



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 delete as appropriate <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>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.</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 2year funding? <small>(Please speak to the Administrator if you are unsure)</small></p>			
<p>Do you use nursery vouchers to fund childcare? If yes, please give details of current scheme:</p>			

A child entitled to 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. Like Claydon Primary School, 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:

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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.

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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. Please sign to acknowledge your agreement with this.

Signed

I understand that all fees must be paid in advance of each term and that the first term fees will be payable on receipt of the enrolment pack. 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, Former Scout Hut Site, Thornhill Road, Claydon Ipswich, IP6 0DZ. Alternatively, you can email this to 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

Former Scout Hut, 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 on line 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 Monday to Friday from 8 am to 4 pm, all year round, with the option of also just term-term, in line with the Primary School. The sessions we offer are 0800-1600, 0900-1600, 0900-1500, 0900-1600, 0900-1200 and 1300-1600. Any child who is here from 1200-1230 will need to bring a packed lunch with a drink.

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 user name 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. Our Childcare Operations Manager has an NNEB qualification (equivalent to an NVQ Level 3). All our other staff members hold at least an NVQ 3 qualification along with valid first aid, child protection and food hygiene certificates.

Fees

Session fees are £4.40 per hour as from September 2018 and are reviewed regularly. We request fees are paid in advance for each term. The first half term fees are payable on receipt of the enrolment 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. We will write to you nearer the time regarding this. 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 Administration Assistant. 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

Childcare Operations Manager	Cara Lee	Email - manager@claydonpreschool.co.uk
Administration Assistant	Lisa Read	Email - admin@claydonpreschool.co.uk
Chairperson	James Johnson	Email - chair@claydonpreschool.co.uk