

Grovelands Park Preschool

Policies & Procedures



Policy Name	Application to Join
Policy Reference	10.3

Grovelands Park Pre School Placement Request Form

School Lane, Grove, OX12 7LB

Tel: 01235 798185

Email: office@grovelandspreschool.co.uk

Website: www.grovelandspreschool.co.uk

FaceBook Page: Grovelands Park Preschool – Public

Grovelands Park Pre-school and toddlers - Private

Charity Number : 10001809

Personal details

Child's details

Full name:

Date of birth:

Gender:

Male/Female*

Full address:

Parent/carer details

Full name of person
making this application:

Relationship to
child:

Main phone number:

Alternative
phone number:

Email address:

Full address (if different to
child's address above):

Placement details

Session request

Preferred start date: _____

Please tick the sessions you would like your child to attend (minimum of three):

Morning	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Lunch	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Afternoon	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday

Does your child have any special needs or requirements?

Do you have any concerns regarding your child's development or speech?

What is your families' first language?

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available.

Please note that completion of this form does not guarantee a place for your child.

Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records.

If you find that you no longer need the place, please inform us as soon as possible.

Signed parent/carer: _____

Date: _____

Please be advised that this application form and offer of a place is subject to our terms and conditions, which will be provided to you.

Grovelands Pre-school is run by a committee of parents, without whom this pre-school would not exist.

Would you be interested in assisting us? Yes / No*

NB

- There are eligibility requirements for 2 year and 3 year funding. You can check the criteria on the gov.uk website.
- For unfunded children, there is currently a charge of £17.00 per 3 hour session. Monday to Thursday all day session costs £40.00 and Lunch Club is £6.00.
- We charge a £50.00 non-refundable Registration Fee
- We charge a £5.00 annual administration fee

Policy Review

This policy is to be reviewed regularly to comply with preschool, Government and the Learning Alliance best practices and codes of conduct.

Version Control

Policy Owner	Grovelands Park Preschool
Approved By	Grovelands Park Preschool Committee
Date Approved	19 th March 2024
Next Review Date	March 2025