



Pre-School Application Form

Lilly Brook **Bickley**
Bickley Park Cricket Club,
Bickley Park Road,
Bromley, BR1 2AS
Pre-School Manager: Jenna Lindow
Tel: 0751 810 3023
E-mail: Lillybrookbickley@outlook.com
Web: www.lillybrookchildcare.co.uk

Lilly Brook **Greenwood**
4 High Street,
Orpington
BR6 6BQ

E-mail Lillybrookgreenwood@outlook.com
Web: www.lillybrookchildcare.co.uk

Dear Parents,

Please find attached an application form for a space at Lilly Brook Pre-school, based in:

Bickley Park Cricket Club or Greenwood (please mark on next page the setting you require)

We ask parents whose children stay all day to provide a healthy packed lunch.

Please consider providing your child with the following for Pre-School:

- A named Water Bottle to remain at pre school
- A bag of spare clothes in case your child needs to be changed. (knickers, pants, socks, trousers, tops, skirts, a jumper) Please ensure there are enough items for changing in case of accidents.
- If your child is in nappies, please supply at least x 3 spare in a bag if only at the setting for three hours or x 6 if at the Pre School all day.
- Please include a packet of wipes in your child's bags if they are in nappies and barrier cream of choice if you chose to do this, we will need you to complete a care plan.
- Welly Boots or appropriate footwear. Please no sandals as open toes can create opportunity for accidents.
- A warm coat in winter or all weather all in one waterproof suit for warmth and to enable messy play

To process your child's application, we will need you to include the following with your fully completed application form:

- Photocopy of full birth certificate.
- Completed application form.
- Completed and signed parent contract form.
- £20 non-refundable registration fee.

If you have any questions, please feel free to get in contact.

Kind Regards
Jenna Lindow
Pre School Manager

Please check you have included the following:

	Parent check list for application	Office only date received
Completed application form		
Copy of full Birth certificate		
Parent Contract Form		
Uniform request if applicable		
I am 2-code if applicable		
30-hour Code if applicable and who applied (mum or dad)		
I understand there is a £20 non-returnable registration Fee – date paid		Date Paid
Allergies listed on page 4		

Please note we will get messy at Pre School because we play with paint, sand and water and go out in all weathers. Therefore, please **do not** send your child in expensive clothes, we do not take responsibility for damaged clothing.

Signature	Date

Information required	To be completed in block capitals	Office use only
Applying for Bickley send to Lillybrookbickley@outlook.com		
Applying for Greenwood send to Lillybrookgreenwood@outlook.com		
Date of Birth		
Gender		
Childs Legal First names		
Childs Legal surname		
Preferred name if different to legal name		
Home address		
Post code		
Ethnicity (required for Funding)		
Does your child have any allergies?		
Are you in receipt of Disability Living allowance? If yes please attach a copy of the letter	YES / NO	

Parent /Carer Information

Please complete in block capitals	Parent / carer 1	Parent / carer 2
Name		
Relationship to child		
Parental responsibility		
Lives at same address as child or state address if different		
Parent date of birth		
Parent National insurance number (to access funding)		
Email		
Mobile telephone		
Home telephone		
Work telephone and title in case of emergency		
Best contact in case of emergency		

Please give us at least 3 alternative emergency contacts.

	Emergency contact 1	Emergency contact 2	Emergency contact 3
Contact Name			
Relationship to child			
Address			
Home phone number			
Mobile Phone number			
Work phone number			
Preferred times not to contact and go to alternative emergency contact?			

I declare that all information detailed within this form is true and accurate:

Signature	Date

Please indicate the sessions you would like. We will do our best to offer you the sessions of your choice.

Day of week	Breakfast Includes Breakfast. 08:30 - 09:00	AM 09:00 - 12:00	30 hour 09:00 – 15:00	Lunch add on Payable 12:00 - 13:00	Late Payable 15:00 - 16:00
2-Year-Old	£5	£24	£48	£8	£8
3-year-Old plus	£4	£18	£36	£6	£6
Funded	n/a	£0	£0	n/a	n/a
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

	Booked hours in week	Funded Hours	Paid hours	Start Date
Requested				
Granted				

Allergies - Does your child suffer from allergies.

Yes / No	Who should we notify if an attack should happen?	
If yes, please list Allergy	What will happen / what reaction?	What medicine or treatment should we use?

Languages spoken at home and or by child?	
Who will be dropping off and collecting your child from preschool?	

	Health Visitor	Doctor
Name		
Contact number		
Address		
Had 8 – 12 Month review		
Had 2 year review		

Signature	Date

Further information regarding the child

<p>Please use this space to detail your child's Birth. e.g. full term, premature, early complications or illnesses in infancy etc.</p> <p>This helps identify care plan if needed</p>	
<p>Child's preferred method of communication</p>	
<p>Do you have any concerns in any of the following areas?</p> <ul style="list-style-type: none"> - Communication and language - Physical Development - Personal Social and emotional Development - other 	
<p>Religion</p>	
<p>Does your child have any siblings?</p> <p>If yes, please supply</p> <ol style="list-style-type: none"> 1. Name 2. Ages 3. School/home etc. <p>This helps gain an all-round view of your child</p>	
<p>Please use this space to tell us about any clubs or extra curricula activities your child has taken part in or shown an interest in:</p>	
<p>Has your child attended any childcare settings previous to Lilly Brook Pre-School?</p> <p>Please supply details</p>	
<p>Will your child be attending another setting or childminder as well as Lilly Brook Pre-School?</p> <p>We must know if a child is attending one or more settings for funding reasons and to ensure we are working in partnership for the best interests and needs of the child.</p>	
<p>Do you claim any funding hours from anywhere else? If yes where and how many.</p>	<p>Yes / No If yes how many –</p>
<p>If yes please provide name and contact details of other provision</p>	

Signature	Date

Consent to share information with other professionals.	N/A	Yes	No
Children are required to have an integrated health and education review at different stages of their development i.e. at two, progression to school and others. Please indicate if we have your permission to share information relevant to them with other professionals.			
I give permission for my child's name, address and date of birth to be sent directly to the Health Visiting team when they become two years old.			
I give permission for my child's key worker to contact the health visitor regarding any information in the Red Book following the Healthy Child Review			
I agree to Share information from the healthy child review / child's red book with my child's key worker			
I give permission for my child's key worker to share information about my child's learning and development directly with other professionals if relevant.			
I confirm permission for staff to seek medical assistance and take my child to the hospital if such an emergency arises			
Permission to treat allergies as listed on page 3			
Does your child have any Health or dietary requirements– please state:			
Has your child ever received support from Social services? Please give details:			

Please state any other requirements:

I declare that all information detailed within this form is true and accurate:

Signature	Date

Permissions – Please initial in appropriate boxes	Yes	No	Notes and exceptions
Photo's			
I give permission for photographs of my child in their own record of achievement profiles.			
I give permission for photographs of my child for the setting communications sent to parents.			
I give permission for photographs of my child for promotional material such as leaflets and posters.			
I give permission for photographs of my child to be displayed on the website www.lillybrookchildcare.co.uk .			
Activities			
I give permission for my child for Face painting.			
Administration			
I understand I must give 4 weeks written notice if I wish to change or terminate my agreed hours. Payment is still due if child moves funding elsewhere.			
I understand and agree to receiving regular communication via email / spaces app.			
I understand I will notify the pre-school if my child is not attending pre-school with the reason via email, Spaces app or the online portal.			
I understand I must notify the pre-school if pick up or drop off arrangements change even for one off occasions (photo ID required)			
I understand I will receive invoice via email if fees are due.			
I understand full fees are payable irrespective of days missed by my child through illness, holidays or any other reason, including public and bank holidays as the place is reserved and cannot be used by another child. The months fees are payable in advance and are due within 5 days of the invoice or additional fees will be incurred. Additional hours to the funded hours used will be invoiced.			
I understand Lilly Brook reserve the right to charge for costs and expenses incurred in recovering late payments and to charge interest on overdue amounts at the rate of 10% per month. Dishonoured cheques/payments will incur an additional charge of £25 per occasion in addition to interest charges.			

Signature	Date

Fees and Funding and Terms

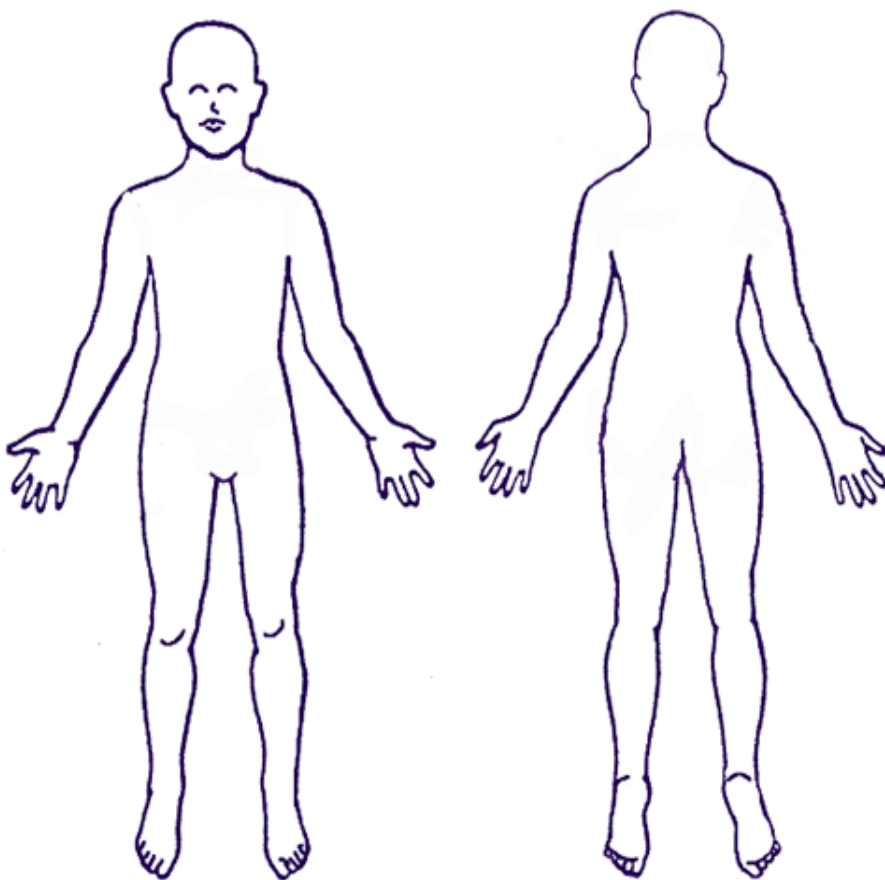
- Full fees are payable irrespective of days missed by your child through illness, holidays or any other reason, including public and bank holidays as the place is reserved and cannot be used by another child.
- **The month's fees are payable in advance and are due within 5 days of the invoice.**
- Parents cannot swap sessions if a session is missed.
- Once a start date is agreed between the Pre School and yourself, if for any reason your child does not attend the Pre School on the agreed date, fees will still be charged from that date if we do not have 1 calendar months' notice.
- You must provide us with **four weeks** written notice if your child will be leaving the setting regardless of reason.
- Where the Pre School has to close due to circumstances beyond our control, for example severe weather conditions, fees will be charged as usual.
- Requests for changes to bookings or for extra sessions should always be made in writing or by email.
- A change of booking or additional days is at the discretion of the manager.
- A decrease in attendance requires one month's written notice, as we will need this time to fill the place.
- We reserve the right to charge for costs and expenses incurred in recovering late payments, and to charge interest on overdue amounts at the rate of 10%per month. For dishonoured cheques/payments a charge of £25 per occasion will be applied.
- If fees are not paid in accordance to the terms and conditions Lilly Brook Childcare LTD reserve the right to withdraw your child's place at the setting.
- Our Fees are reviewed regularly, any increases will be notified 30 days in advance.
- Free early education becomes available to a maximum of 15 hours per week in the term after your child's 3rd birthday.
- If you are in receipt of your 30 hours funding, you must take responsibility for regularly checking your eligibility. If your circumstances change you must inform us in writing. If you have booked sessions although fail to tell us of changes you will be responsible for any fees incurred.

Agreement

I declare that the information given on this contract is correct and complete to the best of my knowledge and belief. I have read and understood the Lilly Brook Childcare LTD's terms and conditions. I agree to be bound by these terms. I accept that I will be personally responsible for the payment of fees and I agree that this document is legally binding.

Signature	Date

Please use this section of the form to tell us about any scars, existing injuries, or birth marks. You can do this by drawing arrows onto the body maps below and number each arrow. Please use the box underneath to go into detail.



Payments

Please make payment to

Bank: Metro
Sort Code: 23-05-80
Account Number: 38669613

Please quote your child's name as the reference for transactions for example if your child's name is Johnny English you would reference it as below in bold.

Fees reference: J English
Uniform: J English **Uniform**
Registration: J English **REGISTRATION**

Please make separate payments for separate items.

How to find out if you are entitled to the 2-year-old 15 hours funding

Please follow the link below to check, if you can access the 2-year-old funding so your 2 year old can attend 15 hours fully funded.

[Free 2 year old Early Years Education online application \(cloudforedu.org.uk\)](https://cloudforedu.org.uk)

How to find out if you are entitled to 30-hour funding

Please follow the link below to check, if you can access the 30-hour funding so your 3 year old can attend 30 hours fully funded.

[Apply for 30 hours free childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Please note there is no need to apply for the 15 hours universal funding as we do this on your behalf on receipt of a scanned not photographed birth certificate and funding form signed by the parents and carers with parental responsibility.