**Application for a Claydon Pre-school Place**

Claydon Pre-school

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| 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:  (for Pre-school correspondence) | | | | | Do you have a printer? | |
| Please confirm you child’s first language and any additional languages: | | | |  | | |
| I would prefer a  Place – \*Please select as appropriate  (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 49 weeks of the year – we are closed on Bank holidays and 2 weeks over the Christmas period.) | | | | | | |
| Please let us know your ideal days and start/finish times: Monday: from       till       Tuesday: from       till       Wednesday: from       till  Thursday: from       till       Friday: from       till  **Please note that all children are required to book a minimum of 2 sessions per week, on different days, a minimum of 3 hours per session. We are open Monday 8-5pm, Tuesday 8-5.30pm, Wednesday 8-5pm, Thursday 8-5.30pm and Friday 8-5pm.** | | | | | | |
| If you have a \*2-year-old or 3/4-year-old and are entitled to \*15/30 hours as working parents please give your reference number from Childcare Choices website here, along with your National Insurance (NI) Number and date of birth.  **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.** | | | | 30 Hours Code:  Date Code Rec’d:  Parent NI Number:  Parent Date of Birth: | | |
| If your child is 2 years old - are you entitled to 2‑year economical funding? | | | |  | | |

A child entitled to economical 2-year funding can claim this the term after their 2nd 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 3rd 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, and Great Blakenham. 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:

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Please provide information on any additional needs you child has, or may have, so that we can discuss these with you to ensure that we can meet your child’s needs and provide the best care for them.

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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. By taking a placement with us, you are giving your agreement to this.

I understand that all fees must be paid in advance and that the first monthly fees will be payable ahead of your child’s start date. Please note that completion of this form does not guarantee a place for your child.

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| Signed:       Date: |

**Please return completed application via email to admin@claydonpreschool.co.uk, or alternatively return to Claydon Pre-school, Thornhill Road, Claydon, Ipswich, IP6 0DZ.**

On receipt, your application will be processed and acknowledged by email, 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 April 2023. 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.

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 Mondays, Wednesdays and Fridays from 8am to 5pm, and Tuesdays and Thursdays 8am to 5.30pm 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, 12pm or 1pm and collection times of 12pm, 3pm, 3.30pm, 4pm, 4.30pm, 5pm and 5.30 pm.

Any child who attends between 8am and 8.30am will be provided with a breakfast of cereal, toast, fruit and yoghurt. All children attending during the lunch time period between 12pm and 12.30pm will be provided with a heathy cold lunch, and any child with us after 5pm will be provided with a snack tea. There are additional snack/consumable fees payable as well as the session fees.

**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. These records cover all areas of development through the initial phases of the Birth 2 Five 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.

**Staff**

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

**Fees**

From September 2024 our session fees will be £6.40 per hour for 3/4 year old’s and £7.20 per hour for 2 year old’s. These are reviewed regularly. We request fees are paid in advance each month. The first month’s fees are payable before your child starts with us. 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 with priority going to year-round children. When a place is available, we will contact you by phone to discuss your requirements. 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 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

Manager Jo Bean Email - manager@claydonpreschool.co.uk

Administrator Lisa Read Email - admin@claydonpreschool.co.uk

Chairperson Amanda Carr Email - chair@claydonpreschool.co.uk