



Application to join The Cabin (Out of school club)

Child's name:		Child's date of birth:	
Year group (please circle): Reception Year 1 Year 2 Year 3 Year 4 Year 5			
I/We would like our child to attend the following out of school club sessions. Breakfast club (7.30-8.45) and or PM session (3.30-6.00) Please highlight below Monday AM /PM Tuesday AM / PM Wednesday AM / PM Thursday AM / PM Friday AM / PM			
I/We would like to attend The Cabin from (date)			
To ensure we can support children's individual needs and provide our team with appropriate training, please answer the following questions:			
Does your child have any allergies that require medication?		If yes, please provide details:	
Does your child have any dietary requirements?		If yes, please provide details:	
Does your child have any medical conditions that would require staff training or support from an outside agency?		If yes, please provide details:	
Does your child have any additional support needs that have been highlighted by a GP/medical professional or a current childcare setting.		If yes, please provide details:	

Parent/carer 1:	
	Legal guardian YES/NO
Parent/carer 2:	
	Legal guardian YES/NO
Email address: (Please provide at least 1 email address)	
Address: (child's main address)	
Telephone number: (Please provide at least 1 phone number)	



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We will contact you by email to confirm receipt of this form; this does not guarantee a place.

September starters- Places will only be confirmed once Shelley First school has allocated places (we will put you on our waiting list) We also accept mid-year applications subject to availability.

Order of place allocation:

1. Existing children that have requested changes that apply by 1st January.
2. New applications with siblings already attending that apply by 1st January.
3. New applications that apply by 1st January.
4. Existing children that have requested changes after 1st January.
5. New applications with siblings already attending that apply after 1st January.
6. New applications that apply after 1st January.

Within each of these categories, places are allocated in order of application.

New starters/reception- If you have completed this application form prior to school allocations, we will contact you shortly after we expect you to receive your confirmation letter/email from Shelley First school. If we are unable to contact you within 1 week of school allocation, we will remove your child from our waiting list.

When you are offered a place, you will be contacted to pay a deposit to secure the place. The deposit will be the equivalent of 2 weeks fees and must be paid within 10 days of being offered a place. If you would like to discuss flexible deposit options, please advise our business manager, Hayley.

Once your child starts with us, your deposit will remain on your account until your child leaves The Cabin and will be deducted from your final invoice. Deposits should be paid by BACS, cash or tax free childcare.

Information about tax free childcare:

- Tax free childcare is available for most working families, please see [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/tax-free-childcare) for eligibility criteria. A tax-free childcare account can save you 20% on childcare if you (and your partner if you have one) are working 16 hours per week. This is also available to self-employed people. Apply now to start saving money on your childcare fees.

Signatures of parent(s) _____ Date _____

To be filled in by staff:

	Info	Signed
Date form received		
Date emailed to confirm received		
Date contacted to offer place		
Method to offer place		
Date deposit due		
Date deposit paid		