

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 6.00pm. 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 –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 the place to start?

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

If you are eligible for the Government 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 only offers funding during term time and we do not offer stretched funding. There is a charge for additional services for the funded hours. The hourly rate will be £5.20 for a full day rate with an additional £2.54 per hour charge for our additional services. The day rate will therefore be £77.40 inclusive of the additional services charge.

**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

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

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

**£45.00 Registration Fee for the attention of:**

**Office Use**

**Date Received**

**ParentMail**

**Place Offered**

**Staff Initials**

Bright Beginnings Childcare Centre

Mount Preston Street

Leeds

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