

 [www.whiteley-preschool.co.uk](http://www.whiteley-preschool.co.uk)

Dear Parent,

Thank you for your enquiry showing an interest in registering your child at Whiteley Preschool. We are a term-time only preschool where children can join from 2 years 6 months. Sessions are held in the Main Hall and the Sweethills Room of the Whiteley Community Centre, session times are as follows:

Breakfast Club 8:15 – 9:00 am (Breakfast served before 8:30 am)

Morning – 9:00 am – 12:00 noon

Afternoon - 12:00 noon – 3:00 pm

All-day – 9:00 – 3:00 pm.

We can be flexible to your individual needs, please speak to us should you have any questions, we do, however, require children to attend for a minimum of two sessions per week. Our current hourly rate is £5 (reviewed annually), breakfast club is charged at this hourly rate. We also ask for a termly voluntary contribution towards the cost of snack and malleable of £10; total of £30 for the full academic year. You will be invoiced on a termly basis and payments can be made in a variety of ways. Your child will be eligible for the Early Years Education Funding from the term **after** they turn three. Hampshire County Council use the dates below to determine the three terms:

* 1 January - 31 March
* 1 April - 31 August
* 1 September - 31 December

You may also be entitled to the extended 15 funded government hours, to check your eligibility visit www.childcarechoices.co.uk.

Please complete and return the registration form attached along with a non-refundable registration fee of £30.00; we will then contact you to confirm your place and session allocation. Approximately one year before your start date we will contact you to ensure you still require the same sessions.

There are three intakes throughout the year: September, January and April, however we only offer a limited number of spaces for the April intake and we charge a holding fee of £50 per term to hold a place open. January starters will need to pay a holding fee of £50 and April starters £100; this money will be returned to you during your first term at the setting. If you decide to no longer take your place the holding fee is non-refundable. If you wish to increase sessions once your government funding is in place, then you need to request those 6 weeks before the funding starts. We cannot hold spaces open but can add your name to a session waiting list if those sessions are not available. We advise that you visit our setting with your child, to have a look around before you register. If you would like to arrange a visit, please do not hesitate to contact me.

We look forward to hearing from you soon.

Kind regards,

Gemma Hardy

Preschool Business Manager

Registered Charity Number 1098615

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| --- | --- | --- | --- | --- |
| Child’s Full Name: |  | Date of Birth: |  | Gender –  M / F |
| Family Ethnicity: |  | Allergies: |  |
| Child’s First Language & Other Languages spoken: |  | Birth Certificate number:  |  |
| Additional Needs e.g. Speech therapy, physical impairments |  |
| Parent’s Names |  |
| Address |  | Parents Occupations:Armed forces? |
| Telephone Numbers  |  |
| E-mail address |  |

Please tick your desired sessions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Breakfast Club 8:15 -9 am****1st year 2nd year** | **Morning Session 9 am-12 noon****1st year 2nd year** | **All-day Session 9 am-3 pm****1st year 2nd year** | **Afternoon Session 12-3pm****1st year 2nd year** |
| **Monday** |   |   |   |   |   |   |   |   |
| **Tuesday** |   |   |   |   |   |   |   |   |
| **Wednesday** |   |   |   |   |   |   |   |   |
| **Thursday** |   |   |   |   |   |   |   |   |
| **Friday** |   |   |   |   |   |   |   |   |

Preferred start date: Sep/ Jan/ April………..year

Parent 1 signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent 2 signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The setting will confirm your start day, any changes to sessions need to be put in writing.

A non-refundable registration fee of £30 and a holding fee for January starters of £50, April starters of £100 is payable at the time of registration. Cheque/or by BACS

Whiteley Preschool Account No: 11384220 Sort code: 52-41-32.

Please quote your child’s name as the reference.