



Saplings Registration Form for 2 year olds
 Please also complete the Nursery Registration Form

Name of child:		Date of birth:	
Address:			
Postcode:		Male / Female	
Full names of parents/carers:		Tel No:	
Email address:			
Address if different from child's:			
Other children in the family:	(Names & ages)		
Please put a cross for one of these statements:	<input type="checkbox"/>	I confirm that I have been accepted for 2 year old funding and have a letter from Central Bedfordshire Council confirming this (you will need to produce proof of this).	
	<input type="checkbox"/>	I confirm that I will be paying for these 2 year old sessions.	

FUNDED SESSIONS - If you have been accepted for 2 year old funding your child is entitled to 15 hours free the term after their 2nd birthday. Please put a cross for the funded sessions you require below (minimum of 2 sessions, maximum of 5):

Funded Sessions		Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8.45 - 11.45					
Afternoon	12.30 - 3.30					

PAYABLE SESSIONS - Please put a cross for each of the payable sessions you require. These sessions can be used in addition to funded sessions or as a payable place (minimum of 2 sessions):

Payable Sessions		Cost per Session	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8.45 - 11.45	£20.85					
Afternoon	12.30 - 3.30	£20.85					

Please note, lunches are not available in Saplings. We offer morning OR afternoon sessions. All places are subject to availability.

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Does your child have any difficulties with hearing, vision, speech, allergies, asthma, epilepsy, physical difficulties or any other medical problem?	
Is your child known to other professionals?	Including CDC (Child Development Centre), SaLT (Speech and Language Therapist), Paediatrician: please provide details
Has your child had an initial assessment by the Early Years Support Team? If yes, please provide further details.	
Are there any home or family circumstances you wish to let us know about?	
<p>IMPORTANT NOTES:</p> <ul style="list-style-type: none"> ● Please bring your child's Birth Certificate with you when returning this form. ● Please also complete the Nursery Registration Form as we have separate waiting lists. . ● Places are allocated in accordance with our Admissions Policy, a copy of which can be viewed on our website. ● Please let us know if any of the information you have supplied changes. ● I understand that these sessions are subject to availability. ● I understand the cost of each session and that fees are payable one month in advance as per the Early Years Unfunded Fees Payment Terms. ● I understand the fees will still be payable whether or not my child attends and that no refund of fees will be given for periods where my child's care place is unfulfilled due to illness or holiday. ● Requests for changes to sessions will need to be made for the next admissions round. ● If you cancel your unfunded sessions before the end of the Term you will still need to pay to the end of Term. ● I understand that I need to await confirmation before my child starts the requested sessions. 	
Signature:	
Name of parent/carer:	
Date:	
Received by The Lawns:	
Date:	

FOR OFFICE USE ONLY	Date	Initials
Birth Certificate seen		
Copy of 2 year Funding confirmation letter taken		
Telephone call to parent to check and confirm place (KS)		
Wraparound spreadsheets updated (KS)		
Saplings lists updated (KS)		
Added to waiting list (KS)		