**ENQUIRY FORM / REQUEST TO JOIN WAITING LIST**

|  |  |
| --- | --- |
| **Child’s Name:** | **Date of Birth:** |
| **Ethnic origin:** | **Religion:** |

|  |  |
| --- | --- |
| **1st Parent/Guardian name:** | |
| **Relationship to child:** | |
| **Address:** | |
| **Mobile number:** | **Home number:** |
| **Email:** | |

|  |  |
| --- | --- |
| **2nd Parent/Guardian name:** | |
| **Relationship to child:** | |
| **Address (if different to above):** | |
| **Mobile number:** | **Home number:** |
| **Email:** | |

**Please indicate the number of sessions you anticipate needing for your child per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(we offer 5 morning sessions and 5 afternoon sessions a week)***

***PLEASE NOTE THAT THERE IS A MINUMUM REQUIREMENT OF 3 SESSIONS PER WEEK, PER CHILD***

**Which term would you prefer your child to start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Autumn term is Sept – Dec; Spring term is Jan – March; Summer term is April – July)***

**Would you like to come and view the setting?** Yes / No

**If yes, please indicate which times are most suitable for you and write 5 upcoming dates that you would be able to come in. We will then select one of those dates and get in touch to let you know which one it will be***:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Dates** |  | **Dates** |
| **Monday 10.30am** |  | **Monday 1pm** |  |
| **Tuesday 10.30am** |  | **Tuesday 1pm** |  |
| **Wednesday 10.30am** |  | **Wednesday 1pm** |  |
| **Thursday 10.30am** |  | **Thursday 1pm** |  |
| **Friday 10.30am** |  | **Friday 1pm** |  |

***In order to secure a place on the waiting list for your child at Seedlings Pre-School, we require a £100 deposit. If your child starts with Seedlings immediately then this will need to be paid within 5 working days of your child’s place being confirmed. If your child is on our waiting list for a place in the future, then you will need to pay 50% prior to your child going on the waiting list and then the remaining 50% will be due within 5 working days of your child’s sessions being confirmed. The full £100 will be refunded to you on your final invoice at the end of your child’s time with us. (continued next page)***

***If we are unable to offer your child a place and you have paid the initial 50% deposit, then this will be refunded to you. If you join our waiting list but change your mind or if we offer your child a place but you choose not to take the sessions offered, then the deposit is non-refundable. If you fail to give the correct notice period once your child has started with us, then the deposit will be non-refundable.***

***We will also require a £25 registration fee which covers our administrative costs. You will also receive a Seedlings Pre School bag included in this cost. Parents are asked to purchase our uniform (polo shirt & fleece) from ‘Yourschooluniform’ online:***

[*https://www.yourschooluniform.com/schools/*](https://www.yourschooluniform.com/schools/)

***Please select the GREEN fleece & YELLOW polo shirt (NOT THE BLACK. This is staff uniform).***

***The full deposit and Registration Fee must be paid for us to fully reserve your child’s place. Payment for the term should be paid in full prior to your child's first day (if you need to pay monthly then please notify us in writing. Your first instalment will need to be paid prior to your child’s first day. Your invoice will detail how to pay your instalments). All payments can be made to:***

***Seedlings Pre-School***

***Account Number: 63376397***

***Sort Code: 20-97-58***

**FOR MARKETING PURPOSES ONLY: WHERE DID YOU HEAR ABOUT US?**

|  |  |
| --- | --- |
| ***Facebook*** |  |
| ***Google*** |  |
| ***Word of mouth*** |  |
| ***Signage*** |  |
| ***Other (please state)*** |  |

**Thank you!**