

OFFICE USE ONLY



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- Sent Confirmation Letter
- Received £20 Registration Fee
- Received £50 Deposit
- Received acceptance of hours

Court Moor Community Playgroup & Crookham Sunshines Community Preschool

Youth Suite, Court Moor School, Springwoods, Fleet, Hampshire GU52 7RY

Telephone: 01252 810141

www.courtmoorplaygroup.co.uk

APPLICATION FORM

I wish to apply for a place at the following setting:

- COURT MOOR: YOUTH SUITE
- COURT MOOR: SPRINGWOODS
- CROOKHAM SUNSHINES

I wish to my child to attend from:

(DD/MM/YYYY)

Enter the preferred days and hours

	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please note that we are not always able to offer the exact hours requested.

DETAILS OF CHILD

Child's Full Name		Date of Birth	
Parent or Carer Name		Contact Details	
Full Address		Home:	
		Mobile:	
		Work:	
		Email Address:	

I/We would like to apply for a place at the above setting for my child.

Signature of Parent(s) or Carer(s) _____

Date _____

Sessions

Monday to Thursday	9.00am to 3.00pm (Children aged 2-4yrs)
Friday	9.00am to 1.00pm (Children aged 2-4yrs) 1.00pm to 3.00pm (Ready Steady Club for school leavers only)
Drop off times:	9.00am, 10.00am, 12.00pm and 1.00pm
Collection Times:	12.00pm, 1.00pm, 2.00pm, 2.45pm and 3.00pm

Management

The Playgroup is run by an elected committee ensuring that major decision making is in the hands of the parents that use the setting. The Trustees work together to ensure that the best support is available for the team and the children. The AGM is held in the autumn term when trustees are elected. All parents are welcome to join our committee at any time.

Children's Key Companions and Learning Journeys

Our Key Companion system gives each member of staff responsibility for a nominated amount of children. Through building of relationships between staff, families and children our curriculum can be tailor made to the individual needs of each child. Your child's Key Companion will be responsible for building a journal of your child during their stay with us and will be shared with you regularly especially at termly parents evenings where you will be encouraged to contribute.

Curriculum

The Playgroup follows the Early Years Foundation Stage (EYFS) which continues into Reception Year of Infant School. Learning is through play and exploration and tailored to the particular learning style of your child. Your child will be observed as to when they are ready for the next steps and gently encouraged and praised for all efforts made. This will ensure high self-esteem and independence, a firm basis upon which learning can excel.

Admissions Policy

It is our intention to make our Playgroup genuinely accessible to children and families from all parts of the local community. In order to do this we will:

- Ensure that the existence of the Playgroup is widely known in all local communities.
- Describe the Playgroup and its practice in terms which make it clear that it welcomes both Fathers and Mothers, other relations and carers, including Childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Make our Equal Opportunities Policy widely known.

Admissions Procedure:

- Returning and funded children (aged 2, 3 and 4yrs) will be given priority for sessions in the September of the next academic year.
- Applications for places for the next academic year will be processed on a first come first served basis upon receipt of an application form.
- There will only be a set amount of 2 year old places available per session, because of staff ratio being 1 adult to 4 children.
- Playgroup will reference your preference for sessions as on your original application form. You will be notified by a phone call and letter in the January/February to confirm for the April /September term.
- Sessions cannot be guaranteed and Playgroup will do its utmost to provide most of the sessions requested or offer alternatives.
- Waiting lists will be managed on similar lines to above upon receipt of an application form. You will be advised as soon as possible what availability there is.