

LITTLE LAWRENCES OF NAPTON
Application for Places

Full Name of Child.....Date of Birth.....

Parents/Carer's Details: Full Name

Full Address.....
.....
.....

Contact Numbers: Home Work

Mobile Email address:

Other Emergency Contacts details:

Name Tel Mob.....

Name Tel..... Mob.....

Name Tel..... Mob.....

Does your child currently attend another Nursery/Preschool? Yes / No

If Yes, then please provide the following details:

Name and address of current provider.....

Are you planning on using any hours of government funding at the above named provider? Please indicate

The number of hours used

Place Preference – Please indicate by ticking the appropriate boxes

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning Session 8.55 – 12.00					
Lunchtime 12.00 – 1.15					
Afternoon Session 12.00 – 3.15					

Please state if you have a specific reason for your preference (e.g. work etc):.....

Requested Start Date and Term of Entry e.g. Sept 15, Jan 16, Apr 16..... **PTO**

Please indicate whether you will want to make use of the Out of School Club to help us plan for provision. If so, we will pass on your details to Larks n Owls who will be in touch.

Breakfast Club	Yes	Maybe	No
After School Club	Yes	Maybe	No

Please note that if you pay for sessions, the following terms and conditions apply:

1. Full session charges will apply if you choose not to send your child to Little Lawrence's due to a holiday, medical appointment, play date or similar.
2. Full session charges will apply if your child does not attend Little Lawrence's due to illness. If the illness extends beyond 5 consecutive days, charges will not be applied from the sixth day upon receipt of a doctor's note.
3. Full session charges will still apply if Little Lawrence's has to close due to unforeseen circumstances, such as snow. This would be reviewed in the event of closure over longer periods.
4. Sessions should be paid upfront on a weekly, monthly or half termly basis (at the published rates), with the exception of customers using childcare vouchers where payments are split over twelve months.
5. All charges are reviewed annually
6. A 4 week notice period is needed for a change of contract.

Signed

Date

To be returned to the school office at St. Lawrence's please.

Please note the criteria for the allocation of places.

- Priority will be given to those who want to retain existing places.
- Priority will be given to those children who are already users of Little Lawrences and /or are on the waiting list.
- Priority will be given to the eldest children.
- Priority will be given to those that request a full day.

May I please emphasise that we will always endeavour to give places as requested but cannot guarantee that we will meet all needs especially if demand is very high for specific sessions.