



# **Briery Kindergarten**

**Application Form**

## Application Form

Child's surname:.....

Christian name:.....

Christian name normally used:.....

Address:.....

.....

.....

Date of Birth:.....

Date of entry:.....

Details of health or circumstances which Kindergarten should know about:

.....

.....

Telephone Home: ..... Business:.....

I request that the above named child be admitted to Briery Kindergarten and accept the regulations.

Signed:..... Parent or Guardian

Date:.....

I would like my Son / Daughter to attend Please tick preference

Morning    Monday \_    Tuesday \_    Wednesday \_    Thursday \_    Friday \_

Afternoon    Monday \_    Tuesday \_    Wednesday \_    Thursday \_    Friday \_

## Fee Structure from January 2016

The fees are payable on or before the 1<sup>st</sup> of every month in advance by standing order or by electronic bank payment. Childcare voucher schemes are accepted. Any extra sessions taken in the month will be charged for separately.

A £25.00 penalty fee will be added per week for late fees.

No allowance is given for a child being absent or on holiday.

One months notice, in writing, is required when a child leaves the nursery or one month's fees will be charged in lieu of such notice.

Collection of children after 5.00pm will incur a fee. (Proportional hourly rate applies)

All children are entitled to 15 hours term time of free education the term after their third birthday. Many children can also access, if eligible, 15 hours term time free education, the term after their second birthday. Please ask for details.

These places are offered according to availability. However, we do offer flexibility where we can tailor these hours to best suit parents and use these hours over a longer period. For example, 12 hours all year round, excluding holiday periods and two allocated weeks in the Summer.

Children must attend a minimum of two sessions per week.

Should you require unusual hours or follow a work rota please discuss it with the manager who will try to accommodate your requests.

## **Help with fees**

Information on help with fees can be found on HM Revenue and Customs Tax Credit Helpline on 0345 300 3900 or visit [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)

Some employers give employees vouchers to pay for childcare. These are usually offered in place of part of your salary under a system known as salary sacrifice. Under this scheme both parents can save money. First parent can be up to £243 per month and second parent up to £124 per month. These amounts are exempt from Tax and National Insurance contributions.

For more info [www.daycaretrust.org.uk](http://www.daycaretrust.org.uk) [www.childcareapprovalscheme.co.uk](http://www.childcareapprovalscheme.co.uk)

## **Briery Kindergarten Fees**

### **3 months – 2 years**

- *Half day:* 8.00 am -12.00pm or 1.00pm – 5.00pm = £22.00
- *Lunch time period:* 12.00pm – 1.00pm = £5.50
- *Full Day:* 8.00am- 5.00pm = £49.50

### **2 Years and over**

- *Half Day:* 8.00am-12.00pm or 1.00pm- 5.00pm = £20.00
- *Lunch time period:* 12.00pm – 1.00pm = £5.00
- *Full Day:* 8.00am – 5.00pm = £45.00

### ***An example of a monthly calculation***

A baby attending 4 half days per week would be £22.00 x 4 = £88.00 per week x 4 weeks = £352.00 per month.

Your fees are calculated over a 12 month period to take into account 5 week months and Christmas holidays.

## Uniform

Children are required to wear uniform. Clothing with logo, polo shirt, sweat shirt and cardigans can be purchased at the Kindergarten.

	<u>Size and Price</u>		
Polo Shirt	1 - 2	3 - 4	£9.00
Sweat Shirt	1 - 2	24" 26"	£9.50
Red Cardigan	24"	26"	£9.50

Circle requirements

Childs name:.....

Total Price:.....

### Boys

Polo Shirt  
Sweat Shirt  
Navy Shorts / Trousers  
Navy Socks  
Shoes

### Girls

Polo Shirt  
Navy Pinafore  
Sweat Shirt / Cardigan  
Red or yellow check dress  
Navy / red tights or socks  
Shoes

No beach wear allowed  
Sensible shoes must be worn (H&S)