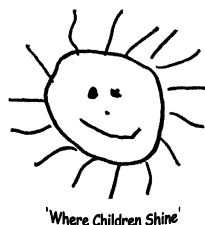


OFFICE USE ONLY



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Sent Confirmation Letter

Received £20 Starter Pack

Received £50 Deposit

Received acceptance of hours

Court Moor Community Playgroup & Crookham Sunshines Community Preschool

Springwoods, Fleet, Hampshire GU52 7RY

Telephone: 01252 810141

www.courtmoorplaygroup.co.uk

APPLICATION FORM																											
<p>I wish to apply for a place at the following setting:</p> <p><input type="checkbox"/> COURT MOOR</p> <p><input type="checkbox"/> CROOKHAM SUNSHINES</p> <p>I wish my child to attend from:</p> <p>_____</p> <p>(DD/MM/YYYY)</p> <p>The Starter Pack Fee is non-returnable and is for the application with the above date. Deposits will be deducted from your child's first fees.</p>	<p>Enter the preferred days and hours</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%;">Start Time</th> <th style="width: 20%;">End Time</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tuesday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Wednesday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Thursday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Friday</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Please note that we are not always able to offer the exact hours requested.</p>				Start Time	End Time		Monday				Tuesday				Wednesday				Thursday				Friday			
	Start Time	End Time																									
Monday																											
Tuesday																											
Wednesday																											
Thursday																											
Friday																											
DETAILS OF CHILD																											
Child's Full Name		Date of Birth																									
Parent or Carer Name	Contact Details																										
Full Address	Home: Mobile: Work: Email Address: _____																										
<p>I/We would like to apply for a place at the above setting for my child.</p> <p>Signature of Parent(s) or Carer(s) _____</p> <p>Date _____</p>																											
<p>Is there any information that we need to know that is relevant to your child's application and future care (development, Social care, concerns etc.)? Non-disclosure could result in an inability for us to provide a place.</p>																											

Sessions

Monday to Friday 9.00am to 3.00pm
Drop off times: 9.00am, 11.00am (if late for 9am) and 12.00pm
Collection Times: 12.00pm, 1.00pm and 3.00pm (doors open at 2:45pm for flexible pick-up)

Fees

2 year olds - £6 / hr
3 & 4 yr olds £5.50 / hr

Children are registered to attend set session times that are charged by the full hour. We also charge 25p per morning session that a child is due to attend, to help cover the costs of snacks that we provide. This cost is not covered by any government funding.

We offer children Early Years Education (EYE) funding for both universal (15) and extended (30) hours and 2 year old funding, where eligible. In accordance with the government rules, this takes effect from the term after a child's 2nd/3rd birthday.

Details of criteria that need to be met in order to obtain the 2 year old or extended (30 hours) funding can be found through the government website below:

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>

Management

The playgroup/preschool 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

We follow 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 settings 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/preschool is widely known in all local communities.
- Describe the playgroup/preschool 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 be a limited number of 2 year old places available per session, because of staff ratio being 1 adult to 4 children.
- Playgroup/preschool will reference your preference for sessions as on your original application form. You will be notified by a phone call and letter as soon as possible, as to what availability there is.
- Waiting lists will be managed on similar lines to above upon receipt of an application form.
- Sessions cannot be guaranteed and playgroup/preschool will do its utmost to provide most of the sessions requested or offer alternatives.