

Glenfall Pre-School

established 1990



Glenfall Pre-School • Glenfall Way • Cheltenham • Gloucestershire • GL52 6XZ
Telephone 01242 234055 • Email rachel.glenfallpreschool@virgin.net • Website www.glenfallpreschool.org.uk

Child's details

Full name **Boy / Girl** (please circle)

Name known by **Date of birth:**

Address

Telephone numbers

home language spoken/first language

GP medical and dietary details

Name of GP

Address

Telephone numbers

Date of last tetanus

Known allergies or medical problems

Parent / guardian details

Name **Relationship**

Address

Telephone numbers

Persons authorised to collect child

Name **Relationship**

Telephone numbers

Name **Relationship**

Telephone numbers

Emergency contact

Name **Relationship**

Address

Telephone numbers



Days required:

Days you would prefer your child to attend (please circle)

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Does your child attend other settings? If so please name them:

What is your preferred start date? (This will be agreed in conjunction with the playleader and advised to you).

Fees

- Fees for this academic year are charged at £_____ (amount) per session
- A deposit of £30 will be taken on registering your child at Glenfall Pre-School and will be deducted from your first invoice. Please note this is non refundable if your child does not attend Glenfall Pre-School.
- Four weeks Notice is required for any cancellation or alteration of your booking.
- Payment of fees is necessary to retain your child's place at the setting this includes when your child receives Free for 3 and 4 Year olds. All accounts must be paid by the due date. Payment may be made by cash or cheque.
- Invoices are issued within 2 weeks of each term starting and are payable within 2 weeks of the date of issue. Payments can be made by cheque payable to Glenfall Pre-School or cash.
- Reductions or remissions are not available for public holidays, or other days of non-attendance

Some routine activities may involve trips/outings. Your permission is required if your child is to be included in these activities.

I / we consent to any emergency treatment necessary during the running of the group.

I / we authorise the staff to sign any written form of consent required by the hospital authorities if the delay in obtaining my signature is considered by the doctor to endanger my child's health and safety.

We require every parent to sign below giving the permission for us to transfer our records on to the child's school. The Foundation Stage is the period of education between the ages of 3 and 5 years which include the reception year at school. It is, therefore, important that your child's school receives information on his/her achievements whilst in Pre-school. We use the Glos. Transfer Record to pass on this information. If you would like to see a copy, please ask the playleader.

I give my permission to all of the above.

Please enclose a £30 non refundable deposit with your child's application form. The deposit will secure a place, but we may not be able to guarantee specific requested days, when demand is high.

Please note: Places are limited to 2 sessions per week for younger children (aged 2 years 9 months).

I have read and agree to the above terms, and enclose my £30 deposit, (in cash please):

Signed

Date

OFFICE USE:

Confirmed Start date:

What next?

Please return this form direct to Glenfall Pre-School at the address on the first sheet.