Chapel St. Leonards Primary School/Little Seahorses Nursery

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**Please complete and return to school**

**Nursery Sessions/booking information**

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unique funding code -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like my child to start on date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like my child to attend for \_\_\_\_\_\_\_\_\_\_\_\_hours per week.

Please indicate below which sessions you would like your child to attend each week for the upcoming term, (please refer to the term time dates which are available on Chapel St. Leonards Primary School Website <https://www.chapel-cit.co.uk/web/term> dates/449226. It will be assumed the same sessions are required for each week, if this is not the case, please discuss this with the Nursery Administrator or Miss Pettit, Early Years Leader.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8.50am – 11.50am**£16.50** |  |  |  |  |  |
| Lunchtime Provision11.50am-12.30pm**£4.25 (Includes a school meal for £2.00 if required)** |  |  |  |  |  |
| 12.30pm – 3.30pm**£16.50** |  |  |  |  |  |

Should your child be unable to attend the agreed Nursery sessions due to illness, please contact the school office before 9am 01754-872429. Unfortunately, these hours are not able to be transferred to another day.

If you wish to change or terminate your child’s sessions, a minimum of 2 weeks’ notice is required.

*Please refer to the important information on page 1 of the Funding Declaration form regarding the expiry and renewal of the 30-hour codes*.

Little Seahorses Nursery is open for 38 weeks/190 days per year, following Chapel St. Leonards Primary School term dates.

Terms are Autumn (Sept – Dec), Spring (Jan-Mar/Apr) and Summer (April-July). Exact dates are available on Chapel St. Leonards Primary School Website https://www.chapel-cit.co.uk/web/term\_dates/449226

**Collection arrangements**

In the event you are unable to collect your child from the end of the Nursery session, we ask that wherever possible you inform us *in advance* who is going to be collecting your child so that both your child and ourselves know who to expect. When that person arrives, we will ask for their photo identification. If the details correspond, we will release your child to that person. However, if we have reason for any concern, then your child will **not** be released, and a phone call made to you to verify details.

I confirm I agree to the above terms and conditions.

Signed by Parent/Carer (PRINT NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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