



Minety Preschool - Enrolment Form

Terms 1-2, 3-4, 5-6 1st September to 31st July (inclusive)

(TERM DATES, HOLIDAYS AND TTD DAYS VARY – Please check the relevant calendar to verify these)

IT IS ESSENTIAL THAT **ALL** PARENTS, WHO WISH THEIR CHILD TO ATTEND PRE-SCHOOL SESSIONS, COMPLETE, SIGN AND RETURN THE ENROLMENT & PARENT CONTRACT FORM TO A MEMBER OF STAFF.

Requested session run for the entire school year, if you would like to add or change sessions at any point within the year these will be accommodated where there is availability only. Invoice will be issued for terms 1-2 in April, 3-4 in September & 5-6 in January.

Minety Preschool CIC accept – 30 hours free funding for children aged 18 months to 4+ years – *eligibility dependent*.

It is your responsibility as parents/grandparents/carers to apply for free funding & reconfirm these free hours every THREE months.

Please see www.gov.uk/apply-free-childcare-if-youre-working or www.childcarechoice.gov.uk for support & guidance if eligible.

Universal Funded Sessions

Children will be entitled to a maximum of – **Term 1-2 = 195 hours** (390 *if eligible*) **Term 3-4 = 210 hours** (420 *if eligible*) **Term 5-6 = 165 hours** (330 *if eligible*). ALL funding is available the term **AFTER** their birthday.

- ALL sessions and extra hours requested above your child's funding hours (if applicable) will be charged at the relevant age-related hourly rate per session, Children's hourly rates will change per hour the funding term **AFTER** their birthday (Autumn - 1st Sept to 31st Dec, Spring - 1st Jan to 31st March & Summer - 1st April to 31st August)

HOURLY RATES: 18mths – 2 years = £9.63 per hour 2 years – 3 years = £7.17 per hour 3 years + = £5.21 per hour

Additional details for children claiming 30 hours Free Childcare – Extended Entitlement Requirements if eligible to claim

NATIONAL INSURANCE NUMBER										ALL ELIGIBILITY CODES									

ABOVE NUMBERS AND CODES MUST BE FILLED IN EVERY TERM and IN DATE – codes need to be reconfirmed every THREE months

CHILD'S NAME: _____ **DATE OF BIRTH:** _____

Please tick the relevant boxes below to indicate the sessions you would like your child to attend.

	MON	TUE	WED	THU	FRI
Morning 0900 – 1200 (3hrs)					
Lunch 1200 – 1300 (1 hr)					
Afternoon 1300 – 1500 (2hrs)					

There are three payment options for each invoiced term

Whole payment by 1st April / 1st Sept / 1st Jan

Or two instalments due on the 1st April & 1st May / 1st Sept & 1st Oct / 1st Jan & 1st Feb,

Or three instalments due 1st April, 1st May & 1st June / 1st Sept, 1st Oct & 1st Nov / 1st Jan, 1st Feb & 1st Mar

We understand that the invoice must be paid IN FULL - before the end of the invoiced term

→ I will be claiming _____ hours per week of government vouchers from **MINETY PRESCHOOL**

→ I will be claiming _____ hours per week of government vouchers **FROM** _____ *Please state*

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

By returning, completing & signing this form you are agreeing to adhere to all Minety Preschool Policies and Procedures [SEE OVER](#)

EARLY YEARS PUPIL PREMIUM (EYPP) = additional funding for 3 & 4 year old children

Can you help Minety Preschool receive further funding to enrich your child’s education at preschool, a possible £300 per year. This will help us to provide the best education and support for your child by making sure that if your child is eligible for the Early Years Pupil Premium (EYPP) that we receive this extra funding. Please note that completion of this section (EYPP) is **voluntary** and non-completion will not affect your child’s eligibility for their place at preschool. However, if you do not complete this form, we may not be able to identify whether your child is eligible for the EYPP & we may not receive additional funding to support your child. We will use the information you provide to check whether your child is eligible for the early years pupil premium.

PARENT/GUARDIAN DETAILS *Thank you for completing this form and helping to make sure your child’s is as well funded as possible*

	Parent/Guardian 1	Parent/Guardian 2
First Name		
First name		
Date of Birth	DD MM YYYY	DD MM YYYY
National Insurance No		

FAMILY INCOME AND BENEFIT DETAILS - needed for the EYPP above

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box) ☐ Yes ☐ No

If you have ticked YES, you DO NOT need to complete the rest of this section

If you ticked NO, please place an X in this box if you are in receipt of any of the benefits listed below:

☐ Income Support

☐ Income-based Jobseekers Allowance

☐ Income-related Employment and Support Allowance

☐ Universal Credit

☐ Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999

☐ The guaranteed element of State Pension Credit

☐ Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

☐ Working Tax Credit run-on

☐ Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for the EYPP.

ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER

Has your child been adopted from care? ☐ Yes ☐ No

If you have ticked Yes in the previous question, have you been granted an adoption order by the courts yet? ☐ Yes ☐ No

Did your child leave the local authority’s care under a special guardianship order or a child arrangements order? ☐ Yes ☐ No

- I understand that my personal information is held securely and will be used only for local authority purposes.
- I agree to the local authority using this information to enable Minety Preschool CIC to claim the early years pupil premium (EYPP) for my child/children.
- By signing this form you are consenting for you details be verified with records held by the Department for Work and Pensions (DWP), Her Majesty’s Revenue and Customs (HMRC) and the Home Office.

BY SIGNING THIS FORM:

- You have read and agree to adhere to Minety Preschools Policies and Procedures
 - These apply to all parents, careers, staff, Fundraising Committee and anyone associated with Minety preschool.
 - They are reviewed on a regular basis and parents will be notified of any updates or new policies issued.
- You agree to adhere to Minety Preschools Payment/Non-payment Policies, late or non payments could incur extra charges.
 - See Policy folder for further details.
- You agree once session forms have been submitted, sessions can only be changed under special circumstances & if places are available.
 - No refunds will be given if hours are reduced, (example sick days/holidays) any additional hours will be charged at the current rate.
- You are stating that you understand the terms of payment method selected
 - All payments are due on the 1st of each month and can be split with three payment option as stated below, late payments will be charged a fee equivalent to 10% of your bill on a weekly basis thereafter (£3 minimum)
 - Late payments will affect your child’s attending sessions