



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

Dear Parent,

Thank you for your showing an interest in registering your child at Whiteley Preschool. We are a term time only, committee run preschool where children can join from 2 years 6 months. We aim to be as flexible as reasonably possible to meet your individual needs; whilst providing a safe and stimulating environment in which your child can flourish.

Our sessions are held in the Main Hall in Whiteley Community Centre and the smaller Sweethills Room. 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.

Our current hourly rate is £4.60, this is reviewed annually. Breakfast Club is charged at the hourly rate. Invoices will be issued on a termly basis and payments can be made online or via childcare vouchers. 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.

There are three intakes throughout the school year: September, January and April, however, we only offer a limited number of spaces for the April intake. 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. If your child will not be starting in the Autumn term, then a holding fee of £50 per term will be charged. This will then be deducted from your first invoice or refunded to you if you are claiming funding. If you decide not to take up your place once it has been allocated to you then the monies paid will be retained.

If you have not yet done so we advise that you come and visit the setting before registering your child, please email or call us to arrange this. Attached is a registration form in which we ask you to select your session preferences. A non-refundable registration fee of £35.00 is charged at this time. Upon receipt of a registration form and payment of the registration fee we will contact you to confirm a place and sessions allocated. Approximately one year before your start date.

We look forward to hearing from you soon.

Kind regards,

Gemma Hardy
Preschool Business Administrator

Whiteley Pre-School
Registered Charity Number 1098615

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: A minimum of two sessions per week are a minimum requirement.

	Breakfast Club		Morning Session		All-day Session		Afternoon Session	
	1 st year	2 nd year	1 st year	2 nd year	1 st year	2 nd year	1 st year	2 nd 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 you start day, any changes to sessions need to be put in writing.

A non-refundable registration fee of £35.00 is payable at the time of registration.

Cash /or by BACS (please email to inform me if you pay by BACS)

Account No: 11384220

Sort code: 52-41-32

Please quote your child's name as the reference.

