Potton Pre-School
Everton Road,
Potton, Bedfordshire, SG19 2PB
Telephone 01767 262807
Email: Pottonpreschool@btconnect.com
www.pottonpreschool.co.uk
Registered Charity No. 1027170
Learning Through Play

Confidential Application Form

Please download this form, complete the required fields, and then email or post the form back to us at the address above.

Child's Full Name		**Date of Birth**	
Telephone Number		**Male/Female**	
Full Address			
Email Address	**Please provide a personal/home email address as your contact for preschool communication.**		
Does your child have any additional needs? Please answer yes or no. If yes, please give full details (SEN, speech and language, mobility etc)			
Is your child under any health care professional? Please answer yes or no. If yes please provide details. (Community Nurse, Health Visitor, Speech and Language, CDC or hospital)			
Do you have any concerns with your child's development? Please answer yes or no. If yes , please provide details.			
Name of any other settings your child attends (Childminder, Nursery. Pre-school)			

Admissions are in September, January and April, **the term after a child is 2.5 years old**. Applications will be considered in line with our admission dates which can be found on our website.

The Local Authority provides funding for eligible two-year-olds (please provide us with your eligibility code if applicable) and 3–4-year-olds for up to 15 hours. Two-year-olds start with 2 half sessions per week, three years olds start with 3 half sessions per week. Once children are happy and settled, we ensure they are receiving their full universal 15 hours funding by the term before they start school.

If your child is 3 years plus and is eligible for 30 hours funding, you can request additional hours but please note these are only offered if we have spaces available and we are not oversubscribed. If your child is eligible and we have the spaces available, please provide us with your eligibility code.

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Once we have received your completed form, we will contact you to discuss space availability and arrange a tour of the setting.

We will next be in touch, providing you have attended a tour of the setting with your child, towards the end of the term before your child is due to start with us to confirm start date and arrange a home visit.

Consumable Fee

The funding we receive is insufficient to cover the cost of providing your child with an early year's space and we therefore charge a voluntary consumable fee. This money is spent on consumables such as, snack, non-food consumables, external activity providers, cooking ingredients and will go towards covering the cost of all the other activities we use to support your children in setting.

The consumable fee is £3.40 per funded session:

Snack - £0.55p
Non-Food Consumables - £0.45p
Activities - £2.40

Without the consumable fee we are unable to provide snack, external activity providers, cooking opportunities and any of the activities which enhance and enrich your child's early years' experience.

Unfunded Session Fee

The unfunded session fee is £17.47

AM Session – 8.45am to 11.45am
PM Session – 12.30pm to 3.30pm

Lunch Club Fee

Our lunch club fee is £3.90 (11.45am to 12.30pm)

PLEASE NOTE; IF YOU WISH TO CANCEL YOUR CHILD'S SPACE FOLLOWING REGISTRATION, WE REQUIRE HALF A TERMS NOTICE. FAILURE TO GIVE NOTICE WILL RESULT IN AN ADMINISTRATION FEE BEING CHARGED.

Please tick the box to confirm that you have read and understood our general fees, consumable fees, and admission policies, which are available on our website.

I have read and understood the settings general fee, consumable fee and admissions policies Y☐

Do you have a family member who works at Potton Pre-School or who is on the Committee Yes☐ No☐

When would you like your child to start:

***As soon as possible / from**_____**[Date]**

If I no longer require this place, I will inform the Pre-school as soon as possible.

Name of Parent/Guardian_____

Signature_____**[Date]**_____

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The information entered onto this form will be processed in line with Potton Pre-schools Privacy Policy to enable us to prepare for the admission of your child into our setting.