



Rossmore School

Red Lion Lane, Little Sutton, Ellesmere Port, Cheshire, CH66 1HF

Tel: 0151 329 3688

Head Teacher: Mrs S. Davis-McCoy B.Ed Hons NPQH

head@rossmore.cheshire.sch.uk

12th April 2024

Dear Parent(s)/Carer(s)

Registration form for Rossmore Pre-school

Rossmore Pre-school is a setting for children who are 3 and 4 years old. Children can start in the provision as soon as they turn 3 (government funding however will not start until the term after your child is 3 years old). If your child is eligible for free childcare e.g. 30 hours government funding, please indicate this below. Any additional hours you take up can be paid for at a charge of £6.00 per hour. The provision will be available for 48 weeks of the year. Please bear in mind that 30 hour funding is term-time only so if you opt for a 48-week contract, you will be liable to pay the appropriate fees.

Child's Name:

DOB:

Parent's Name and contact number:

Address:

Second emergency contact:

Intended start date:

(Please note that personal details will be kept private and confidential and will not be shared, in line with GDPR.)

I am eligible to claim 15 hours free funding.

I am eligible to claim 30 hours free funding.

I am not eligible to claim 30 hours free funding and will be paying for my childcare.

Please indicate using the table below which sessions you would like to use and also which days you will need them. You will be eligible to pay for your contracted sessions whether your child attends or not. If you no longer need a session, one month's notice will be required.

Session	Mon	Tues	Wed	Thurs	Fri
Morning session only 8.45am – 11.45am					
Afternoon session only 12.15pm - 3.15pm					
Full day session 8.45am – 3.15pm					
I would like child care between the hours of 8am – 8.45am					
I would like child care between the hours of 3.15pm – 6pm					

Please also tick the correct box below showing your needs for the provision:

Term-time only

48 weeks a year

If your child attends full-day sessions, you will need to provide them with a packed lunch and pay the additional half hour rate of £3.00 per day. Those attending before 9am will be offered breakfast. Those staying later than 3.15pm will be offered a drink and a light snack. This is not to substitute a main evening meal that a child would receive at home.

We would like to thank you for choosing Rossmore Pre-school for your child. We endeavour to assist working families by being as flexible as we can to support your needs. Once we have received all forms, we will consider your requests and will be in touch to set up a contract with you. We look forward to welcoming you and your child into our school community.

Yours sincerely

Mrs S Davis-McCoy
Head Teacher

NB: A deposit of £30 will be required to secure your place.

You will be invoiced on the 1st of every month for the previous month's childcare. If you have any amount to pay, this will need to be paid in full by the 9th of each month. Late payment of sessions will incur a late charge dependent on the amount owing (please see table below). After the third occasion of late payment, a letter will be sent asking for all sessions to be paid up front. If this does not happen, sessions will be removed.

Invoice amount	Late charge
Up to £50	£10
£51 - £100	£15
£101 - £150	£20
£151 and over	£25



