

**MAPLEDENE & QUEENSBRIDGE CHILDREN'S  
CENTRE APPLICATION FORM**



JULY 2017

**WARNING:**

**It is an offence to knowingly give false information in order to evade payment of any charge or to reduce the amount of any charge. In your own interests, please take care that complete and correct replies are given.**

Name(s) and age(s) of child(ren) under five for whom admission is desired:

Surname	First name	Boy/ Girl	Date of birth		
Days/Sessions per week (please tick)					
	Monday	Tuesday	Wednesday	Thursday	Friday

*\*Whilst every effort will be made to meet your requirements, please be aware that we may not be able to offer you your specified days and times due to practicality or availability*

Name of applicant in full (parent or guardian)	Home address	Tel no./mobile no./ email address

*I hereby apply for the admission of my child(ren) to Mapledene & Queensbridge Children's Centre*

*Signed ..... Date .....*

**MAPLEDENE & QUEENSBRIDGE CHILDREN'S  
CENTRE APPLICATION FORM**



**ADDITIONAL REQUIREMENTS:** If your child has a disability or any special needs, please provide details below:

.....

.....

Are you applying for Free Childcare for eligible two year olds? Yes  No

If you answered 'Yes' please check eligibility on Hackney Learning Trust website [www.learningtrust.co.uk/freechildcare](http://www.learningtrust.co.uk/freechildcare) and if you meet the eligible criteria you will be issued with an eligibility reference number for use in applying to the Children Centre of your choice

If you answered 'No' fees will be charged in accordance with the joint family income bands:

Income band (please tick)		
Band 1 (under £25,000)	Band 2 (£25,000-£55,000)	Band 3 + sponsored organisations (Over £55,000)

If you are offered a place and are in Income Band 1 or 2, you will be required to provide one of the following proofs of income:

- i) Proof of income e.g. P60, most recent payslips - two monthly or 4 weekly payslips per person or
- ii) Copy of accounts showing most recent earnings or accountant's statement if self-employed; and
- iii) Most recent tax credit award from HM Revenue and Customs where tax credits is being claimed.

Please note that the free early education place (15 hours term-time only) is already incorporated in the charges for 3 and 4 year olds

<b>If it is important that religious faith be considered in the service we are offering, please give details:</b> (This question is voluntary)

## ETHNIC MONITORING

Please state your child's first language .....

**Ethnicity/racial origin of child(ren)**

*Please choose from the following when completing your Children's Centre form*

*These categories are based on the National Census. They inform our policies and practices and enable Hackney Trust to fulfill its obligations as an equal opportunities provider*

*(Please tick)*

Main category	Code	Extended category		Code	Extended category	
<b>White</b>	WENG	English	<input type="checkbox"/>	WGRE	Greek/Greek Cypriot	<input type="checkbox"/>
	WSCO	Scottish	<input type="checkbox"/>	WTUK	Turkish	<input type="checkbox"/>
	WWEL	Welsh	<input type="checkbox"/>	WTUC	Turkish Cypriot	<input type="checkbox"/>
	WCOR	Cornish	<input type="checkbox"/>	WEEU	White Eastern European	<input type="checkbox"/>
	WOWB	Any Other White British	<input type="checkbox"/>	WWEU	White Western European	<input type="checkbox"/>
	WIRI	Irish	<input type="checkbox"/>	WOTW	White Other	<input type="checkbox"/>
	WIRT	Traveller of Irish Heritage	<input type="checkbox"/>	WROM	Gypsy/Roma	<input type="checkbox"/>
	WALB	Albanian	<input type="checkbox"/>			<input type="checkbox"/>
	<b>Mixed</b>	MWBC	White and Black Caribbean	<input type="checkbox"/>	MWAS	White and Asian
MWBA		White and Black African	<input type="checkbox"/>	MOTH	Any Other Mixed Background	<input type="checkbox"/>
<b>Asian or Asian British</b>	AIND	Indian	<input type="checkbox"/>	ABAN	Bangladeshi	<input type="checkbox"/>
	APKN	Pakistani	<input type="checkbox"/>	AOTH	Any Other Asian Background	<input type="checkbox"/>
<b>Black or Black British</b>	BCRB	Caribbean	<input type="checkbox"/>	BSLN	Sierra Leonian	<input type="checkbox"/>
	BANN	Angolan	<input type="checkbox"/>	BSOM	Somali	<input type="checkbox"/>
	BCON	Congolese	<input type="checkbox"/>	BSUD	Sudanese	<input type="checkbox"/>
	BGHA	Ghanaian	<input type="checkbox"/>	BAOF	Other Black African	<input type="checkbox"/>
	BNGN	Nigerian	<input type="checkbox"/>	BOTH	Any Other Black Background	<input type="checkbox"/>
<b>Chinese</b>	CHNE	Chinese	<input type="checkbox"/>			<input type="checkbox"/>
<b>Any other ethnic group</b>	OAFG	Afghan	<input type="checkbox"/>	OVIE	Vietnamese	<input type="checkbox"/>
	OKRD	Kurdish	<input type="checkbox"/>	OOEG	Any Other Ethnic Group	<input type="checkbox"/>
	OLAM	Latin/South/Central American	<input type="checkbox"/>			<input type="checkbox"/>

**MAPLEDENE & QUEENSBRIDGE CHILDREN'S  
CENTRE APPLICATION FORM**



## Mapledene & Queensbridge Children's Centre

### This section is to be retained by the parent for reference

Please contact the children's centre for details of the fees, which are to be paid for up to 49 weeks of the year. No charge is made for bank holidays, 2 week block closure and a week at Christmas subject to changes and annual inset/training days. Fees will be payable for staff meetings, trips and outings; and during your child's absence such as holidays or sickness

### Eligibility criteria

You are eligible for a place if:

- I. Your child is aged twelve weeks to five years. Your child is expected to have started school by the term after their 5<sup>th</sup> birthday if not earlier.
- II. Your child should not attend the children's centre and another setting at the same time, unless the childcare at the children's centre is wrapped around a school place or is with a childminder. This is to prevent your child having to become familiar at a young age with different expectations and routines
- III. You must live or work in Hackney. Families who are not resident in Hackney will be charged the band 3 fee rate.

### Criteria for prioritising places

If the demand for places is greater than the number of available places, the following criteria will be used in order of priority to offer places in each age group, whilst also maintaining gender balance:

- I. Children on a Child Protection or Child in Need Plan.
- II. Children already in a part time place whose parents wish to increase their days.
- III. Children with a sibling attending the Centre. Siblings will not be considered if their older sibling is due to leave the Centre before the younger sibling takes up their place.
- IV. Vulnerable children in need of early help, including children with a disability whose needs have been assessed by a professional as best met by the centre.
- V. One place is available to the school/ centre staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### General information

1. The children's centre nursery admission is managed locally by each children's centre.
2. Completed application forms must be returned to each children's centre that you are applying for a place at.
3. It is the parent's/legal guardian's responsibility to notify the children's centre immediately of all changes of address, emergency number or employment circumstances and income.
4. Due to the length of the admissions register for places, we may only be able to offer you a part-time place initially for your child.
5. Mapledene is open 8 am Monday to Friday, this may differ slightly from centre to centre. Children must arrive by 10.00 am in order to receive the full benefit of the day and must be collected punctually.
6. Mapledene closes at 6 pm, this may differ slightly centre to centre. A late charge is applied of £5.00 for every 5 minutes after the set closure time. Persistent late collection may result in the withdrawal of your place.

7. In order to manage infections, children should be up to date with their immunisations.
8. The children's centre may exclude any child suffering from
  - (i) an infectious or contagious disease (details on admission); or
  - (ii) any child from a household where there is a case of infectious diseases. Re-admission will be in line with statutory guidelines available on parents' notice board.
9. Children must be brought and collected by a responsible person no younger than 16 years.
10. An emergency telephone contact number is required when your child is admitted to the children's centre. This number will be checked at regular intervals.
11. The reason for your child's absence must be reported immediately to the children's centre. Persistence absence may result in the withdrawal of the place.
12. Parents must give consent for the admission of their child to hospital for necessary treatment.
13. Development review meetings regarding your child's progress will be held termly subject to change, which parents or carers are expected to attend.

## **Settling process**

14. You will be expected to settle your child for up to 3 days and will not be charged for this initial settling period.
15. Fees will be payable from your formal start date, irrespective of whether or not your child is fully settled.

## **Fees**

16. A deposit equivalent to one week's fee must be paid on admission and one week's fee must be paid in advance. The deposit will be refunded when your child leaves if your account is in advance.
17. A minimum of 4 weeks written or email notice is required to terminate the place.
18. A "no arrears" policy is applied in all Hackney children's centres. Failure to adhere to this may result in the immediate withdrawal of the place. Please note that if your place is temporarily suspended due to late payment of fees, your fees will remain payable for the suspended days and if not paid, may result in the immediate withdrawal of your place.
19. You will be given information about:
  - Opening hours, set closures, training days and staff meetings.
  - Fees.
  - 15hrs free nursery entitlement for 2, 3 & 4 year olds.
  - Tax credits and how to claim these.
  - Application form admission profile and parent contract will need to be completed with your child's key worker on entry.

## **Complaint**

The admissions process is managed by the children's centre. Parents who are unsuccessful in gaining a nursery place may wish to complain. Complaints should be addressed to the Children's Centre Manager or Headteacher (if a school based centre), in the first instance, before making a formal complaint using the Centres complaint procedure.

Advice and guidance may be sought from:  
Early Years' Service, Hackney Learning Trust, 1 Reading Lane E8 1GQ  
0208 820 7590/7583.

**MAPLEDENE & QUEENSBRIDGE CHILDREN'S  
CENTRE APPLICATION FORM**



**Fee Structure for Children's Centre with effect from 1<sup>st</sup> September 2017**

**Band 1: Household Income under £25,000 per annum**

	Full day care	Daily Rate
Child Age	Fees per week	Fees per day
0-2	£185.50	£41.00
2-3	£174.00	£38.50
3-5 (no SFF)	£174.00	£38.50

3-5 (with SFF 15 hrs)	Weekly Fee	Grant Given
One day	£7.50	max 10 hours
Two days	£30.50	max 15 hours
Three days	£69.00	15 hours
Four Days	£107.50	15 hours
Five days	£132.50	15 hours

3-5 (with SFF 30 hrs)	Weekly Fee	Grant Given
Three days	£18.00	30 hours
Four Days	£47.50	30 hours
Five days	£76.50	30 hours

**Band 2: Household Income between £25,000 and £55,000 per annum**

	Full day care	Daily Rate
Child Age	Fees per week	Fees per day
0-2	£214.50	£47.50
2-3	£203.50	£44.50
3-5 (no SFF)	£203.50	£44.50

3-5 (with SFF 15 hrs)	Weekly Fee	Grant Given
One day	£9.50	max 10 hours
Two days	£36.50	max 15 hours
Three days	£81.00	15 hours
Four Days	£125.00	15 hours
Five days	£154.50	15 hours

3-5 (with SFF 30 hrs)	Weekly Fee	Grant Given
Three days	£21.00	30 hours
Four Days	£53.00	30 hours
Five days	£89.00	30 hours

**MAPLEDENE & QUEENSBRIDGE CHILDREN'S  
CENTRE APPLICATION FORM**



**Band 3: Household Income over £55,000  
per annum**

	Full day care	Daily Rate
Child Age	Fees per week	Fees per day
0-2	£231.50	£50.50
2-3	£220.00	£48.50
3-5 (no SFF)	£220.00	£48.50

3-5 (with SFF 15 hrs)	Weekly Fee	Grant Given
One day	£10.00	max 10 hours
Two days	£39.00	max 15 hours
Three days	£87.50	15 hours
Four Days	£136.00	15 hours
Five days	£167.50	15 hours

3-5 (with SFF 30 hrs)	Weekly Fee	Grant Given
Three days	£23.00	30 hours
Four Days	£60.00	30 hours
Five days	£96.50	30 hours

**Please to note the discounted rate (with SFF - Single Funded Formula) applies to term time only and comes into effect if your child is 3 years of age at the beginning of term i.e Autumn, Summer or Spring, otherwise the 2-3 year charge applies**

**Whilst at the centre, there is a weekly discount for one sibling**



# MAPLEDENE & QUEENSBRIDGE CHILDREN'S CENTRE APPLICATION FORM



	Please return this form to the chosen Children's Centres of your choice		Email
1	Ann Tayler Children's Centre	1-13 Triangle Road, off Westgate Street, London E8 3RP	<a href="mailto:ann.tayler@learningtrust.co.uk">ann.tayler@learningtrust.co.uk</a>
2	Clapton Park Children's Centre	161 Daubeney Road, London E5 0EP	<a href="mailto:ClaptonPark@learningtrust.co.uk">ClaptonPark@learningtrust.co.uk</a>
3	Comberton Children's Centre	10 Comberton Road, London E5 9PU	<a href="mailto:Michelle.lowe@learningtrust.co.uk">Michelle.lowe@learningtrust.co.uk</a>
4	Fernbank Children's Centre	1A Fountayne road, London, N16 7EA	<a href="mailto:admin@jubilee.hackney.sch.uk">admin@jubilee.hackney.sch.uk</a>
5	Hillside Children's Centre	1 Leatherhead Close, Holmleigh Road, London N16 5QR	<a href="mailto:admin.wdcc@learningtrust.co.uk">admin.wdcc@learningtrust.co.uk</a>
6	Linden Children's Centre	86-92 Rectory Road, London N16 7SH	<a href="mailto:LindenChildrensCentre@learningtrust.co.uk">LindenChildrensCentre@learningtrust.co.uk</a>
7	Lubavitch Children's Centre	1 Northfield Road, London, N16 5RL	<a href="mailto:info@lubavitchchildrenscentre.com">info@lubavitchchildrenscentre.com</a>
8	Mapledene Children's Centre	54 Mapledene Road, London, E8 3LE	<a href="mailto:pdushi@learningtrust.co.uk">pdushi@learningtrust.co.uk</a>
9	Millfields Children's Centre	Elmcroft Street, London, E5 0SQ	<a href="mailto:ccinfo@millfields.hackney.sch.uk">ccinfo@millfields.hackney.sch.uk</a>
10	Sebright Children's Centre	Haggerston Park, Queensbridge Road, London, E2 8NP	<a href="mailto:sebrightcc@sebright.hackney.sch.uk">sebrightcc@sebright.hackney.sch.uk</a>
11	Tyssen Children's Centre	Oldhill Street, London N16 6QA	<a href="mailto:admin@tyssen.hackney.sch.uk">admin@tyssen.hackney.sch.uk</a>
12	Woodberry Down Children's Centre	Spring Park Drive, off Green Lanes, London N4 2NP	<a href="mailto:admin.wdcc@learningtrust.co.uk">admin.wdcc@learningtrust.co.uk</a>

## HELP WITH THE COSTS OF CHILDCARE

### Website

<p><b>Help with the cost of childcare</b></p> <p><a href="http://www.payingforchildcare.org.uk">www.payingforchildcare.org.uk</a>  <a href="http://www.hmrc.gov.uk/childbenefit">www.hmrc.gov.uk/childbenefit</a>  <a href="http://www.hmrc.gov.uk/taxcredits">www.hmrc.gov.uk/taxcredits</a></p>
---

### Booklet

<p><b>'Help with childcare cost' booklet</b></p> <p>Available from Family Information Service at Hackney Learning Trust, 020 8820 7590/7583 or email <a href="mailto:fis@learningtrust.co.uk">fis@learningtrust.co.uk</a></p>
---