



# Claydon Pre-school

## Application for a Claydon Pre-school Place

Child's full name:			
Date of birth:			
Parent/Guardian name:		1.	
		2.	
Address:	1.		
	2.		
Postcode:	1.	Tel No (home):	1.
	2.		2.
Tel No (Work):	1.	Mobile Number:	1.
	2.		2.
Email Address: <small>(for Pre-school correspondence)</small>		Do you have a printer? Yes / No	
Please confirm you child's first language:			
<p>I would prefer a Term-Time/Year Round Place – *Please select as appropriate</p> <p><small>(Please note: Term-time runs in-line with Claydon Primary school and includes all the school holidays, including half-terms and PD Days. Year-round places cover 50 weeks of the year – we are closed on Bank holidays and over the Christmas period.)</small></p>			
<p>If you have a 3 or 4-year-old and are entitled to 30 hours as working parents please give your reference number from Childcare Choices website here, along with your National Insurance (NI) Number.</p> <p><b>Please be aware that you must apply for this code the term before you are eligible to use it. We can only offer the Additional 15 hours funding once we have validated your code.</b></p>		<p>30 Hours Code:</p> <p>Date Code Rec'd:</p> <p>NI Number:</p>	
<p>If your child is 2 years old - are you entitled to 2-year funding? <small>(Speak to the Administrator if you are unsure)</small></p>			
<p>Do you intend to use Tax Free Childcare or Childcare Vouchers to pay our fees? If so, please provide the scheme details:</p>			

A child entitled to 2-year funding can claim this the term after their 2<sup>nd</sup> birthday.

A child entitled to the 15 or 30-hours Government funding for 3 and 4-year olds can be claimed from the term after their 3<sup>rd</sup> birthday.

When offering sessions at Pre-school priority is given to those families who live in our community. Our catchment area encompasses Claydon, Barham, Baylham, Great Blakenham and Akenham. We still welcome applications from those outside our catchment area but please give a reason for applying to Claydon Pre-school. Our full Admissions Policy can be seen by clicking on the link on our website:

The waiting list is arranged on a date of birth order with those children who are Government funded getting priority. Where possible we request that application forms are returned to the Administrator two months before the earliest possible start date. For new arrivals to our community we will try to be as flexible as possible.

Please note below any information you think necessary for Pre-school to be aware of concerning your child.

Our main intake is every September, in line with the Primary School. This will be when we have the most spaces available. At other times of the year we will try and accommodate your needs, but this may not always be possible.

Please also let us know which term (and year) you would like your child to start from:

Autumn 20 \_\_\_\_ (Sept-Dec)  Spring 20\_\_\_\_\_ (Jan-Mar)  Summer 20\_\_\_\_\_ (Apr-July)

In order to develop inclusive practice within our Pre-school it may be necessary to seek advice from other professionals from time to time on how to adapt our practice to meet individual needs. Please sign to acknowledge your agreement with this.

Signed:

I understand that all fees must be paid in advance and that the first monthly/half termly fees will be payable on receipt of the completed Welcome Pack which will be sent if your application is successful. Please note that completion of this form does not guarantee a place for your child.

Signed:

Date:

**Please return completed application form by post or in person to:  
Lisa Read, Administrator, Claydon Pre-school, Thornhill Road, Claydon, Ipswich, IP6 0DZ.  
Alternatively, you can email this to [admin@claydonpreschool.co.uk](mailto:admin@claydonpreschool.co.uk)**

On receipt, your application will be processed, and your child's details added to our database. Our Administrator will contact you at the end of the previous term you wish your child to join us to discuss available sessions. **Should you decide you no longer need the place we will not retain the details on this application form** (see our Privacy Notice).



# CLAYDON PRE-SCHOOL

Thornhill Road, Claydon, Suffolk IP6 0DZ

## About our Pre-School

Claydon Pre-school is Ofsted approved with a Good rating as of January 2019. Our latest Ofsted inspection report is on display, along with our policies, at Pre-school. The report is also available online at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

We aim to provide a safe friendly and stimulating environment, where children can expand their own individual and creative skills through imaginative play and social activities. We have an extensive range of equipment and toys to help children develop in all areas of learning; personal, social and emotional, communication, language and literature, maths, knowledge and understanding of the world, physical and creative.

The purpose of the Pre-school is to encourage children to learn through play by discovering, creating and getting dirty. This will help to prepare children for the educational opportunities that they will encounter when moving on through nursery and primary school. We want the children to enjoy learning about their own social group and the world around them. We believe, through the activities we undertake, we can achieve this. We hope children are excited by the prospect of learning something new on each visit to us. Each session is carefully planned to ensure learning objectives outlined in the foundation stage of the national curriculum are met.

We are open Monday to Friday from 8am to 6pm all year round with the option of term-term placements in line with Claydon Primary School. Sessions may be tailored to your requirements but, to avoid unnecessary disruption to the children, we specify the drop-off times of 8am, 8.30am, 9am, 12.30pm or 1pm and collection times of 12pm, 3pm, 3.30pm, 4pm, 4.30pm, 5pm, 5.30 pm or 6pm. However, these later opening hours may be retracted if either there is insufficient demand or if COVID guidance prevents it from being a viable option.

Any child who attends between 8am and 8.30am will be provided with a breakfast of cereal, toast, fruit and yoghurt. Children attending during the lunch time period between 12pm and 12.30pm will need to bring a packed lunch with a drink. Any child with us after 5 pm will be provided with a snack tea, or you can provide something for them.

## Keyperson

At Claydon Pre-school we operate a keyperson system. Each child is allocated a keyperson when they join us. The keyperson is responsible for keeping up to date developmental records for each child via Tapestry. These records cover all areas of development through the initial phases of the Early Years Foundation Stage which carries children through to the end of Reception (foundation). By keeping them updated through observations we will be able to see how each child progresses during their time with us. Parents will be given a username and password, so they can see their child's Tapestry at any time.

## Staff

The Pre-school staff team are caring, enthusiastic, imaginative and work to a high standard to follow the curriculum. All our staff members hold at least an NVQ 3 qualification along with valid first aid, child protection and food hygiene certificates.

## Fees

Session fees haven't increased for 2021. From September 2020 they are £4.60 per hour for 3/4 year old's and £5.40 per hour for 2 year old's. These are reviewed regularly. We request fees are paid in advance for each month/half-term. The first month/half term fees are payable on receipt of the welcome pack. Unfortunately, we cannot offer refunds for missed sessions. If you are receiving social security benefits, it may be possible to have some of your child's fees paid. Your child's sessions at Pre-school are funded by the government the term after your child becomes three years old. If you choose to claim your government funding at another childcare provider fees will be charged by the Pre-school to cover costs.

## Enrolment

The earliest children can start Pre-school is two years. Places are allocated in date of birth order, with funded children allocated before non-funded children. When a place is available, we will contact you by phone and then send you a Welcome Pack detailing the sessions days/times allocated and the initial session date. A parent/guardian is required to stay for the start of the first session. If you wish to apply for a place at Claydon Pre-school, please complete the attached application form and return to the Pre-school.

## Extra information

You are welcome to visit the Pre-school and talk to members of staff. To arrange a visit please contact our Childcare Operations Manager or Administrator. Please feel free to contact any of the people below if you require any further information. The telephone number is 01473 831648 or email [admin@claydonpreschool.co.uk](mailto:admin@claydonpreschool.co.uk)

Childcare Operations Manager	Jo Bean	Email - <a href="mailto:manager@claydonpreschool.co.uk">manager@claydonpreschool.co.uk</a>
Administrator	Lisa Read	Email - <a href="mailto:admin@claydonpreschool.co.uk">admin@claydonpreschool.co.uk</a>
Chairperson	Andrea Markham	Email - <a href="mailto:chair@claydonpreschool.co.uk">chair@claydonpreschool.co.uk</a>