

Dear Parent/Carer

If you wish to put your child's name on the on the Charlton Acorns waiting list, please complete this form and return to the pre-school with a **£25 registration fee**, non-refundable unless we are unable to offer a place for your child.

**Unfortunately, we cannot guarantee that we will be able to offer your child a place.**

Name of child	
Parents names	
Child's date of birth	
Address	
Telephone number	
If you are happy for us to contact you by email, please write your email address clearly below. We will use this for sending out information should we be able to offer you a place.	
Are they your first child?	
Do you have any concerns about your child's development?	
Does your child have any allergies or health concerns?	
Which school are you hoping they will attend?	
Enclosed a £25 registration fee	Cheque/Cash* (Payable to Charlton Acorns Pre-School)
*Please circle	
Signed	
Date	

**OFFICE USE ONLY**

<b>Fee received £25</b>	<b>Cheque/Cash</b>
<b>Date received</b>	
<b>Allocated sessions</b>	
<b>Start date</b>	

## **Charlton Acorns Pre-School Allocation Policy**

Thank you for your interest in Charlton Acorns Pre-School.

After returning your registration form, you will be placed on the waiting list for the Pre-School.

Children may be taken into the pre-school at 2 years old and your intake term will usually be the term in which your child reaches that age. However, we are not able to guarantee places to those persons on the waiting list.

We will contact you the term before that to offer you a place, if your registration has been successful.

Offers for a place are usually made at the following time of year:

<b>Your child becomes 2 years 6 months old</b>	<b>You will hear from us in...</b>
1 <sup>st</sup> September – 31 <sup>st</sup> December	Previous Easter
1 <sup>st</sup> January – 30 <sup>th</sup> April	Previous October
1 <sup>st</sup> May – 31 <sup>st</sup> August	Previous February

If a place is available, the Pre-School Manager will telephone you to offer you a place in the term before your child is due to start. Once you have verbally accepted a place, you will receive a confirmation email. Our website has a copy of the parent handbook.

Your child's key person will arrange to come and visit you at home or see you here at Pre-School depending on your preference.

Our admissions policy gives more information on how children become eligible and can be found on our website.

[www.charltonacorns.co.uk](http://www.charltonacorns.co.uk)