



T/A Bow Lane Pre-school

Application to attend

Name of child _____ Date of birth _____

Name(s) and address(es) of parent(s) making the application:

Postcode _____ Tel. _____	Postcode _____ Tel. _____

Email address

I/We would like _____ to start attending at this setting

*as soon as possible; or from _____ (date)

I/We would like our child to attend on the following days:

*Monday am/pm; Tuesday am/pm; Wednesday am/pm; Thursday am/pm ; Friday am/pm

If I/we find that we no longer need the place, we will inform the setting as soon as possible.

Signature of parent(s)

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I /we enclose the Deposit/Registration fee of £25. This covers administration costs.
(Made payable to The Pre-school Group Ltd).

I/we am/are applying for wrap-a-round nursery care or full day (longer than 3 hours) -
please circle

Please insert times required for Hatfeild/St John Fisher/full day

I/we are applying for a playgroup place. Please insert time (this is a shorter session for parents who do not need longer hours)

9-12 9.30-12

12.45-3 12.45-3.30 1-3.30 1-4 (4.30 is avail) please circle

**2/3/4 YEAR OLD GOV FUNDING APPLICATION ONLY
(This must be signed if applying for a funded place)**

I/We are applying for a Funded Early Education place 15 hrs (please fill in funding form)

I/we are applying for a funded Early Education place 30 hrs (please fill in funding form)

I wish to take up my 15/30 hours of funding at Bow Lane and confirm that I will give 6 WEEKS notice (does not include school holidays) before my child's start date if I take up an offer of a school place elsewhere. I also confirm that if I do not give the 6 WEEKS notice and take up an offer of a school place elsewhere I will pay the first month's fee.

Signed

Date

You will be expected to attend stay and play sessions prior to your child starting to enable them to get to know the routines and staff. For very young children this could be up to 5 small sessions.

We operate a strict payment policy. Fees will be due within 7 days of receiving your bill. Failure to meet this obligation may result in withdrawal of your child's pre-school place.

I/we understand the fees are payable monthly in advance. You will need to pay the fees if your child is unwell or on holiday. If there is a long term sickness you will need to speak to the manager.

I/we understand Bow lane Pre-school requires one months' notice if I/we wish to withdraw our place.

I have received a copy of the admissions policy and understand I can view any other policies in the setting or on-line at www.bowlanepre-school.co.uk

Signed

Date

By post - Return all forms to :Bow Lane Pre-school, 90 The Green,Morden,Surrey,SM4 4HL