

**09.01d Enquiry/Waiting List Registration Form Sept 2024**

Full name of child: \_\_\_\_\_ Gender: M / F / O

Preferred name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Names of parent/carer with whom child lives and has parental responsibility:

Parent/carer \_\_\_\_\_

Home address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

Email address for correspondence \_\_\_\_\_

Term when you would like your child to start (e.g. Sept 2025) \_\_\_\_\_

**SESSIONS REQUESTED AT LITTLE DOVES****Please enquire for current fees.**

To enable Pam to plan, please indicate below how many sessions/days you would like your child to attend. We will do our best to accommodate your request but cannot guarantee everyone will get their choice. Places can always be renegotiated for the next term.

**Please clearly tick the days and times you prefer and delete those which are totally unacceptable.**

Number of sessions requested \_\_\_\_\_

**Tuesday** all day session (5hrs) morning session (3hrs) lunch club (0.5 hrs) afternoon session (2hrs)**Wednesday** all day session (5hrs) morning session (3hrs) lunch club (0.5 hrs) afternoon session (2hrs)**Thursday** all day session (5hrs) morning session (3hrs) lunch club (0.5 hrs) afternoon session (2hrs)**Friday** all day session (5hrs) morning session (3hrs) lunch club (0.5 hrs) afternoon session (2hrs)

Is there anything you would like us to know about your child? \_\_\_\_\_

**Non-refundable registration fee** - this covers your child's "build up" visit and administrative set up prior to starting and your child's learning folder which will be passed on to you when they leave.

2 yr old self-paying children fee

2 yr old funded children (FEEE2) no fee

3 &amp; 4 yr old universal funded children using only their funded hours (FEEE) no fee

3 &amp; 4 yr old funded children with additional self-paying hours\* (FEEE) fee

Working Parents Funding - 2 yr old children using only their funded hrs (FEEE2W) no fee

Working Parents Funding - 2 yr old children with additional self-paying hrs\* (FEEE2W) fee

Working Parents Funding - 3 &amp; 4 yr old children using only their funded hrs (FEEE 30hrs) no fee

(\*additional self-paying hours i.e. extra hours/lunch club)

 **I enclose a non-refundable registration fee (if applicable).**Signature \_\_\_\_\_ Name \_\_\_\_\_  
(Parent/ Carer with parental responsibility)Date \_\_\_\_\_  
1 of 2

## GENERAL DATA PROTECTION REGULATION 2018

### Permission for your and your child's details to be held by Little Doves Christian Pre-School.

We will only use your and your child's personal information to provide a childcare service to you. We keep your information so you can receive important updates/information about your child's upcoming place and the pre-school. We will keep your information secure and will never share it except if required to do so by law.

We would like to send you information about your child's upcoming place and our pre-school by email/phone/text/post but we need to be sure we have your permission to do so. By signing below, you are consenting for us to hold and process your data and send you information. You can of course unsubscribe/ask us not to contact you by email/ phone/text/post at any time. You will need to put this in writing to Pam Biddulph, manager.

After your child has left the pre-school, we will continue to hold your and your child's data in line with our 07.06 Data protection and privacy notice & 07.12 Data retention document which is available to read on our website [Data Privacy | Little Doves Christian Pre-School \(littledovescp.org.uk\)](http://littledovescp.org.uk/Data-Privacy)

Should you decide you no longer require the place we will not retain the details on this application form - see our 07.06a Data protection and privacy notice & 07.12 Data retention document on our website [Data Privacy | Little Doves Christian Pre-School \(littledovescp.org.uk\)](http://littledovescp.org.uk/Data-Privacy).

### I give consent to Little Doves Christian Pre-school holding and processing my data and my child's data and sending me information about my child's upcoming place and the pre-school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

### I give consent to keep the details provided overleaf on the Little Doves Christian Pre-school waiting list.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

### I give consent to be contacted by (please tick):

Email       Telephone       Post       Text       Facebook

I give consent to be included in a Little Doves WhatsApp group to receive messages from the manager acknowledging that in doing so my telephone number will be visible to other parents/carers (please tick).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

### Please return by post to:

Little Doves Christian Pre-School, c/o 100 Longfields, Ongar, Essex. CM5 9DE

When this registration form and registration fee (if applicable) has been received by Little Doves Pre-School your child will be added to the waiting list. You will be contacted the term before your child is due to start to confirm the sessions you require and to arrange a 'build-up' session.

**If you find that you no longer need the place, please inform us as soon as possible. Should you decide you no longer need the place we will not retain the details on this application form (see 07.12 Data retention document on our website (About-Data privacy)).**