

The Sunshine Centre

Childcare Application Form

To apply for a place at our Sunshine Centre Childcare please complete the form below:

Child's Name			
Date Of Birth		Gender	
Parent/Guardian's Name			
Parent/Guardian's Date of Birth			
National Insurance Number			
Address			
Postcode			
Contact Number			
Email			

I would like my child to attend the following sessions:

	8:00am – 1:00pm	8:00am – 4:00pm	8:00am – 6:00pm	9:00am – 3:00pm	1:00pm – 4:00pm	1:00pm – 6:00pm
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Date Childcare is Required From	
---------------------------------	--

All Year Round		Term Time Only	
----------------	--	----------------	--

Please note:

We offer stretched funding hours.

30 hours funding for working parents		15-hour funding		
Combination of funding and fees				

Date completed	
----------------	--

BLANK PAGE

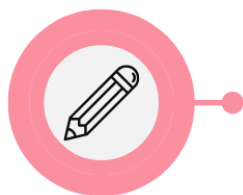
The Sunshine Centre

Childcare Session Times and Fees

Session	Hours	Day Rate	Week Rate
8:00am – 1:00pm	5	£35.75	£178.75
8:00am – 4:00pm	8	£57.20	£286.00
8:00am – 6:00pm	10	£71.50	£357.50
9:00am – 3:00pm	6	£42.90	£214.50
1:00pm – 4:00pm	3	£21.45	£107.25
1:00pm – 6:00pm	5	£35.75	£178.75

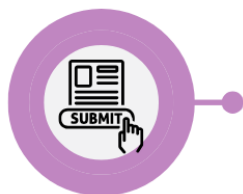
Four week's deposit and an administration fee of £37.00 are required when booking your place.

Childcare Application Process



Complete your Application

You can download a Childcare Application Form from the "Childcare" page of our website, collect one in person from reception or request one to be emailed to you.



Submit your Application

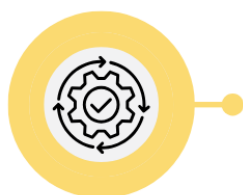
You can return your completed form to us by dropping it off in person to our reception or emailing it back to us at community@sunshinecentre.org

If your funding method is not clearly indicated, you will be contacted for confirmation.



Application Received

Once your application has been submitted, you will receive an email or letter confirming that we have received your application and it is then added to the waiting list for the term you have requested your child to start. This is done on a first come first serve basis.



Processing Applications

5/6 weeks before the new term, our current spaces are reviewed and parents/carers are contacted, in order of application submission, to confirm if they still want a place.

At this point you will be asked to provide us with your Childcare Code (where applicable), or if fee paying only or combination of fees and funding you will be told the deposit amount required to book the place



Funding Eligibility & Confirming Your Space (childcare code only)

Your code will then be checked by us through the portal, which confirms your eligibility and the start date.

Only once we have confirmation from the portal can we confirm your child has a place.