

Application to Join

A £50 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 <input type="checkbox"/> No <input type="checkbox"/> 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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Would you like your child to attend an all-year-round or a term time only? Please note we have a limited number of term time only places and may not be able to offer a term time only place.	All-year-round		Term Time	
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Preferred number of hours per week? (Please note we have a minimum of 20 hours per week)				
Preferred hours - Please circle or circle flexible if you have no preference			Flexible	
Monday	Tuesday	Wednesday	Thursday	Friday
8am-6pm	8am-6pm	8am-6pm	8am-6pm	8am-6pm
8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm
8am-1pm	8am-1pm	8am-1pm	8am-1pm	8am-1pm
1pm-6pm	1pm-6pm	1pm-6pm	1pm-6pm	1pm-6pm



Please turn over

Preferred start date – Please circle both the year and month					
Year:		2025	2026	2027	2028
January	February	March	April	May	June
July	August	September	October	November	December
Other (e.g. as soon as possible), please specify					

Fees are reviewed annually. Currently charged) at an hourly rate of (correct as of April 2025):
 Under 3 years - £8.25,
 3-5 years £8.00. From Sept 2025 there will be an extra-curricular charge of £5 per day/per child.
 The registration fee can be paid by BACS or cash.
 Our bank details are:

Account Name: Puddleducks Early Years Ltd
 Account number: 16959216
 Sort code: 04-00-03

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 3 months in advance of your child starting, 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, there is a £100 refundable deposit which will be refunded one your final invoice has been cleared in full. 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
8am-6pm	8am-6pm	8am-6pm	8am-6pm	8am-6pm
8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm
8am-1pm	8am-1pm	8am-1pm	8am-1pm	8am-1pm
1pm-6pm	1pm-6pm	1pm-6pm	1pm-6pm	1pm-6pm
Term Time Only 3-4 year olds				
8:45am-2:45pm	8:45am-2:45pm	8:45am-2:45pm	8:45am-2:45pm	8:45am-2:45pm
Offer Email Sent	Home Visit Date	Settling in Session Date	Start Date	

