



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, comprising of Breakfast Club (8am-9am), Lunch (12pm-1pm) and After School Club (4pm-6pm, Monday to Thursday only).

Funded Children (2-4-year-olds):

2-year-olds may qualify for 15-hour additional funding.

We accept universal 15-hour government funding for all 3-year-olds, the term after their birthday.

We accept the government 30-hours working parents' entitlement for those children who qualify, if spaces are available. We also accept tax-free childcare vouchers.

To check which funding you may be eligible for, please visit: [Childcare & Early Years Education - Best Start in Life](#).

All codes obtained should be sent to the office as these are needed for funding claims.

Deposit:

A deposit of £100 is charged at the point of registration prior to your child starting (unless they are a 2-year-old receiving additional support or receive **only** 15-hour universal funding as a 3-4-year-old). This will secure their place. For fully funded children, the fee will be returned within 6 weeks following the first day of attendance. Where families have agreed to more hours than the funding entitles, the deposit will be returned when their child leaves, and any outstanding fees have been paid in full. The deposit will not be returned where a place is no longer required.

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 Preschool.
- Children of Peapod staff.
- After this, we operate a waiting list based on the date that we receive your application.
- We take children from 2-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.

Thank you for your interest in Peapod Preschool.

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: -

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8am-12pm	8am-12pm	8am-12pm	8am-12pm	8am-12pm
8am-1pm	8am-1pm	8am-1pm	8am-1pm	8am-1pm
8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm
8am-6pm	8am-6pm	8am-6pm	8am-6pm	9am-12pm
9am-12pm	9am-12pm	9am-12pm	9am-12pm	9am-1pm
9am-1pm	9am-1pm	9am-1pm	9am-1pm	9am-4pm
9am-4pm	9am-4pm	9am-4pm	9am-4pm	12pm-4pm
9am-6pm	9am-6pm	9am-6pm	9am-6pm	1pm-4pm
12pm-4pm	12pm-4pm	12pm-4pm	12pm-4pm	
12pm-6pm	12pm-6pm	12pm-6pm	12pm-6pm	
1pm-4pm	1pm-4pm	1pm-4pm	1pm-4pm	
1pm-6pm	1pm-6pm	1pm-6pm	1pm-6pm	

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

NOTE:

- We are a term-time only setting.
- Our requirement is a minimum of **2 sessions** over **2** days.
- When applying for part-time care we offer a **maximum of 3 mornings**. You can request additional afternoons.
- After School Club (**4pm-6pm Monday-Thursday only**) has limited spaces due to staffing.
- If your child is funded, we will supply a funding form for you to complete.
- 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 preschool?:

.....
.....

Does your child have a sibling already attending Peapod Preschool?:.....

If so, please give their 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:

Please tick or highlight the type of funding your child might be eligible for:

- 2-year funding if you get extra support
- 2, 3, 4-year-old funded childcare for working parents
- Universal 15-hour funding for 3, 4-year-olds
- Not sure

Name (in capitals): **Signed:**

Date: