

INFORMATION AND APPLICATION FORM

We are an Ofsted registered Pre-school Playgroup, providing high quality care and a play-based learning environment for 2 to 5 year olds. We are open term time, Monday to Friday. We offer the following session options, plus options for Nursery children to attend Playgroup and be collected from or taken to the School Nursery.

Child's Forename		Child's Surname		
Child's Date of Birth		Eligible for funding (please circle)	YES	NO
Parent's Name		Contact Number		
Address		Postcode		
E-mail Address				

Standard Day Session Times and Fees (September 2020)

Session	Breakfast Club inc breakfast 8 – 9am Tues, Wed, Thurs only	Morning 9am – 12noon	Lunch club 12noon - 1pm	Afternoon 1 - 4pm	After School Club inc light hot supper 4 – 5pm Tues, Wed, Thurs only	Full day 9am- 4pm	Extended Full Day 8am - 5pm
Price	£6.95 (inc meal cost of £2.00)	£14.85	£4.95	£14.85	£7.95 (inc meal cost of £3.00)	£34.65	£49.55 (inc meal costs of £5.00)
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

I would like my child to start Playgroup from (please give date/term)	
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Our admissions procedure:

- When your application form is received, we will send you an acknowledgement to confirm that your form has been received, and let you know our availability at that time.
- If your child is over 2 years of age and thus eligible to attend our Playgroup, and we have sessions available, we will contact you to inform you of the choice of sessions available.
If he/she is not yet eligible we will contact you two to six weeks before his/her 2nd birthday, to inform you of the choice of sessions available.
- Lunch club places may only be taken with a morning or afternoon session at Playgroup on the same day.
- If you wish to pursue your application based on the sessions available you will be invited to attend a formal visit to the setting. These visits generally take 2 hours, and allow your child an opportunity to play whilst you stay and fill in the relevant paperwork and meet your child’s key person. Once this visit is completed your child may attend sessions on their own. You will be provided with a Radcliffe on Trent Pre-school Playgroup T-Shirt for your child at your visit.
- If you accept an offer of a place at our Playgroup, we will require a non-refundable £15 Registration Fee (unless your child is in receipt of the 2 year old or 3 year old Government funding which covers all sessions).
- Where sessions are full we operate a waiting list in line with Nottinghamshire County Council guidelines which state that places must be offered to children in order of age band, with those in the eldest band offered first. The only exceptions to this are for Looked After Children and children eligible for 2 year funding, who will take priority.
- We invoice on a termly basis, and accept payment in cash, online payment, cheque or most types of childcare vouchers. Payment is expected in full within a month of invoicing, or monthly/weekly instalments can be agreed in advance (please speak to our Business Manager with regard to this).
- Our charge rate (for non-funded hours) is £4.95 per hour and the cost of our standard sessions is shown on page 1. The meal element of Breakfast Club and After School Club is charged separately and is £2.00 for breakfast and £3.00 for tea. Takes and Collects to and from the School Nursery are also charged separately at £2.00 per Take or Collect. **The costs of breakfast, tea and Nursery Takes and Collects are NOT covered by Government funding and will be charged for even if your child’s Playgroup sessions are covered by funding.**
- We offer the universal 15 hours entitlement to 3 and 4 year olds, and 15 hours to qualifying 2 year olds. We also offer the extended entitlement (up to 30 hours of free childcare from the term after your child has turned 3 (subject to cut-off dates) to eligible working families) upon proof of eligibility, obtained by you through HMRC.

FOR PRE-SCHOOL BUSINESS MANAGER USE ONLY:	
Application Received Date:	
Acknowledgement Sent:	
Visit Date:	
Start Date:	
Registration Pack Sent:	
Registration Fee Applicable:	
Funding Eligibility:	