



# Old London Road Pre-School - Application Form

Please return this form with your **£20 administration charge\*** to:

Mrs J Audley-Charles, 2 Priory Walk, St Albans, Herts, AL1 2JA

\*(Administration charge includes an OLR rucksack and book bag)

### Child's Details

Full name.....

Preferred name (eg: Tom, Ellie).....

Gender (please circle)      male                  female

Date of Birth    ...../...../.....

Home address.....

.....

**Sessions Required** (please tick as appropriate)      Date you would like your child to start: .....

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 9.15 – 12.00					
Lunch Club 12.00 – 12.30					
Afternoon 12.15 – 3.00					

### Parent/Guardian Information

Name.....

Relationship to child.....

Telephone:    Home.....Work.....Mobile.....

Email\* .....

Name.....

Relationship to child.....

Telephone:    Home.....Work.....Mobile.....

Email\* .....

(\*By entering an email address you are confirming that you are happy for us to contact you by email from time to time with general pre-school information and queries. If you do not want us to contact you by email, please leave it blank. We will not pass you details on to any other organisation)

### Additional Information

Where did you hear about Old London Road Pre-School?.....

If your child has been offered a nursery place, please provide the following details:

Start date      ...../...../.....      Nursery name.....

Does your child have any allergies or need any medical support?    Yes                  No  
(eg. Requires an EpiPen or Asthma inhaler)

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Does your child have any other special needs? (Please circle)      Yes                  No  
Details: .....

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.....

If yes, please provide details of any health professionals who work closely with your family:

Health Visitor: .....  
Children's Centre: .....  
Outreach worker / Manager: .....  
Others: .....

Please give any additional information that you feel may be useful or important

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**Conditions of admission**

1. Old London Road Pre-School is open to children aged two years and over. Priority may be given to children older than three years.
2. Fees are payable at the beginning of each term. Please speak to the pre-school leader to make alternative arrangements if payment is a problem. We regret that we are not able to give refunds or reductions for absences through illness, holidays etc.
3. In cases where government funding does not cover the cost of the pre-school fees, any outstanding fees must be paid by the parents/guardians.
4. The pre-school leader will need to see evidence of each child's date of birth (birth certificate or passport) when they register. We will keep a copy for administration purposes.
5. Parents must give half a term's notice when a child leaves the pre-school and ensure that all outstanding fees have been paid.
6. Loss and damage: The pre-school cannot take responsibility for loss or damage to property or clothing. Children should be dressed in sensible hardwearing clothes that can withstand the pre-school session. Each child must be provided with a change of clothes in a named bag and nappies, wipes and nappy bags if appropriate.
7. Child protection: The welfare of the child is paramount and consequently we have a legal duty to report any concerns to the relevant authorities, particularly if there are concerns about the protection of the child.
8. Fees are currently £16.50 per session for 2-year-olds and £6 per hour for 3-year-olds.
9. A non-refundable administration charge of **£20** is payable when you submit this application form. Please make cheques payable to Old London Road Pre-School. PAID .....
10. These conditions are subject to alteration.

**Declaration**

I have read, and agree to abide by, the above conditions of admission

Signed:

Name:

Date: