

Registration Form.



Child's Forename:- _____ Known as:- _____
 Surname _____ Date of Birth:- _____
 Address:- _____

Postcode:- _____

E-mail address (Please write clearly & exactly as it appears below):- _____

Telephone Number (Landline & mobile):- _____

Preferred Start Date:- _____ Preferred Receiving School:- _____

Sessions:- Please tick any preferred sessions and indicate any that are not suitable due to other activities and what those activities are.

Children attending nursery are required to attend for a minimum of two sessions of at least three hours in length if not taking EYFE, (Early Years Funded Entitlement). There is no minimum number of sessions required for children taking EYFE only, (under the terms of the W.S.C.C. contract).

Priority is given to children taking more hours and full days. You may take a combination of hours as indicated below in the table.

The hours 08:00-09:00 are available as cash fees only, (they are not available as EYFE hours as the EYFE payment received from government is far less than nursery's hourly rate).

At 08:00-08:30 breakfast is served, a hot cooked two course lunch is served at 12:30 and at 16:00 a substantial tea is served to all children attending nursery.

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
08:00 - 09:00 <small>Cash Fee Only</small>					
09:00 - 12:00 (EYFE)					
12:00 - 14:00 (EYFE)					
14:00 - 17:00 (EYFE)					
17:00 - 18:00 (EYFE)					

This form should be returned, together with a £100 registration fee to 'Catkins Child Care Sussex Ltd'. Bank details – TSB. Sort Code 77-71-10 Account Number 00005498.

This fee is a non-returnable registration fee for children starting nursery prior to Government funding (EYFE) or for those taking payable hours in addition to EYFE at any point. Your child will then also receive a Catkins polo shirt when starting nursery.

For children commencing nursery on EYFE hours only, on 9mth, 2yr, 3 or 4-year-old funding, there is no registration fee. However, if additional hours outside of the EYFE are taken, eg more than 11 or 22hrs of EYFE per week, (15 or 30hrs EYFE), the fee is then applied. Available EYFE sessions will be allocated, however specific session requests are not guaranteed, as 'EYFE only' children are allocated available gaps within the week. Children taking EYFE hours only or those taking less than 4 paid cash hours per week must take their EYFE where there are EYFE spaces available. Children attending nursery for a greater number of hours or full days take priority over.

Please see the 'Admissions and Pattern of Delivery for EYFE' policy for further information. Fees are payable all year around, we are NOT a term time only setting. A charge is made for each EYFE session to cover food, (breakfast, snack lunch & tea), & extra-curricular activities & provision above that of the Early Years Funded Entitlement. Please ask for the current rate charged and see the details of what this charge covers in the form of additional services on page 2 of this form. All information is available in a 'EYFE Information Pack' which you may request before registering for a place. BACS payment is required for the registration fee if applicable. Please put your child's surname as a reference when paying electronically.

Signing this document indicates you understand the EYFE pattern of delivery and optional charges for food & activities as explained overleaf.

Date of application.....Signed parent/guardian).....

For Nursery Notes Only. (Please do not write below this line) Registration Fee Received £

Visits Booked	Registration forms completed & checked	Photo name labels made	Key person allocated	Start date confirmed

An Explanation of Fees & 2,3 & 4 yr old Early Years Funded Entitlement (Government Funding)

Catkins Nursery at present, charges an hourly rate, for children taking cash hours at nursery if they are not eligible for Early Years Funded Entitlement (EYFE), or they are taking hours outside of the EYFE, currently £9.50hr for 3 and 4yr olds and £10hr for 2yr olds,

Counties differ as to the amount of EYFE paid per hour. The amount paid by W.S.C.C for 3- and 4-year-olds is set every summer term and regrettably it has not risen in line with most nurseries' running costs and does not fully cover the cash fee cost of a child's place as it is less than the cash hourly rate. This means nurseries lose money for every hour per child, when a child takes a place with the government funding.

We aim to give a high-quality service & the best care & education possible for your child, & in order to maintain this, we allocate specific sessions for EYFE funded children which are less popular, for eg, the afternoon sessions 2-5pm or 2-6pm.

Settings are instructed by the W.S.C.C. department that allocates the government funding, that it should not equate to a specific cost per session/hour for up to 15 or 30 hours a week for term time only settings, regardless of the cost of fees at each individual setting.

There is an 'activities' charge at Catkins for each session your child attends of £3. This is a charge for items provided over & above the basic EYFE service & all those extra things we do which makes us 'Catkins'. There is also a daily £1 snack charge, a £6.50 lunch charge and a £3 charge for tea. The time 8am-9am is charged at the hourly rate & is outside of the EYFE delivery pattern.

We are required to list them for your information to comply with the W.S.C.C. provider declaration so that all parents understand exactly what the 'activities' charge goes towards. This list however is not exhaustive and as always find new and exciting things for the children to experience, namely, we have special 'one off' celebrations, such as the Coronation and Jubilee, special meals, birthday treats, birthday watches and cards, Eid gift bags, the leaver's party; the leaver's lunch, lollies, gift teddy and leaver's certificate. We have caterpillar/butterfly experiences, visitors with specific skills or items/animals to show, Valentine's day gifts and presents, Mothering Sunday & Father's Day gifts, prizes for the annual sunflower competition, Music Bus visits, Easter egg hunts & cooking. We also have Christmas activities, parties and Father Christmas gifts, Chinese New Year gifts, Shrove Tuesday cooking activities and other cooking activities throughout the year where children eat what they have made at nursery or take it home. The charge is to cover the additional costs of providing these experiences because the government funding does not meet the hourly fees charged at Catkins Nursery to be able to provide these activities without a fee, however we are required to inform parents that this is an 'optional' charge.

Catkins Nursery values the need for, & importance of these additional services & for each child to be treated the same. The payment of these optional fees enables your child to participate in all of these activities.

When parents choose Catkins as their child's nursery, we hope that they 'buy in' to its' ethos, it's high-quality foods and snacks, and that parents understand that it all costs extra to provide these experiences due to EYFE underfunding. If a parent chooses to opt out, then unfortunately these activities & gifts are not included in the EYFE alone provision. Please see the nursery manager if you wish to consider 'opting out' of all of these extra activities.

Catkins 'self-stretches' the 15 hours basic government funding & the 30 hours of extended funding, which gives up to 11 or 22 complete hours a week over 50 weeks of the year & up to 20 'spare' hours to be taken as whole sessions equally spread over the three terms, subject to availability & mutual agreement as the hours don't always neatly 'fit' into the 50 weeks of the year that we are open. The number of hours that are left & may be taken on an ad-hoc basis is shown on each invoice.

Bank holidays at Catkins are charged, but as we are not open, these days may be 'saved' & used on another day in the same term instead where there is availability. This is a service that very few nurseries operate, (usually nurseries charge for the Bank Holidays even when they are shut), however we offer this and the number of 'spare' hours is shown on each invoice.

The 30 hours of government funding is accessible at Catkins subject to spaces being available, as stated in the 'EYFE Pattern of Delivery Policy'. Please see the government website to check if you are eligible for the 30 hours government funding.

All 30 hr codes must be reconfirmed every 3 months by a set date. Failure to do so may unfortunately mean you lose the funding and will pay these hours as a cash fee. **It is the parents' responsibility to reconfirm these hours, the deadlines are 31st March, 31st August and 31st December; nursery cannot do this for you!**

I/we have read and understood page 2 of this registration form regarding any additional charges, and we accept and agree with these costs for additional activities above the basic EYFE offer.

Parent 1

Parent 2.....