 St Catherine’s Pre-School

**Office Use Only**

Date Received:

Deposit paid:

Registered Charity No. 1006732

**WAITING LIST APPLICATION**

Please complete **ALL** the following details and return to the pre-school with a **£15.00 per child** non-refundable registration fee (Payment by cash or cheque made payable to St. Catherine’s Pre-School).

**Child’s First Name: ................................................................. Last Name: …………………………………………**

**Known Name (if different):……………………………………… Male / Female D.O.B: .................................**

Address: …….............................................................................................................................................................

**……………...................................................................................................................................................................**

|  |  |
| --- | --- |
| **Mother** | **Father** |
| Title: | Title: |
| First Name:  | First Name:  |
| Last Name: | Last Name: |
| Telephone No: | Telephone No: |
| \*Email address: | \*Email address: |
| I qualify for **2-year-old** or **30hr funding** and my: **Unique Reference No’ is**:**My National Insurance No’ is:** |

**Preferred Method of Contact: Email ○ Telephone ○ Post ○**

Is there any additional information you can provide that would help us to provide for your child’s individual needs and plan for the best possible Key Relationship? **You must answer all marked with \***

|  |
| --- |
| **\***Medical conditions:  |
| **\***Dietary Requirements or allergies:  |
| **\***Special educational needs, disabilities or concerns about your child’s progress so far: |
| **\***How would you describe your child’s ethnicity and cultural identity? |
| **\***What language(s) are spoken at home? |
| \*Do you have any concerns about your child’s language development? |
| Any Other information |

**Session times:**

*○ Yes,* ***I would like my child to be considered for a space BEFORE they become government funded at £15 per session.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tick choice** | Day | Session Time | Lunch club included in session | Plus lunch club (additional charge applies) |
|  | **Monday** | 9am - 12pm (3hrs) | - | lunch club (12-1pm) |
|  |  | 12pm - 3pm (3hrs) | Incl. lunch club | - |
|  |  | 9am - 3pm (6hrs) | Incl. lunch club | - |
|  | **Tuesday** | 9am - 12pm (3hrs) | - | lunch club (12-1pm) |
|  |  | 12pm - 3pm (3hrs) | Incl. lunch club | - |
|  |  | 9am - 3pm (6hrs) | Incl. lunch club | - |
|  | **Wednesday** | 9am - 12pm (3hrs) | - | lunch club (12-1pm) |
|  |  | 12pm - 3pm (3hrs) | Incl. lunch club | - |
|  |  | 9am - 3pm (6hrs) | Incl. lunch club | - |
|  | **Thursday** | 9am - 12pm (3hrs) | - | lunch club (12-1pm) |
|  |  | 12pm - 3pm (3hrs) | Incl. lunch club | - |
|  |  | 9am - 3pm (6hrs) | Incl. lunch club | - |
|  | **Friday** | 9am - 12pm (3hrs) | - | No lunch club available |

*We offer a minimum of: 2 sessions per week for our un-funded children and 3 sessions per week for our funded children.*

*We can only make changes to session preference at the beginning of a term so please make sure you cover your minimum requirements*

**Your child will not be added to the Waiting List until the attached form**

**AND the deposit payment has been received.**

○ **I can confirm I have read and agree to the terms stated overleaf:**

 **…..…….…………………………………..…*(Parent/carer signature)***

**St. Catherine’s Pre-school – Waiting List Terms and Conditions**

# PLEASE RETAIN THIS PART OF THE FORM AND KEEP FOR YOUR REFERENCE

St. Catherine’s Pre-School

St. Catherine’s Hall

Wittenham Avenue

Tilehurst

Reading

RG31 5LN

stcatherines.manager@outlook.com

Telephone No: 07745 909348

* The fee of £15.00 per 3hr session must be paid for each child having a place at the pre-school, whether they attend or not (*unfunded children).*
* Children aged 3 years and over will receive 15hrs/30hrs government funding the term AFTER their 3rd birthday as follows:
	+ Autumn Term (September) – must be of eligible age before 31st August
	+ Spring Term (January) – must be of eligible age before 31st December
	+ Summer Term (April) – must be of eligible age before 31st March
* If you are applying for the 30hr government funding, you must do so BEFORE the end of the term PRIOR to when you are requiring commencement. (e.g. if you require the funding to be active for the Autumn Term, you must have applied before the end of the Summer Term). You must provide us with both your National Insurance Number and also your Unique Reference Number.
* Fees are payable at the *beginning* of each term, as per your invoice.
* Half a term’s notice must be given BEFORE removing a child from the pre-school register and ALL outstanding fees must be settled. Failure to do so will result in an administration charge.
* Any government funded child removed without the required half a terms notice, will be charged an administration fee.
* We offer a *minimum* of 2 sessions per week for our un-funded children and a *minimum* of 3 sessions for our funded children.
* **There is no maximum on the number of sessions you may choose. Funded children - Any sessions above your free entitlement will need to be supplemented (our current charge is £15 per 3hr session).**

## ADMISSIONS POLICY

**When a space becomes vacant, priority will be given to the child who is eligible to start as at that date. If there are several children eligible for one space then the space will be offered to the child who has been on the waiting list the longest.**

Once the Administrator knows a space is becoming vacant they will contact you to arrange a visit for your child and discuss which sessions are available. During this visit you will meet the Pre-school’s Manager and ask any questions you may have whilst your child gets to meet the other children in the Pre-school.

If you have any questions in the meantime please do not hesitate to contact the Administrator.

**Your child will not be added to the Waiting List until the attached form AND payment has been received.**

*‘The pre-school aims to provide a safe and happy environment for pre-school children*

*to learn through play’.*