



Charity No 1203754

Enquiry Form

Preferred Start Date		Date of Application	
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? Yes No
Early years support

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 note the following important information:

- Children are eligible to start Pre-school from the age of **two years and nine months**, subject to **place availability** and **staffing ratios**. In some cases, the Pre-school may defer a start date until the child is **three years old**, depending on these factors.
- As part of our transition process, every child will take part in a **home visit** and a **one-hour stay & play session** before starting. These sessions help your child feel comfortable and confident in our setting.
- A **one-off administration fee of £35** applies to all new starters. This supports a smooth and welcoming transition and includes:
 - A home visit
 - A one-hour stay & play session
 - A book bag
 - A personalised wooden name registration tag
 This fee is **non-refundable** and should be paid **before your child’s start date**.
- All children will receive a home visit and stay & play session as part of their introduction. For families accessing fully funded places only, where payment of the fee is not made, your child’s start date may be adjusted to enable us to deliver the induction sessions on days when the setting is closed to children. This ensures the smooth delivery of these sessions without affecting the running of the pre-school. This does not affect your child’s place or funded entitlement.
- **Invoices** are issued at the beginning of each month, and **payment is due within 14 days**. Fees begin **the day after your child’s stay & play session**. Charges still apply if your child is absent. **Timely payment is required to secure and retain your child’s place** at Houghton & Wyton Pre-school. The Pre-school offers **government-funded childcare places** for eligible 2-, 3-, and 4-year-olds. Where funding is not received, standard fees apply. Please note that **late payments may incur a penalty** in line with our fees policy.

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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