



## Application to Join

### HOW TO REGISTER YOUR CHILD.

Complete the enclosed registration form. Please provide full details, child's name and date of birth and state the schedule you require (e.g. 2 full days - Monday & Thursday)

Please send or bring in the registration form and £55.00 registration fee non-refundable and £70.00 deposit to Little Leaf Nursery, Please make all cheques payable to Little Leaf Nurseries.

We will check the availability of the days you require and confirm your registration has been accepted.

The manager will then discuss our settling in procedure with you as well as where you can find all our policies and procedures and other helpful information.

When your child starts at Little Leaf Nurseries please ensure you bring the following items in with you on a daily basis

- Spare sets of clothes (in a labelled bag)
- Nappies, wipes and creams (if needed)
- Coats, rain coats, Wellington boots, hats, scarves and gloves (for Winter)
- Lighter jackets, sun hat and sun cream (for Summer)

Please remember to mark all belongings with your child's name.



First name(s) of child:								
Surname of child:					Date of birth:			
Full address:								
<b>Parent/carer name (1):</b>								
Relationship to child:								
Full address (if different):								
Daytime / work tel:				Home:			Mobile:	
<b>Parent / carer name (2):</b>								
Relationship to child:								
Full address (if different):								
Daytime/work tel:				Home:			Mobile:	
Preferred start date								
Normal Sessions (Please tick preferred days & sessions)								
Term-time only (38weeks) or Fulltime (51weeks): (delete if applicable)								
Sessions	Monday	Tuesday	Wednesday	Thursday	Friday			
7.30am-6.00pm								
7.30am-12.45pm								
12.45pm-6pm								



**2 year old funding only (38 weeks)**

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am-6pm					
8am-1pm					
1pm-6pm					
8.30am – 11.30am					
12 pm – 3pm					

**3 year old funding only (38 weeks)**

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am-6pm					
8am-1pm					
1pm-6pm					
8.30am – 11.30am					
12 pm – 3pm					

**3 – year- old 30 hours funding (38 weeks only)**

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am-6pm					
8am-1pm					
1pm-6pm					
8am – 2pm					
7.30am – 1.30pm					

**3 – year- old 30 hours funding (45 weeks only)**

Sessions Required (Please tick preferred days & sessions)

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8am – 1pm					
1pm – 6pm					
7.30am – 12.30pm					
8am – 6pm					



**For office use only:**

Deposit paid:		Date paid:	
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Registration fees paid: \_\_\_\_\_ Date paid: \_\_\_\_\_

2 year old funding only	
3 year old funding only	

Please note that 2, 3 year old funding is accessible 38 weeks, 15 hours a week or 30 hours, term time only.

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. **Please note that completion of this form does not guarantee a place for your child,**

Once your child is offered a place and you accept it, on admission, 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.

Signed parent/carer (1):	Date:	
Signed parent/carer (2):	Date:	