

# REGISTRATION FORM



Thank you for your interest in our Pre-School.

Completion of this form will add your child's name to our waiting list, however this does not guarantee your child a place. We have a strict admissions policy which we use when offering places. We have one intake in September each year. We can only accept registration forms after the child is 18 months old.

Please return your completed form to Grove Road Pre-School, Grove Road, Rayleigh, Essex SS6 8UA together with a £20.00 **NON REFUNDABLE registration/administration fee payable by cash, cheque to Grove Road Pre-school or BACS as follows HSBC / Grove Road Pre-school / Sort code: 40-38-24 / Account number: 51434926**

We will contact you once a place becomes available.

CHILD'S NAME.....KNOWN AS ..... Male/Female

ADDRESS.....

..... POST CODE.....

PARENTS' NAMES.....

TELEPHONE NUMBER..... MOBILE NUMBER.....

DATE OF BIRTH..... RELIGION/CULTURE.....

1<sup>ST</sup> LANGUAGE AT HOME.....

ANY SPECIAL NEEDS.....

Name(s) of any other children who have attended ?.....

Where did you hear about us?.....

Please indicate which sessions you would prefer

Monday/Wednesday AM                      Monday/Wednesday PM  
Tuesday/Thursday AM                      Tuesday/Thursday PM

Additional Friday ALL DAY (if available)

All information stored on this form will be kept in a secured locked place in the pre-school. Files will be destroyed three years after the child has left the pre-school.

If you are happy for us to contact you by email when a place becomes available and to keep you informed with other necessary information could you please enter your email address below:

Email address:.....

SIGNED..... Parent/Guardian

DATE.....

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TO BE COMPLETED WHEN RECEIVED BY GROVE ROAD PRE-SCHOOL

FORM RECEIVED (DATE).....

REGISTRATION NUMBER.....

PAYMENT METHOD.....

RECEIPT NUMBER.....