

WORCESTER EARLY YEARS CENTRE



Tel: 01905 749291 Fax: 01905 422593 Email info@weyc.co.uk

REGISTRATION FORM

Child's Name: Date of Birth:

Mother's Name: Title: Mrs Miss Ms

Father's Name: Marital Status:

Address: Home Tel Number.....
..... Mobile Tel Number.....
..... Work Tel Number

Post Code e-mail

The Centre is registered with OFSTED, Our OFSTED Registration Number is: EY491783.
(www.ofsted.gov.uk)

Registration Fee

A Registration fee of £100 is payable on application to Worcester Early Years Centre. Half of the registration fee (£50) will cover administration costs, the remaining £50 will be refunded onto your final invoice at the Centre. In the event of withdrawal before the place is taken up the Registration Fee is **NON REFUNDABLE**.

Bookings

All bookings operate on a monthly basis in line with staffing contracts. One month's notice is required in writing to withdraw a child.

Invoicing

Invoices are raised monthly. Fees are annualised over the year and divided into equal monthly payments. Monthly Government Funding is automatically allocated.

Payments

Monthly payments are due on receipt of invoice. Late payments will incur a 10% charge.

Childcare Vouchers

We accept Childcare Vouchers and are registered with numerous voucher companies.

Nursery Education Funding (NEF)

We are registered with Worcester County Council and receive NEF for 2, 3 and 4 year old children. All children are entitled to up to 15 hours weekly in term time from the term following their 3rd birthday and some will qualify for up to 30 hours. Some 2 Year olds are also entitled to Government Funded Sessions.

Terms & Conditions

We advise parents to fully consider the attached copy of the Centre's Terms & Conditions.

If you have any financial queries please contact the Bursar, Mrs Jane Myhill. Between 9am-3pm (Tel: 01905 749291)

Signed

Date

Please return completed form and Registration fee to the Main Office:

The Admin Team, Worcester Early Years Centre, Manor Farm, Lower Wick, Worcs. WR2 4BS

FOR OFFICE USE ONLY

£100 Registration Fee Received: Signed Date

£ 50 Registration Fee Refunded: Signed Date

CONNECT REF.....SAGE ACCOUNT REF