

## Registration Form

Cold Ash Pre-school (CAPS)

The Acland Memorial Hall, Hermitage Road, Cold Ash, RG18 9JH

E: [admin@coldashpreschool.org.uk](mailto:admin@coldashpreschool.org.uk)

Charity Number: 1174604

### I / We wish to register...

**First name(s) of child:**

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Surname of child:

Date of birth:

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Full address of child:

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**Parent/carer name (1):**

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Relationship to child:

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Full address (if different):

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Daytime/Work tel:

Mobile:

Email address:

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**Parent/carer name (2):**

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Relationship to child:

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Full address (if different):

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Daytime/Work tel:

Mobile:

Email address:

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	Yes / No	If yes, what is/was their name, and what date did they leave?
Have any siblings attended CAPS in the past 3 years?		

**Session request** (more details on our session times are available [on our website.](#))

Preferred start date: \_\_\_\_\_

*Please tick the sessions you would ideally like your child to attend (we always do our best to oblige, but cannot guarantee specific sessions at the point of registration):*

	<b>Morning Session</b>	<b>Afternoon Session</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		CLOSED
<b>Thursday</b>		
<b>Friday</b>		CLOSED

Demand for a place at CAPS is high, and numbers are limited. This registration application and £50 fee, secures your child's place at the pre-school. The fee is not refunded when your child joins the pre-school. Equally, if you change your mind, and decide not to send your child to CAPS, the fee will not be refunded. If, for reasons beyond our control, we are unable to accommodate your child at CAPS, we will refund the fee. Should you decide you no longer need/want the place, we will not retain the details on this application form (see our Privacy Notice).

What happens next?

- We will soon confirm receipt of this application and your registration fee.
- Nearer the time of admission, we will send you an 'Enrolment Pack' with all of the consent forms, emergency contact details and information etc that we need to care for your child safely. For September admissions, packs will usually be sent in April/May, and for January admissions October/November.

If you would like to visit the pre-school before you register – please contact us. We have open days throughout the year and would be happy to show you around.

Once registered, we will offer you and your child an 'Induction Visit' (close to the time of their start date) to come into setting, meet the staff, and get accustomed to CAPS before you join us.

I have paid the £50 fee by:  
(delete as appropriate)

**Cash** (enclosed)

**BACS:** Cold Ash Pre-school  
24235068, 30-97-77

(Payment Ref: 'REG.FEE' and child's surname)

**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 (available on our website or by request). By signing this document, you acknowledge that you have read, understood and agree to these terms and conditions.

Please return this form to our Administrator:

In the letterbox of the Acland Hall (address above) or via email on [admin@coldashpreschool.org.uk](mailto:admin@coldashpreschool.org.uk)

NB: due to high demand, the closing date for admissions is **10<sup>th</sup> January** for all enrolments. We consider all applications – but late registration may mean we cannot accommodate you/your child's requirements.

**For office use only:**

Registration Fee Paid (date): \_\_\_\_\_