**ENROLMENT FORM**

Please complete this form in BLOCK CAPITALS and return to manager@youandmepreschool.co.uk

We allocate places on a first come, first serve basis.

**Places cannot be secured without receipt of a completed form.**

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname of Child |  | First name(s) of Child |  |
|  |  |  |  |
| Date of Birth |  | Child’s Gender |  |
|  |  |  |  |
| Full Home Address |  |

|  |  |
| --- | --- |
| Parent/Carer Name (1) |  |
|  |  |  |  |
| Relationship to Child |  |
|  |  |  |  |
| Full Home Address(if different) |  |
|  |  |  |  |
| Home Telephone Number |  | Mobile or Daytime Contact Number |  |
|  |  |  |  |
| Email Address |  |

|  |  |
| --- | --- |
| Parent/Carer Name (2) |  |
|  |  |  |  |
| Relationship to Child |  |
|  |  |  |  |
| Full Home Address(if different) |  |
|  |  |  |  |
| Home Telephone Number |  | Mobile or Daytime Contact Number |  |
|  |  |  |  |
| Email Address |  |

**SESSION REQUEST**

|  |  |
| --- | --- |
| Preferred Start Date |  |

Please tick the sessions you would like your child to attend. Each child must attend for a minimum of two sessions per week. You will have an opportunity to review and confirm your choice of sessions before your child starts.

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **AM Session****09.00 – 12.00** | **PM Session****12.00 – 15.00** | **All Day****09.00 – 15.00** |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will additional sessions be required once Universal Funded Early Years Entitlement is available (15 hours per week from 3 years)? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have another child who attends You and Me? | Yes | No | Name(s) |  |

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. **The completion of this form does not guarantee a place for your child. Places are offered according to our admission policy which can be found on our website.**

Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. Your child’s birth certificate and court order if relevant may be required at this point with a copy made for our records.

If you decide that you no longer need a place, please inform us as soon as possible. Should you decide you no longer need a place we will not retain the details on this enrolment form (please see our Privacy Notice).

|  |  |  |  |
| --- | --- | --- | --- |
| Signed Parent/Carer (1) |  | Date |  |
|  |  |  |  |
| Signed Parent/Carer (2) |  | Date |  |

Please be advised that this enrolment form and offer of a place is subject to our terms and conditions provided to you. By signing this document, you acknowledge that you have read, understood and agree to these terms and conditions.

|  |
| --- |
| **OFFICE USE ONLY** |
|  | Form received by Pre-school |  | Welcome Pack issued |
|  | Entered on to Record of Enrolment |  | Completed welcome pack forms received |
|  | Contacted to confirm sessions required |  | Entered onto Occupancy Overview |
|  | Acceptance of place confirmed |  | Added to Parent Contact Sheet |