

NURSERY PROVISION BOOKING FORM

Please tick one of the statements below and fill in the booking form where appropriate.

- My child is eligible for 15 free hours only (Please complete table 1)
- My child is eligible for 30 free hours of nursery care (Please complete table 2 overleaf)

*** IF YOU REQUIRE BREAKFAST AND/OR AFTER SCHOOL CARE, PLEASE ALSO COMPLETE THE SEPARATE EXTENDED SERVICES BOOKING FORM ***

Table 1 – Booking for children eligible for free 15 hours of nursery care.

- * We generally offer families 15 funded hours in the morning sessions. You can collect your child when the session finishes at 11:45 or you can opt for them to stay for lunch club and/or an afternoon session which is then payable. If you would prefer to use your hours over full days, please indicate below and we will try to accommodate you; however this is dependent on numbers and staffing.
- * If collecting after lunch, collection time is 1pm and lunch club is charged at £5.00 plus the optional cost of a school lunch (currently £2.90).
- * Should you require the afternoon session, lunch club is shortened to allow for the afternoon session and charged at £4.00. The afternoon session (outside of the 15 hours funding) costs £15 for a 3 hour session and collection is 15:30.

Please indicate your requirements by ticking the columns that apply.

	08:45 – 11:45 Nursery Session (Free)	11:45 – 12:30 or 1pm if not staying for the afternoon session Lunch Club provision (£4.00/£5.00) per session)	12:30 – 15:30 Nursery Session (£15 per session)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I understand that any provision booked in addition to the free 3 hours per morning (08:45 – 11:45) will be chargeable, as detailed above. I understand that I am booking these sessions for every week from the start date provided, unless I inform school otherwise. I will inform the school office in writing if I no longer require these sessions and I understand that I am required to give 4 weeks' notice (within each half term block) if I choose to cancel a place. **I understand that I will need to book and pay for any payable provision for each half term block on Arbor before the start of each half term and a failure to do this may result in my child's place being revoked.**

Name of child _____

Signature of Parent: _____ Date: _____

Table 2 - Booking for children eligible for 30 hours of free nursery care.

- * Nursery is split into 3 sessions: 8:45 – 11:45, 11:45 – 12:30 and 12:30 – 3:30.
- * Should your child stay for the whole day, the lunchtime session is charged at £4.00 plus the optional cost of a school meal (currently £2.90). If you collect at 1pm, the extended lunch club is charged at £5.00.

Please indicate your requirements by ticking the columns that apply.

	08:45 – 11:45 Nursery Session (Free)	11:45 – 12:30 or 1pm if not staying for the afternoon session Lunch Club provision (£4.00/£5.00) per session)	12:30 – 15:30 Nursery Session (Free)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I understand that any additional provision booked in addition to the free sessions will be chargeable, as detailed above. I understand that I am booking these sessions for every week from the start date provided, unless I inform school otherwise. I will inform the school office in writing if I no longer require these sessions and I understand that I am required to give 4 weeks’ notice (within each half term block) if I choose to cancel a place. **I understand that I will need to book and pay for any payable provision for each half term block on Arbor before the start of each half term and a failure to do this may result in my child’s place being revoked.**

Your child can attend a maximum of two sites in a single day. If your child attends more than 1 setting please complete the table below by entering the total free entitlement hours attended per day. Please note that the school year runs for 38 weeks and full year provision is not available at St. Mary’s.

Setting Name	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	No. of weeks per year (eg. 38, 45, 51)
Eg. St. Mary’s CE Primary School	3	6	6	6	3	24	38
Total Daily Free Hours Attended							

Additional details for children claiming 30 hours of free childcare

Parent/Carer National Insurance Number: _____

30 hours eligibility code: _____

Parent/Carer date of birth: _____

Parent declaration

*I confirm that I have parental responsibility for this child and the information given is correct.
 I understand that if I have given false information, any place offered may be withdrawn.
 I agree to checks being carried out to verify accuracy and eligibility (in relation to 30 hours)
 I understand I cannot change providers during term time without express permission of the provider(s) and the Local Authority. Contractual notice periods specified by the provider will be complied with, unless exceptional circumstances can be demonstrated.
 I understand that I need to notify the nursery of any change in my circumstances which occur after I have completed this form (including change of address).*

Full name of parent/carers signing the form (please print) _____

Name of child _____ Child’s DOB _____

Signed _____ Date _____