

Waiting List Form



Childs Name			
Childs Date of Birth			
Childs Gender:	Female		Male
Parents/Carers Name			
Address			
Postcode			
Email			
Home Phone Number			
Mobile Phone Number			

What are you looking for?

We offer several types of places. Please tick the boxes which best describe your needs, you may tick more than one if you need to.

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>

Please note that :

- We will discuss which sessions are available at the time of offering a place.
- Your eligibility will be checked at time of entry. Eligibility can change if your circumstances change
- Costs are accurate at current time and can be subject to change by the time your child is offered a place
- We have limited numbers of each type of place

What age would you like your child to join Crescent Under Fives?

2 ½ years		Term After 3rd Birthday	
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Which type of place are you looking for ?

Type of Place		Cost Per Session	Place Required	Funding Codes
2½ year old PAID place?	Minimum of 3 Sessions required	£17.50		-
2 ½ year old 15 hour FUNDED place?	2 year funding reference number to be provided	-		2YF Ref Number:
3 or 4 year old 15 hour FUNDED place?	Eligible the term after your child's 3 rd birthday	-		-
3 or 4 year old 30 hour FUNDED place?	DURN number to be provided	-		DURN Number:
Mixture of FUNDED and PAID sessions?	On top of the 15 hours funded hours we can also offer additional paid sessions	£15.50		-
PAID Lunch Club		£4.00		-

It is your responsibility to inform of any changes to the details above.

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Thank you for showing an interest in Crescent Under Fives Pre-School

This information accompanies the waiting list form and is for you to keep. It answers some of our Frequently Asked Questions.

Please return the waiting list form to:

Crescent Under Fives Pre-School, c/o Alfred Sutton Primary School, Reading, RG6 1JR.

Or email a copy to Crescent148@hotmail.co.uk

Opening Hours and Lunch Club from September 2021

Monday – Friday	All Day - 08:40 – 15:20 Morning Sessions – 08:40 – 11:40 Afternoon Sessions - 12:20 – 15:20
Lunch Club	11:40 – 12:20 Lunch club is available daily as long as we have enough to demand to make it feasible.

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 the date that your form was handed in and your 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 cannot '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.

15 Hours Funded Sessions

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

If your child is receiving 15 hours funded place, this will be for 5 sessions

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.

30 Hours Funded Sessions

Some families are eligible to claim an additional 15 hours of funding for 3 and 4 year olds if you meet certain criteria.

If your child is receiving 30 hours funded place, this will be for 10 sessions.

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Non-Funded/Paid Sessions (£17.50 for 2½ year olds and £15.50 for 3 and 4 year olds)

We can take children from the term after they turn 2 ½, 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.

	Funded Sessions	Paid Sessions Available
2½ year old PAID place?	-	10
2 ½ year old 15 hour FUNDED place?	5	5
3 or 4 year old 15 hour FUNDED place?	5	5
3 or 4 year old 30 hour FUNDED place?	10	0

Some families use us for our minimum of 3 sessions and others use us for the maximum of 10 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.

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 will need to provide your child's lunch.

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.

Should you wish to discuss this matter further please contact us

Telephone: 0118 9010012

Email: crescent148@hotmail.co.uk

Website: www.crescentunderfives.co.uk