



Application to Join

A £30 registration fee is payable when submitting this application form unless you are in receipt of certain benefits. Please speak to the Manager or Office Manager for further details.

Name of Child		
Date of Birth	Male	Female
Address		Postcode

Name of Parent/Guardian 1	
Address (if different)	Postcode
Home Number	Mobile Number
Email Address	

Name of Parent/Guardian 2	
Address (if different)	Postcode
Home Number	Mobile Number
Email Address	

Is English your first language? Yes No If no, what is your first language

(We ask this question to ensure the correct paperwork is included within your induction pack)

Where did you hear about us? e.g. google, friend, Facebook	
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Preferred number of hours per week? (Please note we have a minimum of 6 hours per week)					
Preferred hours - Please circle or circle flexible if you have no preference					
				Flexible	
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	
8.30am - 9.00am	8.30am - 9.00am	8.30am - 9.00am	8.30am - 9.00am	8.30am - 9.00am	
9am - 12pm	9am - 12pm	9am - 12pm	9am - 12pm	9am - 12pm	
12pm - 3pm	12pm - 3pm	12pm - 3pm	12pm - 3pm	12pm - 3pm	

Please turn over

Preferred start date – Please circle both the year and term					
Year:	2024	2025	2026	2027	
Term 1 September	Term 2 November	Term 3 January	Term 4 February	Term 5 April	Term 6 June
Other (e.g. as soon as 2), please specify					

Fees are currently charged at an hourly rate of £6.90, this is reviewed annually.
We charge an extra-curricular fee of £4.00 per day, please see our fees policy for more details.

The registration fee can be paid by BACS or cash.
Our bank details are:

Account Name: Puddleducks Early Years Ltd
Account number: 15783985
Sort code: 04-06-05
Please ensure that your child's name is put in the reference box.

On receipt of your application form, your child will be placed on our waiting list, however we have a limited number of places and a place isn't guaranteed. We must point out that by declining an offer to attend Puddleducks could jeopardise the possibility of your child obtaining a place in the future.

We will endeavour to notify you when a place becomes available at least a term in advance for your child, however sometimes this is not possible, and we may offer a place at short notice.

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.

If you find that you no longer need the place, please inform us as soon as possible. Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice on our Website).

Parent Signature:

The following section is for office use only

Date Form Received		Date Registration Fee Received		
Comments				
Sessions Offered				
Monday	Tuesday	Wednesday	Thursday	Friday
8.30am - 9am	8.30am - 9am	8.30am - 9am	8.30am - 9am	8.30am - 9am
9am - 12pm	9am - 12pm	9am - 12pm	9am - 12pm	9am - 12pm
12pm - 3pm	12pm - 3pm	12pm - 3pm	12pm - 3pm	12pm - 3pm
Offer Email Sent	Induction Date	Start Date	Key Person	