

Enquiry/Waiting List Registration Form June 2023

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 2024) _____

SESSIONS REQUESTED

Please enquire for current fees.

To enable Pam to plan, please indicate below how many sessions/days you would like your child to attend. Pam will do her best to accommodate you but cannot guarantee everyone will get their choice. 2, 3 & 4 yr old funded children will take priority. Places can be renegotiated for the next term.

Number of sessions requested _____

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

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? _____

Little Doves CP Parent Payment Agreement detailing all the fees is available on enquiry.

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 year old funded children no fee

3 and 4 year old funded children using only their funded hours no fee

2 year old self-paying children fee required

3 and 4 year old funded children with additional self-paying hours fee required

(i.e. extra hours/lunch club)

 I enclose a non-refundable registration fee.Signature _____ Name _____
(Parent/ Carer with parental responsibility)

Date _____

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)

Should you decide you no longer require the place we will not retain the details on this application form - see our Data Privacy Notice & Data Retention Document on our website [Data Privacy | Little Doves Christian Pre-School \(littledovescp.org.uk\)](http://littledovescp.org.uk).

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.