

**CARISBROOKE CLEVER CLOGGS DAY CARE LTD**  
**CHILD REGISTRATION FORM**

Telephone: 821557. E-Mail 1 - [clevercloggsiow821557@btconnect.com](mailto:clevercloggsiow821557@btconnect.com) Email 2 - [clevercloggsiow@aol.com](mailto:clevercloggsiow@aol.com)

The aim of the group is to give children of pre-school age the opportunity to learn to play together before starting school.  
 If you wish to register your child please complete the form below.

Child's full name					Male or Female (Please circle)
Date of birth	Day	Month	Year	Date of birth verified by setting	YES NO
Birth certificate will need to be seen on registration and verified by the manager. Any change of surname will need to be verified with a legal document					
Address					
Post code			Telephone numbers		
			Landline		
			Mobile		
Email address					

Which sessions would you prefer, first choice. (These will be classed as priority sessions)

Monday		Tuesday		Wednesday		Thursday		Friday	
am	pm	am	pm	am	pm	am	pm	am	pm

(Please circle preferred sessions)

If your sessions are not available your child's name will be put on a waiting list, however if you have flexibility which other sessions would you consider.

Monday		Tuesday		Wednesday		Thursday		Friday	
am	pm	am	pm	am	pm	am	pm	am	pm

Preferred start date .....

Parent's Full Name								(Mr/Mrs/Miss) (Please circle)
National Insurance Number								

Does your child attend any other child care provider	YES	NO
If yes which one?		

I confirm that I understand the setting is a completely separate unit and that allocation of a place at Carisbrooke Clever Cloggs Day Care does not in any way confirm a right of entry to Carisbrooke C of E Primary School. The information provided is correct to the best of my knowledge and understand false information may hinder my child being provided with a place until the information is corrected.		
Signature of Parent		Date

We are interested to know how you heard about Clever Cloggs.....

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Sessions are held term time only, every weekday. Morning sessions 9 am to 12.00 and afternoon sessions 12.00pm to 3.00 pm

Early morning session 8am - 9am and late afternoon session 3pm - 5.30pm charged at our current hourly rate.

Our registration process is:

1. Parents fill in the form and return it to the setting.
2. Managers look at allocation of places to see if required sessions are available.
3. A letter is sent to parents confirming a place is available or there is no places available at this time and the child's name is put on a waiting list. *Until you receive a letter there is no guarantee of a place for your child/ren.* In cases where places cannot be given a manager will contact you ASAP to inform you of this.

Children are admitted from 2 years old, depending on availability of places, otherwise they are placed on the waiting list. Occasionally a place may be offered to a child not on the waiting list who is classed as an emergency place. We are unable to guarantee session availability, as the year goes on the sessions fill up. Each September we start anew and the majority of parents can choose which sessions they would like their child to attend.

Your child will become eligible for government funding the term following their 3<sup>rd</sup> birthday, some 2 year olds are also eligible the term after their 2<sup>nd</sup> birthday. Sessions used over the grant funding is payable by the parent and invoiced monthly in advance. Fees are still payable if your child is absent. Until a letter has been received by the setting funding cannot be allocated to the family as their unique number located on the letter allows the setting to claim funding.

Families can use funding over a maximum of two settings to the total amount of funding hours per term, but cannot use maximum funding at both setting. Anyone found using more than their funding hours at two or more settings will be made to pay back all used funded hours over the maximum termly entitlement.

To claim funding parents are requested to fill in forms at the start of a term to allow the setting to claim the funding on your behalf, failure to complete the form by a given date will force the setting to claim fees from you and not the government until the next funding period. Early Years Pupil Premium funding forms will also be provided for all families to complete for the setting to claim additional funding to support the setting to provide quality care and support for all children.

**OUR SETTING WELCOMES YOU** and we hope you will feel free to ask the managers and staff any questions you have. If there are any changes regarding address, collectors, parental accessibility or allergies these need to be told to the managers.

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Your application form was received	
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We will try to keep you informed on a regular basis of your application.