



## Peapod Pre-School Application Procedure

Please take the time to read our application procedure carefully. Complete and return the attached application form and return as soon as possible. If you have any questions, please do not hesitate to call/email or visit our website to read our Admissions Policy in detail.

### Opening Hours

Our main sessions run between 9am-12pm and 1pm-4pm Monday to Friday, term-time only. We offer wrap-around care between the hours of 8am and 6pm, subject to demand, comprising of Breakfast Club (8am-9am, with the last breakfast being served at 8.45am), Lunch Club (12pm-1pm) and After School Club (4pm-6pm, Monday to Thursday only).

### Funded Children (2, 3 and 4-year olds):

If you receive qualifying benefits your 2-year-old child could be eligible for up to 15 hours free childcare per week. Please ask for further details if you would like more information.

We offer 15 hours of free early education to **all** children **the term after their third birthday**, where spaces are available.

We also offer 30 hours of free early education to those 3–4-year-olds who qualify for this funding if spaces are available.

To check if you are eligible for 30 hours funding, please visit: <https://www.gov.uk/30-hour-free-childcare>.

We do not request deposits for those children accessing funded hours only (**up to 30 hours**). Therefore, if your child only attends this setting for the funded hours allocated to them, no deposit will be required. Your child will receive funding the term **after** they are 3 years old (or the term **after** they turn 2 if your child is eligible for 2-year-old funding). If your child is funded, we ask you to complete a funding form for the relevant term (autumn, spring or summer). We **claim between the hours of 8am-6pm Monday-Thursday, Friday 8am-4pm**.

### Non-Funded Children:

- A deposit of £100 (per child) is to be paid to the pre-school once their place has been confirmed.
- A deposit will ensure your child's place and is returnable to you once your child has left Peapod and all fees are paid.
- We cannot use deposits to pay any outstanding fees.
- We invoice on a termly basis – for the full term.

### Combining Funded and Non-Funded Hours:

- If your child exceeds their funded hours, then a deposit of £100 (per child) is to be paid once the additional hours have been confirmed.
- A deposit will ensure your child's additional hours and is returnable to you once your child has left Peapod and all fees are paid.
- We invoice on a termly basis – for the full term.

### I've filled in my application form. What happens now?

When we have received your application form your child will be added to our waiting list. Once a place has become available we will contact **you**. However, please feel free to contact us at any time.

### How does the waiting list work?

Session priority is given to:

- Looked After Children (e.g. those under the care of the local authorities).
- Special Educational Needs.
- Younger siblings of children already at Peapod Pre-School.
- After this, we operate a waiting list based on the date that we receive your application.
- We take children from two years, with one intake, when the September term starts.
- Sessions that become available during the year will be offered to those already attending before being offered to those on the waiting list.

Please go to our website to see our admissions policy for full details.

95 Milford Road, Norwich, NR2 3AR, T: 01603 929653, Email: [contact@peapodpreschool.co.uk](mailto:contact@peapodpreschool.co.uk) Web: [www.peapodpreschool.co.uk](http://www.peapodpreschool.co.uk)

Ofsted Reg No.: EY456499, Charity No.: 1161723

Companies House Number: 7471433

# Application Form

Date Received (Office Use Only): .....

Child's Name: ..... Date of Birth: ..... Gender: M / F / Other (please circle)

Address: ..... Post Code: .....

Home Phone number: ..... Mobile Number: ..... Email: .....

Contact is usually made by email or phone. If you would prefer a different method of contact, please specify: .....

Please Circle Below the Sessions/Days You Require: -

## FULL DAY CARE:

### MONDAY

9am-4pm  
9am-6pm  
8am-6pm  
8am-4pm

### TUESDAY

9am-4pm  
9am-6pm  
8am-6pm  
8am-4pm

### WEDNESDAY

9am-4pm  
9am-6pm  
8am-6pm  
8am-4pm

### THURSDAY

9am-4pm  
9am-6pm  
8am-6pm  
8am-4pm

### FRIDAY

9am-4pm  
8am-4pm

## PART-TIME CARE:

### MONDAY

8am-12pm  
8am-1pm  
9am-12pm  
9am-1pm  
12pm-4pm  
1pm-4pm

### TUESDAY

8am-12pm  
8am-1pm  
9am-12pm  
9am-1pm  
12pm-4pm  
1pm-4pm

### WEDNESDAY

8am-12pm  
8am-1pm  
9am-12pm  
9am-1pm  
12pm-4pm  
1pm-4pm

### THURSDAY

8am-12pm  
8am-1pm  
9am-12pm  
9am-1pm  
12pm-4pm  
1pm-4pm

### FRIDAY

8am-12pm  
8am-1pm  
9am-12pm  
9am-1pm  
12pm-4pm  
1pm-4pm

If you are flexible on days/sessions, please note how many sessions you are looking for: .....

## NOTE:

- A minimum of **2 sessions** over **2 days** is required.
- When applying for part-time care we only offer **3 mornings and 2 afternoons** per child.
- After School Club (4pm-6pm Monday-Thursday only), is subject to demand.
- If your child is funded we will forward you a funding form, once sessions have been confirmed, for you to complete and return to Peapod Pre-School by the date stated on the covering letter. Your child will receive funding the term **after** they are 3 years old (or the term **after** they turn 2 if your child is eligible for 2-year-old funding). We **claim between the hours of 8am-6pm Monday-Thursday, Friday 8am-4pm**.

Further Information. e.g. Will your child need any additional support when they attend pre-school?:

.....

Does your child have a sibling already attending Peapod Pre-School?: .....

Name: .....

Please note that we take children from the age of 2 years, with one intake in September. Based on this, please indicate which year you would like your child to start: .....

Name (in capitals): ..... Signed: .....

Date: .....

Thank you for your interest in Peapod Pre-School.