



Admissions Application

Name of Child <i>(full name)</i>		Date of Birth	
Name(s) of Parents/Carers			
Address			
Town/Village			
County		Postcode	

Telephone Number	
Mobile Number(s)	
Email Address	

Do you have a sibling who has attended Ardleigh Pre-School?	PAST		PRESENT	
How did you hear about us?				
I/We wish to apply to join from (date):				

Which Services Would You Like?	
Early Drop off Service	Pre-School children can arrive early at pre-school prior to the official session opening time of 9.15am. This service is available at from 8.00am and is chargeable at £2.00 per 15 mins or uses 15 mins of funding. i.e. 8.00am arrival would be £10.00, 8.30am would be £6.00
Morning Session	The standard session starts at 9.15am and finishes at 12.15pm. The cost of the session is £18.00* if your child is not government funded or uses 3 hours of funding.
Lunch Club	If you are only coming for the morning but want to stay a bit longer your child can stay for the lunch club which runs from 12.15pm to 1pm. This is priced at £3.00 per day or uses 45 mins of funding. Please provide a healthy packed lunch for your child. (Please note Lunch Club is included if staying all-day).
All-Day Sessions	The All-Day session starts at 9.15am and finishes at 3.15pm. As your child is staying all-day the lunch club cost is included. The cost is £36.00 if your child is not government funded or uses 6 hours funding. *Please note that the afternoon session on Monday, known as our Transition Session, is only available to children in the school year before they are due to start primary school.

Please Tick Which Services You Would Like							
Time	Service	Cost	Monday	Tuesday	Wednesday	Thursday	Friday
8.00am to 9.00am	Early Drop Off <small>(please enter time of pick up required)</small>	£8.00 ph <small>Chargeable in 15 min increments</small>					
9.15am to 12.15pm	Morning Session Only	£18.00* <small>(or 3hrs funded)</small>					
12.15 pm to 1pm	Lunch Club Only	£3.00 <small>(45mins)</small>					
9.15am to 3.15pm	All-Day <small>(this includes Lunch Club)</small>	£36.00* <small>(or 6hrs funded)</small>	<small>Transition Children Only</small>				
3.15pm to 5.00pm	Late Pick Up <small>(please enter time of pick up required)</small>	£8.00 ph <small>Chargeable in 15 min increments</small>	<small>Transition Children Only</small>				

PLEASE CHECK DIRECTLY WITH THE PRE-SCHOOL FOR THE MOST UP TO DATE SESSION FEES AS THESE MAY HAVE BEEN SUBJECT TO AN INCREASE

Other Information: <i>(that you may feel relevant that we should know at this stage)</i>	

Signature of Parent/Carer	
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To be completed by Ardleigh Pre-School

Date Received		Added on To Waiting List	
Contact Made		Date of First Session	
Admissions Pack Sent		Admissions Paperwork Ret'd.	
Any other Information:			

Please return this form to Ardleigh Pre-School or email to admissions@ardleighpreschool.co.uk
or send to Ardleigh Pre-School, c/o 146 Colchester Road, Lawford, Essex, CO11 2BP