

Original/Date:

Changes made: YES/NO



The Ark Pre-School: Application Form

Church Centre, Portsmouth Road, Liphook, Hampshire, GU30 7DJ

07775 394230

info@thearkliphook.co.uk

Registered Charity Number: 1168943

Personal details

First name(s) of child: _____

Surname of child: _____ Date of birth: _____

Full address: _____ Postcode: _____

Parent/carer name (1): _____

Relationship to child: _____ Email: _____

Full address (if different): _____ Postcode: _____

Daytime/work tel: _____ Home: _____ Mobile: _____

Parent/carer name (2): _____

Relationship to child: _____ Email: _____

Full address (if different): _____ Postcode: _____

Mobile: _____

Daytime/work tel: _____ Home: _____

Other people who live in your home:	Name:				
	Relationship to child:				
Other people who have regular contact with your child/children:	Name:				
	Relationship to child:				
	Password:				

--	--	--	--	--	--

Session request

Preferred start date: _____

Please tick the sessions you would like your child to attend:

Early Start (8.15 – 9.00) Monday Tuesday Wednesday Thursday Friday

Morning (9.00 – 12.00) Monday Tuesday Wednesday Thursday Friday

Lunch (12.00 – 12.45) Monday Tuesday Wednesday Thursday Friday

Afternoon (12.00-3.00 for 2s)
(12.45 – 3.45 for 3-4s) Monday Tuesday Wednesday Thursday Friday

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. **Please note that completion of this form does not guarantee a place for your child.**

Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. Your child’s birth certificate is required at this point with a copy made for our file.

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 our Privacy Notice).**

If you decide to increase your child’s hours during the term, that increase will be done immediately, where possible, but any decrease in hours will require half a term’s notice.

All chargeable sessions will be invoiced whether your child is at the pre school or not except when The Ark is closed for a Bank Holiday, school holiday or INSET day.

Signed parent/carer (1): _____ **Date:** _____

Signed parent/carer (2): _____ **Date:** _____

Please be advised that this application form and offer of a place is subject to our terms and conditions provided to you. By signing this document, you acknowledge that you have read, understood and agree to these terms and conditions.

Tear off the following part to return to the parent(s)

A place will be available for _____ (child’s name)

* on _____ (date) * or; we will notify you when a place becomes free.

Signed on behalf of the provider: _____

Name: _____ Job title: _____

*Please delete whichever is not applicable.