

Centre Registration Form

**Please complete all sections of the form**

|  |  |  |
| --- | --- | --- |
| **Family Name** |  | **Office Use Only** |
| **Your First Name** |  |  |
| **Contact Address** |  |
| Address Line 2  |  |
| Post Code |  |
| **🕿Mobile** |  |  |
| **🕿University Ext** |  |
| **University Department** |  |
| **University Email Address**  |  |
| **Other Email Address** |  |

Are you the Mother/Father/Guardian of the child…………………………………...

Are You University Staff University Student Other ………………………..

About your Partner/Spouse

Name …………………………………………

Occupation.............................................................................................................

Employer’s Name………………………………………………………………………..

**Details of child/children for whom you are applying for a place in the Centre**

Name of child ....................................................................... Age ......................

Sex (male or female) Date of Birth ..................................

If not yet born, expected delivery date…………………………...............................

**We would appreciate if you would let us know when your baby has been born.**

Name of child ....................................................................... Age ......................

Sex (male or female) Date of Birth ..................................

If not yet born, expected delivery date…………………………...............................

**We would appreciate if you would let us know when your baby has been born.**

The Centre operates two sessions per day. The morning session is from 8.00am to 1.00pm and the afternoon session is from 1.00pm to 5.50pm. You will be expected to arrive to collect your children a minimum of 10 minutes before end of their booked session. This is to ensure that the staff are able to provide you with all the relevant information you will need about your child’s day before leaving with them.

Please indicate on the grid below the sessions you are likely to need. These can be changed at a later date if you wish. **Please note the Centre does not offer term time only places.**

**Childcare Requirements – please note the minimum requirement is two full days or four half day sessions.**

**Session Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8.00am-1.00pm |  |  |  |  |  |
| 1.00pm-5.50pm |  |  |  |  |  |

On what date would you want your place?

.................................................................................. Year ……………………………

All children are eligible for 15 funded hours following the term after their 3rd birthday. If you think you may be eligible for the additional 15 funded hours then you must generate a code via the HMRC website. It is your responsibility to provide the Centre with the code. The Centre will only offer funding during term time. We do not offer stretched funding.

**Further Information**

Please indicate here if your child attends another setting or anything else you would like to be considered in support of your Centre registration

..................................................................................................................................................................................................................................................................................................................

If your child is absent from the Centre for any reason including sickness, sickness with exclusion and holidays then these sessions must be paid for. If your child requires an alternative to the meals/food we provide then we require medical evidence to support this. Without this we are unable to provide such alternatives. You will need to provide this evidence before your child starts at the Centre.

Signature of Parent/Guardian.

...................................................................................................................

Date ................................................

Where did you hear about Bright Beginnings Childcare Centre? ……………………………………

**This form should be completed and returned along with the non - refundable**

**£40.00 Registration Fee for the attention of:**

**Office Use**

**Date Received**

**ParentMail**

**Place Offered**

**Staff Initials**

Bright Beginnings Childcare Centre

Mount Preston Street

Leeds

LS2 9NQ

🕿 Leeds (0113) 3431818

🖂 brightbeginnings@leeds.ac.uk