



Waiting List Form

Child's Name:	(male/female)
Child's Date of Birth:	
Parent/carer name:	
Address:	
Post Code:	
Email:	
Telephone number(s): Home:	
Mobile:	
Type of Place Required. We offer several types of places – please fill in the other side of this form to let us know what you are looking for. We have limited numbers of each type of place. <i>Please note: We are closed on Friday afternoons</i> <ul style="list-style-type: none">➤ 2 and a half year old paid places (minimum of 3 sessions)➤ 2 Year Old Funded Places from 2 and a half years (5 sessions / 15 hours)➤ 3 and 4 year old Funded Places (5 sessions / 15 hours)➤ 3 and 4 year old Additional Funded places (up to 9 sessions / 27 hours)➤ Lunch Club £4 (provide own lunch)➤ Additional paid sessions above the 15 hours of funding.	
Date form submitted to Crescent Under Fives:	

**please note that your eligibility will be checked at time of entry. Eligibility can change if your circumstances change.

Please return this form to: **Crescent Under Fives Pre-School, c/o Alfred Sutton Primary School, Reading, RG6 1JR.**

We do not acknowledge receipt of waiting list forms. We use the email and telephone number(s) to contact you to offer a place.

It is your responsibility to keep us informed of any changes.

OFFICE USE ONLY

DATABASE NO:	EARLIEST START DATE : (Term after they are 2 and a half)
TERM/YEAR OF DATA ENTRY:	3 YEAR OLD FUNDING FROM:

Information for Parents

Thank you for showing an interest in Crescent Under Fives. This information accompanies the waiting list and is for you to keep. It answers some of our Frequently Asked Questions.

Waiting List

We have a policy regarding our waiting list and operate it fairly. After you return your waiting list to us, it is entered onto our database and waiting list. You can hand in your waiting list form at any point after your child is born. Places are offered according to a) the term and year that your form was handed in and b) the child's date of birth within that list. If your child is at the top of the list but is too young to start then they will remain at the top until they are old enough.

Starting Dates

We operate differently to school nurseries. Most children leave us at the end of the Summer Term and then begin school in the Autumn Term. Therefore this is when we offer places for new starters. We don't routinely offer places at the beginning of the Spring or Summer Term unless one of our children has left.

This means that if your child is 2 and a half in September they will be offered a place. You can take the place, but will then have to pay until their funding starts if they are not eligible for 2 year old funding. You can decline the place and remain at the top of the waiting list but may not be offered a place again until the following September. We do not 'reserve' places for children until their funding starts. When a child starts, we ask that they attend for a minimum of 3 sessions when they are unfunded and encourage all other families to take the full number of funded sessions once eligible.

Your child can remain with us instead of starting the Reception / Foundation Stage at School if you choose but they **MUST** start school at the beginning of the term following their 5th birthday.

Please note that we have a limited number of places for 2 year olds and 30 hour 3 and 4 year olds.

Which sessions?

Some families use us for our minimum of 3 sessions and others use us for the maximum of 9 sessions. The sessions which you are offered depends on where there is capacity within the sessions and also when your child's key carer is working. We will negotiate this when we offer the place and accommodate your requirements as much as possible. Some families increase and change their sessions from term to term but this needs to be discussed and negotiated before the end of the previous term as there are many factors involved. Increasing / decreasing and swapping sessions is not possible once a term has started.

Funded Sessions (3 hours per session)

All children are funded from the term following their 3rd birthday until they start school.

Some families are eligible to claim 2 year old funding if you meet certain criteria. All the funding provides 15 hours of childcare per week.

Some families are eligible to claim an additional 15 hours of funding for 3 and 4 year olds if you meet certain criteria. We offer this additional funded service BUT we only offer a maximum of 27 hours as we do not open on a Friday afternoon.

Non-Funded Sessions (£17.50 for 2 year olds and £15.50 for 3 and 4 year olds)

We can take children from the term after they turn 2 and a half. If they are not eligible for 2 year old funding then you will have to pay until their 3 year old funding begins. If you require additional sessions beyond the 15 hours covered by funding then you will be charged per session. You will be required to pay refundable deposit of £75. This will be refunded once your child's funding begins.

Lunch Club (£4.00)

We offer Lunch Club as an additional service from Monday to Friday. Lunch Club is not covered by Funded Hours and there is a charge for this service. We have a maximum number allowed for lunch club depending on how many adults we have working. Therefore we ask parents to book lunch clubs at the beginning of each half term.

On some days it is possible to use the service on a one off basis but please do not assume they can stay unless you have checked the day before.

YOU NEED TO SUPPLY YOUR CHILD'S LUNCH IN A NAMED LUNCH BOX. NO NUTS.

Late Collection

If you are more than 10 minutes late a fine of £10 will be charged to cover staff costs per 10 minutes. i.e 30 minutes late = £30.

The prices here are correct at time of printing, but may have increased by the time you child is offered a place.

*Should you wish to contact us to discuss this matter further please contact Sarah, our Administrator
Telephone: 0118 9010012 Email: crescent148@hotmail.co.uk Website: www.crescentunderfives.co.uk*

What are you looking for?

Please tick the box(es) which best describe your needs.

We will discuss which sessions are available at the time of offering a place.

We are open from - Monday to Thursday and - On a Friday.

Lunch club is available from Monday to Friday as long as we have enough to demand to make it feasible.

We will accommodate your needs wherever possible. You may want all mornings, full days or a combination. All of this is possible as long as space in sessions allow.

What age would you want your child to start? Please circle	2 and a half years	Term after 3 rd birthday
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Which type of place are you looking for? Tick more than one of you need to.

A 2½ year old PAID place?	
A 2 ½ year old 15 hour FUNDED place? 2YF Ref Number:	
A 3 or 4 year old 15 hour FUNDED place?	
A 3 or 4 year old 30 hour** FUNDED place? DURN Number:	
Mixture of FUNDED and PAID sessions?	
PAID Lunch Club	

** we are only open for 27 hours but you may be able to claim your other 3 hours from childminders or other settings.

Please take a look at the Family Information Services Website which gives full and comprehensive guidance about all of the types of funding available and how to apply to see if you are eligible.

<http://servicesguide.reading.gov.uk/kb5/reading/directory/family.page?familychannel=1>

Or just search for: Reading Family Information Service+childcare.