



# Crossbow Pre-School

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## APPLICATION TO JOIN

### Personal details

First name(s) of child: \_\_\_\_\_

Surname of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Full address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Parent/carer name (1): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Full address (if different): \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime/work tel: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Parent/carer name (2): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Full address (if different): \_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime/work tel: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Session request

Preferred start date: \_\_\_\_\_

*Please tick the sessions you would like your child to attend:*

Breakfast  Monday  Tuesday  Wednesday  Thursday  Friday

9.00-12.00  Monday  Tuesday  Wednesday  Thursday  Friday

12.00-3.00  Monday  Tuesday  Wednesday  Thursday  Friday

9.00 – 3.00  Monday  Tuesday  Wednesday  Thursday  Friday

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. **Please note that completion of this form does not guarantee a place for your child,**

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 is required at this point with a copy made for our file.

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

**Signed parent/carer (1):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed parent/carer (2):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please be advised that this application 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.**

**For office use only:**

Deposit paid: \_\_\_\_\_ Date paid: \_\_\_\_\_

*Tear off the following part to return to the parent(s)*

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A place will be available for \_\_\_\_\_ (child's name)

\* on \_\_\_\_\_ (date) \* or; we will notify you when a place becomes free.

Signed on behalf of the provider: \_\_\_\_\_

Name: \_\_\_\_\_ Job title: \_\_\_\_\_

\*Please delete whichever is not applicable.

*Data Protection*

*The information you provide in this form will be used solely for the purpose of Crossbow Pre-School and will be held confidentially within the organisation. Your data will not be passed to any third party but may need to be shared with other childcare providers or agencies.*

*Crossbow Pre-School has a Privacy Notice which can be found on the Website and available to view on the premises. Your data will be stored and used in accordance with this Policy.*