



FOUNDATION STAGE 1 REGISTRATION FORM

CHILD'S FULL NAME: _____

MALE/FEMALE

DATE OF BIRTH: _____

HOME ADDRESS: _____

POST CODE: _____

HOME TEL.NO: _____

MOBILE NO: _____

MOTHER'S NAME: _____

FATHER'S NAME: _____

Please give the names of any other children in the family who attend Western Primary:

Does your child attend another Foundation Stage Setting? YES/NO

If yes please give details: _____

Commitment from Parents

In order to be able to organise our provision and staffing arrangements, we need a definite commitment from parents as to their requirements. This can only be done on a termly basis using our booking form which will act as a contract. Payments **MUST** be made at the beginning of each half term. By agreeing to care for your child we are undertaking a financial commitment and if your child does not attend the session, we will still make a charge. In exceptional circumstances i.e. bereavement or a long term illness extending beyond a week, we will not charge parents for those sessions.

Once a booking has been made for a term, this commitment must be honoured and any cancellation will be subject to the fees for that half term.

Late Payments

As stated above, parents must pay in advance. Payments must be made by the end of the first week of each half term. We have the right to refuse to accept a child until debts are cleared.

Late Collection Of Children

Except in the unlikely event of an emergency, if you are late collecting your child from a session, we will charge a late collection fee at a premium rate in order to cover the staffing costs we will incur.

I understand that my child must attend these sessions and that I must inform the School Office before any changes to these days can be made.

Signed: _____ Date: _____

FOR OFFICE USE ONLY

PROOF OF ELIGIBILITY – BIRTH CERTIFICATE SEEN: _____