



St. Joseph's Pre-school



Registration Contract

The Pre-school sessions are: Monday to Friday 8:45 am to 2:45 pm

Please state which sessions you require in the table below:

Pre-school Sessions	Day	Time	Cost if not funded
Full Time	Monday to Friday	8.45 – 2:45 pm	£27.00
Part Time	Monday to Friday	8.45 – 11.45 am	£13.50
Lunch if only doing a morning or afternoon session (Paid for session and hot meal / packed lunch from home)	Monday to Friday	11.45 am – 12.45 pm	Lunch session £4.50 Hot meal £2.50
Part Time	Monday to Friday	11.45 – 2.45pm	£13.50

If you wish to share the hours over a full year with another setting for the school holidays, Worcestershire County Council will tell us how many hours we will get funding for and we will charge £4.50 per hour for the rest of your child's hours. As soon as we have this information we will let you know.

Mon AM	Lunch	Mon PM	Tues AM	Lunch	Tues PM	Wed AM	Lunch	Wed PM	Thurs AM	Lunch	Thurs PM	Fri-AM	Lunch	Fri PM

Please register my child to attend Pre-school from:
(please state month and year)

Please note—The above sessions I have selected are an expression of my preferred days. This is a request and every effort will be made to meet this request, however sessions cannot be guaranteed.

Name of Child:

Child's Preferred First Name:

Date of Birth:(Please supply a copy of the child's Birth Certificate)

Child's Home Address:



PARENTAL DATA (With whom the child normally resides at the above address, these will be contacted in priority order)									
Priority:	1			Priority:	2				
Surname:				Surname:					
Forenames:				Forenames:					
Relationship to child:				Relationship to child:					
Work Tel. No.:				Work Tel. No.:					
Mobile Tel. No.:				Mobile Tel. No.:					
Email Address:				Email Address:					
Emergency Contact No.:	Work		Mobile		Emergency Contact No.:	Work		Mobile	
Home Situation:	Live Together:				Live Separately:				
Address of parent living separately:									
Please give details of any other contact persons we can call in case of your absence:									
Priority:	3			Priority:	4				
Surname:				Surname:					
Forename:				Forename:					
Relationship to child:				Relationship to child:					
Home Tel. No.:				Home Tel. No.:					
Work Tel. No.:				Work Tel. No.:					
Mobile Tel. No.:				Mobile Tel. No.:					
Address:				Address:					
Post Code:				Post Code:					

Family Doctor (Practice name, doctor's name and contact number):

Health Visitor (name and contact number):

Medical/ dietary needs/ allergies/ developmental/ general information (please use a separate sheet if necessary):

Has your child attended a pre-school setting before? If so please give details:

How did you hear about our setting?:

While not compulsory, we do encourage the use of school branded red polo shirts and hoodies that will be available from Ace Essentials in Droitwich High Street. These are available in sizes that start from age 2 years. Hoodies Costing from £11.00 and the Polo Shirts from £6.50.

Terms and Conditions

HEALTH AND SAFETY:

- I agree to my child being taken directly to hospital for emergency treatment.
- I understand that my child will not be admitted to St. Joseph's Pre-school if s/he is not well and agree to keep him/her off for 48 hours from outbreaks of sickness and diarrhoea and in cases of conjunctivitis or eye discharge until antibiotic treatment has started.
- I will complete a Medical Consent Form giving permission for the administration of any prescribed medicines.

DATA PROTECTION:

- I understand that my child's records will be held on a computerised database and that this is protected by the Data Protection Act 1974 and that they will be used for no other purpose than that of St. Joseph's Catholic Primary and Pre-school.

FINANCIAL:

1. I understand that having a place in Pre-school does not entitle my child to a place in Reception Class and that I will need to apply for a school place via www.worcestershire.gov.uk/schooladmissions and read the St. Joseph's Catholic Primary School Admissions Policy.
2. I understand that if my child attends more than one setting and I wish to spread the funding across the year rather than term time only, County tell Pre-school how many hours are funded at each setting from the total of 1140 funded hours per year. Hours attended over and above this will be billed at £4.50 per hour.
3. Prices are reviewed annually.
4. I understand this contract is for the provision of Pre-school sessions during term time only until my child leaves St. Joseph's Pre-school and I will be invoiced monthly within that period where necessary.
5. I agree to pay Worcestershire County Council as per the payment terms detailed on the back of the invoice where necessary.
5. Each invoice will be for Pre-school sessions provided in the following month as necessary plus any ad-hoc payments that are not made in advance and late pickup charges incurred (see point 12). Payment must be made within the terms detailed on the invoice.
6. I understand that payment must be made to **Worcestershire County Council** according to the payment instructions detailed on the back of the invoice. I agree to reimburse any bank charges incurred due to cheques being returned unpaid and to pay all legal costs for recovery of outstanding monies.
7. I understand that persistent late or non-payment may result in the loss of my child's place.
8. I understand that I reserve the right to give a minimum of one month's written notice, or one month's fees in lieu of written notice if, for any reason, my child is to leave St. Joseph's Pre-school or I wish to reduce the hours my child attends.
9. I understand that the Governing Body reserves the right to cancel a child's place in St. Joseph's Pre-school with one month's written notice. Any overpayment would be reimbursed accordingly.
10. I understand that I will have to pay any necessary fees during term time when St. Joseph's Pre-school is open irrespective of whether my child is present (e.g. no deductions for absence through illness, family holidays, adverse weather conditions when school is open or there are transport difficulties).
11. I agree to collect my child promptly at the end of any Pre-school session which I have booked for him/her.
12. I will automatically be charged for another session of Pre-school if I am more than 30 minutes late in collecting my child, unless a longer session has been previously arranged. I understand that in the event that my child is booked in until St. Joseph's Pre-school closes, an additional charge of £5.00 per child will be made for every 30 minutes over the end of the session my child is in St. Joseph's Pre-school.
13. I understand that the sessions will be provided as agreed and due to demand sessions cannot be swapped to a different day of the week on a short term basis. If I require a Pre-school session on a different day to my current contract, I will be charged for that session as an additional session at standard rates.
14. I have read and understood the Registration Contract and I agree to be bound by it.

Signed:.....Date:.....[Parent / Legal Guardian]

Signed:.....Date:.....[Headteacher on behalf of St Joseph's Pre-school]