**Application to Join Saplings (Preschool) Farnham**

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| Name of Child\* | Date of Birth\*  Gender\* M / F |
| Name (s) and Address(es) of Parent(s) / Carer(s) making the Application | |
| Post Code\*  Telephone Contact\* | Only required if different  Post Code  Telephone Contact |
| Email\* | Email |
| I / we would like to start attending Saplings Preschool (Farnham)  As soon as possible / or from (date) | |
| **Please circle the sessions & Hours required\* *You may choose any combination of hours***  15 hours: Monday 9-12 Tuesday 9-12 Wednesday 9-12 Thursday 9-12 Friday 9-12  15 hours: Monday 12-3 Tuesday 12-3 Wednesday 12-3 Thursday 12-3 Friday 12-3  30 hours: Monday 9-3 Tuesday 9-3 Wednesday 9-3 Thursday 9-3 Friday 9-3 | |
| **Contractual Basis\***  Privately funded £4.50 / hr YES | Government Funded: FREE YES |
| **Eligibility** ***Do you have a 30 hours code from HMRC?***  YES NO DON’T KNOW CODE: | |
| **Please read carefully, you may choose between 18 to 27 hours – these hours will be charged at £4.85 / hr**  **Privately Funded places**  By signing below, you are requesting to join Saplings Preschool. We will email to confirm availability. You will have 24 hours to accept any place offered. A £50 DEPOSIT IS TAKEN and deducted from your first invoice - the place is guaranteed until you terminate your place or request in writing to change your booking, our full Terms & Conditions of Service apply in addition to the Agreement overleaf.  **Term Time Only – Universal Offer (15 hours) FREE**  By signing this form, you are requesting a Government Funded place at Saplings Farnham. We will email to confirm availability. You will have 24 hours to accept any place offered. The place is guaranteed until your child starts school or until you terminate this agreement. No fees / extra charges will be made. Agreement Conditions Para. 12 is an excluded term.  **30 Hour Offer – please include your voucher code from HMRC above – THIS MUST BE copied / pasted to EMAIL too.**  By signing this form, you are reserving a fully funded Government place for your child. Please be sure you are eligible / have a voucher code from HMRC BEFORE committing to 30 hours. This place is only guaranteed for as long as you remain eligible for 30 hours. In the event you fall out of eligibility, you will automatically revert to the 15 Hour Offer terms detailed above | |
| Signature of Parent  Date: | Signature of Parent  Date: |

Saplings (Preschool) Farnham

**Agreement**

Child’s name

Parent or carer’s name

1. I consent for my child to attend Saplings Preschool (Farnham). I understand that the preschool has policies and procedures that are available for reference by request and that there are expectations and obligations relating both to Saplings Preschool and to myself and my child, and I agree to abide by them.
2. I understand that Saplings Preschool is a term time only setting and that whilst my child is present Saplings Preschool is legally responsible for him/her.
3. I will notify the preschool before the start of the session if we are unable to attend. I understand that for a privately funded place or for any booked chargeable additional hours, fees due will not be refunded
4. It is my responsibility to keep our key worker informed of any changes regarding my child e.g. contact details, medical conditions, or daily/overnight changes. I agree that I will not bring my child to preschool when they are knowingly unwell.
5. I accept that my child may take part in messy activities during the day.
6. If, due to unforeseen circumstances, I am going to be late collecting, I will contact the preschool staff as soon as possible and will if necessary ask my emergency carer to collect on my behalf.
7. If I do not collect my child by the required time, I understand my child will be taken into Stortford KidsOut (Farnham) and I will pay an ad hoc rate for their services in caring for my child until I arrive.
8. If I do not collect my child by the end of the day and staff are unable to reach me or any of my emergency contacts, I understand that KidsOut staff will follow its **Uncollected Children** **Policy** and alert Social Care.
9. Whilst Saplings Preschool tries to ensure the safety and security of items, I understand that preschool staff cannot be held responsible for loss or damage to my child’s property whilst at preschool.
10. I have read the setting’s **Behaviour** **Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child; in the event I am privately funded, I agree to pay for any missed sessions unless otherwise agreed with the owner.
11. I understand that a minimum 15 hours is required. I understand I will not be able to share hours with another provider. I understand that additional hours may be purchased, privately funded in 3 hour combinations up to 30 hours.
12. **Privately Funded places**. I will pay our invoice on or before the due date; I will receive an invoice before payment is required. Any excess between 18-27 hours booked will be charged at £4.85 an hour
13. If there are any accidents or incidents at Saplings Farnham involving my child, I will be informed immediately if the accident or incident is greater than a minor injury e.g. scrapes, cuts, small bruises, low level falls
14. If my child has an accident that requires First Aid, he/she will be treated by a qualified trained first aid practitioner, I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Saplings Farnham will stay with my child, sign any consent, on my behalf, required by attending medical practitioners for the emergency treatment my child needs, in my absence.
15. Information held by Saplings Farnham regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that Saplings Farnham has a legal duty to pass certain information on to other agencies, including Police, Social Care and other health care professionals.
16. I understand that aggressive and abusive behaviour towards staff will not be tolerated.

I have read and **understood**. I acknowledge that by signing this document that I enter into the agreement with Saplings (Preschool) Farnham. I agree I will provide 6 weeks’ notice to terminate this agreement

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_