

## 10.3 Registration Form



**St Mary's Playgroup**  
**St Mary's Ave,**  
**Leicester,**  
**LE3 3FT**  
**07814543651**  
**www.saintmarysplaygroup.co.uk**  
**info@saintmarysplaygroup.co.uk**

A non-fundable registration fee of £10 is charged for all children who wish to attend St Mary's Playgroup. The registration fee does not guarantee you a place, and should we have insufficient availability, the fee shall be fully refunded. If you choose to defer your child placements, or withdraw your application, this fee remains non-refundable. Cheques should be made payable to St Mary's Playgroup.

### Personal details

First name(s) of child:					
Surname of child:		Date of birth:			
Full address:					
			Postcode:		
Parent/carer name (1):					
Relationship to child:					
Full address (if different):					
			Postcode:		
Daytime/work tel:		Home:		Mobile:	
Email Address:					
Parent/carer name (2):					

Relationship to child:					
Full address (if different):					
				Postcode:	
Daytime/work tel:		Home:		Mobile:	
<b>Session request</b>					
Preferred start date:					
<i>Please tick the sessions you would like your child to attend:</i>					
Morning	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Optional Lunch Club	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
<b>(Lunch clubs are subject to demand and availability)</b>					
<p>This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. <b>Please note that completion of this form does not guarantee a place for your child,</b></p> <p>Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. Your child's birth certificate is required at this point with a copy made for our file.</p> <p>If you find that you no longer need the place, please inform us as soon as possible.</p>					
<b>Signed parent/carer (1):</b>				Date:	
<b>Signed parent/carer (2):</b>				Date:	
<p><b>Please be advised that this application form and offer of a place is subject to our terms and conditions provided to you. By signing this document, you acknowledge that you have read, understood and agree to these terms and conditions.</b></p>					
<b>For office use only:</b>					
Deposit paid:				Date paid:	

*Tear off the following part to return to the parent(s)*

A place will be available for				(child's name)
*	on	(date)	* or; we will notify you when a place becomes free.	
Signed on behalf of the provider:				
Name:		Job title:		

\*Please delete whichever is not applicable.

## Schedule of Fees

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*Hourly rate:*

Children aged 2 years            £6.25

Children aged 3 years or  
more                                £5.75

Early arrival/late collection fee of £2.50 per additional 15 minutes.

Late payment fee of £10.00

## Notice Period

**All parents must provide a minimum 4 weeks' notice period if they wish to move their child from the setting. If you fail to provide the minimum notice, you agree to be billed the 4 weeks of your current child's attendance.**