

## Application for Childcare Place

PLEASE PRINT

Full name of child:			Date of Birth:	
Child's Address:				
	Postcode:			

Parent (1)

Name  
Tel. Home  
Tel. Mobile  
Email address


Parent (2)

Name  
Tel. Home  
Tel. Mobile  
Email address


Start Date (if known):		Date Childcare to End (if applicable)	
------------------------	--	---------------------------------------	--

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Drop off/Start Time <sup>1</sup>					
Collection/End Time <sup>2</sup>					

<sup>1</sup> Children for 'School drop-off' will not be accepted after 8.30am and full charges will still apply.

<sup>2</sup> We allow 15 minutes past the allocated end time due to varying traffic conditions on Muller Road without penalty.

	I/we will provide pack-lunch and or other meal that may require reheating.
--	--

	I/we would like meals to be provided on the following days (please tick below all that apply)
--	---

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
Lunch					
Dinner					

We no longer provide printed invoices, or accept cash / cheque as payment. All invoices are sent via email, and we provide various payment options.

Fulltime Childcare provision, is provided on the basis of 48 weeks per calendar year. This allows 2 weeks' unpaid holiday for the parent/guardian, and 2 weeks' unpaid holiday for the provider. (Where provision is made for alternative childcare, whilst the provider is on holiday, this will be either invoiced as normal, or paid direct to the service provider). We are closed weekends and bank holidays.

School collection and drop-off, are charged per day attended in line with the school calendar. School holidays incur a retainer fee, which is currently set at 50% of the standard rate. Contract runs from September to July for wrap-around-care.

I/we understand that a place is not reserved until the Contract Document has been signed by all parties and the Parental Permission Forms have been fully completed and signed.

Unlike other care providers, I DO NOT charge my customers a deposit, and invoices are sent in arrears.

Once completed and returned, we aim to contact you within 48 hours, to arrange a mutually convenient time for a visit.

I/we are the Parent/legal Guardian of the above-named child and I/we wish to apply for a childcare place with Natalie Stephens (subject to visit and agreement of policies and contract).

Parent 1	Print Name:		Sign:		Date:	
Parent 2	Print Name:		Sign:		Date:	