



NEEDINGWORTH COMMUNITY PRE-SCHOOL

(A Registered Charity)

Provisional Registration Form

Please return to pre-school or to Brigid Elsdon (Admissions secretary),
7 Dales Way, Needingworth, PE27 4SU (01480 496425).

Please note: a £10.00 registration fee is required per child (for administration purposes), payable at the home visit.

Please make cheques payable to
Needingworth Community Pre-school

CHILD'S SURNAME	
CHILD'S FORENAMES	
DATE OF BIRTH	
DATE AT AGE 2yrs 10 months	
START DATE REQUIRED (approx)	
HOME ADDRESS	
POSTCODE	
HOME TELEPHONE NUMBER	
PARENT/GUARDIAN'S NAME(S)	
Does your child have any special needs or medical requirements that Pre-school needs to be aware of?	

Please note – you will be asked to complete a Full Registration Form (with contact telephone numbers, etc.) when your child is offered a place a Pre-school

For Pre-school use

Registration fee paid: -----

Date prospectus issued: -----

Approx. start date: -----

ADMISSION POLICY

(PLEASE DETACH AND KEEP THIS FOR YOUR OWN REFERENCE)

- To help ensure adequate sessions are available for your child it is essential that you register them ASAP. Children can attend Pre-school from 2 years 10 months if sessions are available. The Admissions Secretary will contact you nearer the time to arrange a home visit and discuss available sessions.
- In most cases children will be initially offered 2 sessions per week (**this is the minimum number of sessions you may take up**). These could be mornings or/and afternoons.
- You and your child will be invited for a trial session as close to your child's start date as possible.
- Fees are currently £7.50 per session (any extra sessions you choose for your child over the grant funded ones will be charged at the grant rate, which is currently £10.71) paid in advance on a half-termly basis.
- Pre-school requests 4 weeks notice if your child is leaving Pre-school for any reason (except when leaving at the end of the Summer term to attend school).
- The number of sessions allocated cannot be changed during a term.
- Pre-school **must** be kept informed at all times of changes in details such as addresses and telephone numbers.
- Morning Sessions start at 8.50 am and end at 11.50 am.
Afternoon sessions start at 12.20 pm and end at 3.20pm.
Lunch Club is from 11.50 am to 12.20 pm (available once your child is 3 years old) fee applicable (currently £1.50).
- **Pre-school needs to have seen proof of your child's date of birth when he/she starts Pre-school. Please have appropriate proof (e.g. birth certificate, passport, benefits book) available at the home visit.**

Pre-school takes place in the Adult Education Room at Holywell School. If you need further information please do not hesitate to contact Mrs Gibson, the Supervisor in Pre-school (Tel: 01480 464201), Brigid Elsdon (Admissions Secretary) on 01480 496425, or you may wish to visit our website:

www.needingworthcommunitypreschool.org.uk

Registration with Needingworth Community Pre-school is separate to registration with Holywell CE Primary School. A place in Needingworth Community Pre-school should not be seen as a guarantee of a place at Holywell School. You can contact them on (01480) 462007.