



Henley Pre-School Application Form



Child's Full Name:	
Date of Birth:	
Address:	Postcode:
Parent/Guardian Name(s):	
Person(s) with Parental Responsibility:	Name: Relationship to Child: Address: Tel. No: Place of work : Tel:
Person(s) with Parental Responsibility:	Name: Relationship to Child: Address: Tel. No: Place of work : Tel:
Email Address: (for pre-school correspondence only)	Email: Do you have a printer? Yes / No (Please circle)
Emergency contact if parent/guardian not available:	Name: Relationship (e.g. grandparent): Address: Tel. No:
Doctor's Name, Address & Tel. No:	
Vaccinations to date:	

Any other details we should know about your child or family circumstances, e.g. health concerns and development or they need additional support.	
Does your child have any food allergies or intolerances?	Yes / No (Please circle) If yes, please state which foods:
Please confirm your child's first language:	
Please state ethnic origin of parents/child:	
Is your child entitled to 2 year funding? (Please speak to the manager if you are unsure)	Yes / No (Please circle)
Do you use nursery vouchers to fund childcare?	Yes / No (Please circle) If yes, please give details of current scheme:

We take in children from the age of 2 years and are open term time only. We accept government funding/ tax free childcare and fee paying children.

We cannot guarantee which sessions can be offered, however, if you have any preferences on days/sessions please indicate your choices: We do early start every day 08.30 This is not included within the funding hours (AM : 9am to 12 noon, PM : 12 noon to 3 pm, ALL DAY : 9 am to 3 pm)	Monday : AM / PM / ALL DAY Tuesday : AM/ PM / ALL DAY Wednesday : AM / PM / ALL DAY Thursday : AM / PM / ALL DAY Friday : AM / PM / ALL DAY Early starts YES / NO
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We operate a waiting list. This is based on when the application was received, and according to staff ratios.

We do not have a set intake and accept new starters throughout the year according to space and availability. Funded children must have their funding in place within the first two weeks at the term. Any funding codes must be given the term before they are used and confirmed by the manager. A £50 deposit will be required to	Please circle which term you would like your child to start from: Autumn....(Sept-Dec) Spring.....(Jan- Mar)
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secure the sessions you have agreed. This is returned when taken up confirmed sessions.
 Henley pre-school will ask for an additional voluntary consumable charge of £1.00 a day.
 This voluntary consumable charge is for providing your child with a healthy snack, nappies, wipes, suncream etc
 If you are unable to pay for consumables or if you wish to provide your own snack, you must follow our healthy policy and provide food that is healthy speak to a staff member before your child starts.
 Parents must work with the staff to ensure that they provide similar type of snacks
 Henley pre-school will help and give you guidance of when to bring your child's items and guidance can be found on our healthy eating policy.
 Also guidance can be found on the GOV.UK nutrition guidance.

Summer....(Apr-July)

In order to develop inclusive practice within our pre-school it may be necessary to seek advice from other professionals from time to time on how to adapt our practice to meet individual needs.
 Please sign to acknowledge your agreement with this:

Signed:

Date:

I understand that all fees must be paid in full by the date indicated on the invoice
 I understand there is also a non-mandatory charge for consumables such as snack, wipes, suncream.
 I understand that there is a deposit of £50 to secure the sessions agreed and will be refundable once the sessions are taken. (This is returned the following month).
 I understand that early starts are not included in the funded hours.

Signed:

Date:

Print name :

Please return completed application form by post to:

Bridget Wyatt, Pre-School Manager, Henley Pre-School, Henley Community Centre, Church Meadows, Henley, Suffolk, IP6 0RP.

Or in person between the hours 08.30/ 9 am - 3 pm, Mon to Fri, term times only.

On receipt, your application will be processed and as soon as a place within pre-school becomes available you will be notified. Your Welcome Pack will be sent out detailing your child's induction date and details of sessions allocated via email.

For pre-school use only:

Date application sent out:

Date application returned:

Sessions offered:

Enrolment session:

Date enrolment pack sent out:

Date enrolment pack returned:

Deposit received : YES/NO Date of paymentcash/bacs