



Registered Charity No 294017

## Enquiry Form

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Name of Child:	<input type="text"/>	Date of Birth	<input type="text"/>
Name of Parents:	<input type="text"/>		
Address:	<input type="text"/>		
Home no:	<input type="text"/>	Mobile no:	<input type="text"/>
Email address:	<input type="text"/>		

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### About your child

Does your child have any experience of a childcare setting? If so, please provide details	Yes	No
Does your child suffer from any know medical conditions or allergies? If so, please provide details	Yes	No
Does your child have any special needs or disabilities? If so, please provide details	Yes	No
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?	<hr/>	
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

I/we would like \_\_\_\_\_ to start attending this pre-school from \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

*If we decide that we no longer require the place, we will inform the pre-school as soon as possible.*

Please indicate 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, especially with regards to morning sessions. Pre-school follows a comprehensive 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](http://www.childcarechoices.gov.uk))*

	<b>Breakfast Club 08:00 – 09:00</b>	<b>Morning Session 09:00 – 12:00</b>	<b>Full Day Session 09:00 – 15:00</b>
<b>MONDAY</b>			
<b>TUESDAY</b>			
<b>WEDNESDAY</b>			
<b>THURSDAY</b>			
<b>FRIDAY</b>			

*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 when they are three years of age.
- 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.
- 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 £30. This is to cover your child's settling in process; including a home visit, one stay & play session (1 hour long), a book bag, a wooden name registration tag and the processing of new starter information. **This fee must be paid before the home visit and is non-refundable.**
- 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 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 Playgroup. 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 Playgroup. Please do not disclose this form or the information disclosed herein to any other person. Houghton & Wyton Pre-school Playgroup will retain this for 3 months after your child intended starting date unless parent or legal guardian contact us with any change of circumstances