**ENQUIRY FORM FOR PRESCHOOL – FROM SEPTEMBER 2024**

Name of child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardians name and full address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardians email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardians phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any medical conditions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like my child to be placed on the waiting list for entry in (subject to availability):

* January 20\_\_\_\_
* Easter 20\_\_\_\_
* September 20\_\_\_\_

Is your child entitled to 2 year or 30hr funding? YES or NO Funding Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All children are government funded for 15 hours per week from the term after their 3rd birthday. Some children may be eligible for some government funded hours from the term after their 2nd birthday, for further details please visit [www.gov.uk/free-early education](http://www.gov.uk/free-early%20education)

If your child is offered a place at the age of two and funding isn’t available to you, you will be invoiced at our current rate of - £17.50 per session and/or £7.00 per lunch club , until the beginning of the FUNDING term after your child’s 3rd birthday. Any extra hours offered to 3- and 4-year-olds will be invoiced at our current hourly rate for 3- and 4-year-olds - £7.00 per hour.

Sessions times;

* 9.00am – 11.30am Morning Session £17.50
* 11.30 - 12.30 lunch club (you will need to provide a packed lunch for your child) £ 7.00
* 12.30 – 3.00pm Afternoon Session £17.50
* ‘Early Bird’ start – 8.45am: £2.00 per morning

**P.T.0**

Please tell us if you have any preference for specific sessions, although unfortunately, this cannot be guaranteed. Also please note that 2 year old’s can only attend ½ days to start with until the following
(funding term) ie: January , Easter, September.

Preferences (days/sessions):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When we contact you to confirm what sessions we have available, we will require an ‘Administration Fee’ (which is non-refundable) of £6.50 to secure your child’s place with us. This is to be paid before sessions are confirmed for your child. When you child starts with us you will receive a Poppy T-shirt for your child.

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| **Expression of Interest statement**I wish to add my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to the waiting list at Poppy Pre-school.By adding my child to the waiting list at Poppy Preschool I understand the following; * That Poppy Pre-school has a legal obligation;
	+ to ensure the child’s personal data is held securely, and any breaches of data protection are immediately notified to authorities and dealt with accordingly.
	+ to ensure your or your child’s data is never shared, sold or misused in any way
	+ to inform you that the data provided on this form will be retained by Poppy Pre-school for a maximum of 3 years (longest period your child is on the waiting list). During this period if the child is offered a place at Poppy Pre-school but such place is declined we will remove you from the waiting list and your data will be securely destroyed; if the child is offered a place at Poppy Pre-school and its accepted, data captured on the Enrolment form will supersede any data captured here.

By signing this agreement, you are agreeing that the information provided in this form will be held by us in accordance with our data protection, data usage and data retention policies. A copy of which can be provided on request.  **For Funding eligibility****Name of parent -** **Parent date of birth -** **National Insurance Number -**  Signed: Date: |