



We aim to ensure every child in the community feels equally welcomed, valued and respected.

Grove Road  
Rayleigh  
Essex  
SS6 8UA  
01268 747322

groveroadpreschool@hotmail.co.uk  
www.groveroadpreschool.co.uk

Dear Parent/Carer

Thank you for your interest in Grove Road 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.

All information supplied to us is kept in accordance with General Data Protection Regulations. All information is kept in a secured locked place in the pre-school. Files will be destroyed three years after the child has left the pre-school.

### **Non-Refundable Registration Fee**

To secure your child's place on our waiting list, please return your completed form together with a £20.00 non-refundable registration fee. This fee covers the necessary costs associated with registering your child at our pre-school. This fee can either be a cash payment or via BACS (please use your child's name as reference). Details are as follows:

Name of Bank Account: Grove Road Pre-school

Sort code: 40-38-24

Account number: 51434926

**If your child will be entitled to 2-year Free Early Education Entitlement, the registration fee will be waived.**

### **Waiting list and Registration**

Our Admissions Policy is reviewed annually. We request that all new starters attend a minimum of 2 sessions per week. We will endeavour to fulfil your session requirement however, this may not always be possible. In this instance, alternative sessions will be offered.

Sessions offered at Grove Road Pre-school are as follows:

Morning sessions: Monday – Thursday 9am-12pm (3 hours)

Afternoon sessions: Monday – Thursday 12.30pm-3.30pm (3 hours)

Tuesday and Thursday All day (2 sessions inc. lunch club: All day 9am-3.30pm (6.5hrs – a packed lunch is required)

Friday All day (2 sessions inc. lunch club): All day 9am-3.30pm (6.5 hours – a packed lunch is required)

**Please note that we do not offer full days on Monday and Wednesday.**

Fees are charged at £25 per session. There is a voluntary fee for snack and consumables which is payable half-termly.

Please return your completed Registration Form to Grove Road Pre-school either via email or to the address above. An email will be sent to confirm your child's placement on the waiting list and receipt of payment. Should you have any further queries, please do not hesitate to contact the pre-school.



# Grove Road Pre-School: Registration Form

Completion of this form will add your child's name to our waiting list. This does not guarantee your child a place.

Childs Details	
Full Name:	Date of birth:
Name child goes by:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:	Nationality:
Religion/Culture:	Is English their main language: If not, what is:
Does your child have any additional needs or medical conditions:	
Name(s) of any other children who have attended?	Where did you hear about us?

Parents Details	
Name:	Contact number:
Do parents have full parental responsibility? Y / N	Email address:
If not, who does?:	

Sessions Requested (please tick either morning or afternoon)				
	Monday	Tuesday	Wednesday	Thursday
Morning session 9.00am-12.00pm				
Afternoon session 12.30pm-3.30pm				
	Friday			
All day 9.00am-3.30pm				

**Signed:** ..... (Parent/Guardian) **Date:** .....

## TO BE COMPLETED WHEN RECEIVED BY GROVE ROAD PRE-SCHOOL

Form Received (date): .....

Registration Number: .....

Payment Method: .....

Receipt Number: .....