

NGCA Ducklings Pre-School

Phone: 078468 28464

Email: ducksadmin@ngca.org.uk



APPLICATION TO JOIN FORM

Child's details

Child's first name(s):	Child's Surname:
Preferred name to be called at Ducklings:	Gender: Boy/Girl
Child's date of birth:	First language:
Details of any dietary / medical needs of allergies:	
Details of any special educational needs or disability:	

First parent / Carer's details

First name:	Surname:
Relationship to child:	Daytime telephone number:
Mobile number:	Home telephone number:
E-mail address:	

Second parent / carer's details

First name:	Surname:
Relationship to child:	Daytime telephone number:
Mobile number:	Home telephone number:
E-mail address:	

Session request

Preferred start date:

Please tick the sessions you would like your child to attend:

AM Session (09:00 – 12:00)	Monday	Tuesday	Wednesday	Thursday	Friday
PM Session (12:30 – 15:30)	Monday	Tuesday	Wednesday	Thursday	Friday
All day (09:00 – 15:30)	Monday	Tuesday	Wednesday	Thursday	Friday

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. Please note that completion of this form does not guarantee a place for your child.

Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records.

If you find that you no longer need a place, please inform us as soon as possible. Should you decide that you no longer need a place, we will not retain the details provided on this form.

Signature first parent carer:	Date:
Signature second parent carer:	Date:

Please e-mail the completed form to the e-mail address shown above or post it to:

Administrator, NGCA Ducklings Pre-School, Community Centre, Notley Green, Great Notley, Braintree, CM77 7US.

NGCA Ducklings will not share your data with anyone without your permission, in line with GDPR regulations.