



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 your child:				

Other people who have regular contact with your child	Name:				
	Relationship to your 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 – 12.30) Monday Tuesday Wednesday Thursday Friday
- Afternoon (12.30 – 3.30) Monday Tuesday Wednesday Thursday Friday
- After school club (3.30-4) 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 sessions including Early and Lunch Sessions will need to be paid for despite notice of holiday being given. This is so that the appropriate staff can be booked on a termly basis. If you wish to **permanently decrease** these sessions half a terms notice will need to be given.

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

If the preschool closes unexpectedly i.e. due to snow you will be offered an alternative session to compensate for the lost day to be taken as soon after the closure as possible.

Has your child been recently involved with any other services. If yes, please specify below:

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

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