



Charity No 1203754

Enquiry Form

Preferred Start Date		Date of Application	
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Name of Child		Date of Birth	
Nationality & Ethnic Origin		Gender	
Name of Parents			
Address			
Postcode		Mobile	
Email Address			

About your child

Does your child have any experience of a childcare setting? Yes No
If so, please provide details _____

Does your child suffer from any know medical conditions or allergies? Yes No
If so, please provide details _____

Does your child have any special needs or disabilities? Yes No
If so, please provide details _____

Are any of the following in place for the child?
Early years support Yes No

EHCP (Education, Health and Care Plan) Yes No

What language(s) is/are spoken at home? _____

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes No



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Sessions

Each child needs to attend a minimum of two sessions a week, across two days. This could be two mornings, a morning and a full day or two full days.

Please tick which sessions you would prefer your child to attend. While we will do our best to accommodate everyone's wishes, please be aware that we may not always be able to allocate every parent's first choice. Pre-school follows a comprehensive Waiting List & Admissions Policy which can be emailed to parents upon request.

If you're flexible about which sessions your child attends, then please indicate here the total number of hours which you would prefer your child to attend is: _____

(Funding information for places is available at www.childcarechoices.gov.uk)

	Breakfast Club 08:00 – 09:00	Early Bird Drop Off 08:45 – 09:00	Morning Session 09:00 – 12:00	Full Day Session 09:00 – 15:00
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

Please be aware of the following:

- It is the Pre-school's policy that each child is eligible to start pre-school when they are two years and nine months. Please be aware that this is subject to a place being available and dependant on staffing ratios. The Pre-school reserves the right to only accept your child once they are three years of age.
- Each child will need to have a Home Visit and a Stay & Play Session (1 hour long) prior to their start date at pre-school.
- There is a one-off administration fee of £35. This is to cover your child's settling in process; including a home visit, one stay & play session (1 hour long), a book bag and a wooden name registration tag. This fee is non-refundable and will be added to your first invoice.
- Invoices are issued at the beginning of each month and payment is due within 14 days. Fees will incur from the day after your child's Stay & Play Session. You will still be charged if your child is absent. For your child to keep his/her place at Houghton & Wyton Pre-school, you must pay the fees. The pre-school is in receipt of nursery funding for two, three- and four-year-olds; where funding is not received, then fees apply.

The contents of this form are the property of Houghton & Wyton Pre-school. This form and any attachments are confidential and intended for use by the named recipient(s) only. It may contain confidential or privileged information. If you are not the intended recipient, would you please immediately dispose of this form and any attachments without publishing, copying or distributing it, and notify Houghton & Wyton Pre-school. Please do not disclose this form or the information disclosed herein to any other person. Houghton & Wyton Pre-school will retain this for 3 months after your child intended starting date unless parent or legal guardian contact us with any change of circumstances.

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<http://www.houghtonandwytonpreschool.org.uk/>