



09.01d Enquiry/Waiting List Registration Form

Full name of child: \_\_\_\_\_ Gender: M / F / O

Preferred name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Names of parent/carer with whom child lives and has parental responsibility:
Parent/carer \_\_\_\_\_
Home address: \_\_\_\_\_
Postcode: \_\_\_\_\_ Tel no: \_\_\_\_\_ Mobile no: \_\_\_\_\_
Email address for correspondence \_\_\_\_\_

SESSIONS REQUESTED AT LITTLE DOVES - FEES ARE AVAILABLE ON OUR WEBSITE HERE
To enable Pam to plan, please indicate below how many sessions/days you would like your child to attend.
Please clearly tick the days and times you prefer and delete those which are totally unacceptable.
Number of sessions requested:
Tuesday Wednesday Thursday Friday
Will your child be:
Self-paying Early Learning for 2 yr olds Working parent 2 yr old funding
3&4 yr old universal funding Working parent 3&4 yr old funding
Any comments:

Which term would you like your child to start at Little Doves?
Which primary school are you hoping your child will attend?
Does your child have any special needs? Yes / No (please delete)
If yes, please specify:

For office use: Date 1st enquiry rec'd
Date enquiry/waiting list form rec'd
Pre-school notes:
1 of 2

Is there any other helpful information about your child?

## GENERAL DATA PROTECTION REGULATION 2018

### Permission for your and your child's details to be held by Little Doves Christian Pre-School.

We will only use your and your child's personal information to provide a childcare service to you. We keep your information so you can receive important updates/information about your child's upcoming place and the pre-school. We will keep your information secure and will never share it except if required to do so by law.

We would like to send you information about your child's upcoming place and our pre-school by email/phone/text/post/WhatsApp, but we need to be sure we have your permission to do so. By signing below, you are consenting for us to hold and process your data and send you information. You can of course unsubscribe/ask us not to contact you by email/ phone/text/post/WhatsApp at any time. You will need to put this in writing to Pam Biddulph, manager.

After your child has left the pre-school, we will continue to hold your and your child's data in line with our [07.06 Data protection and privacy notice](#) & [07.12 Data retention document](#) which are available to read on our website.

Should you decide you no longer require the place, we will not retain the details on this application form - see our [07.06a Data protection and privacy notice](#) and [07.12 Data retention document](#) on our website.

**I give consent to Little Doves Christian Pre-school holding and processing my and my child's data, sending me information about my child's upcoming place and the pre-school, and I give consent to keep the details provided on this form on the Little Doves Christian Pre-school waiting list.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I give consent to be contacted by (please tick):**

Email       Telephone       Post       Text       WhatsApp

I give consent to be included in a Little Doves WhatsApp group to receive messages from the manager about my child's upcoming place, acknowledging that in doing so my telephone number will be visible to other parents/carers (please tick).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_  
(Parent/carer with parental responsibility)

**Please return by post to:**

**Little Doves Christian Pre-School, c/o 100 Longfields, Ongar, Essex. CM5 9DE**

When this registration form has been received by Little Doves Pre-School your child will be added to the waiting list. You will be contacted the term before your child is due to start to confirm the sessions you require and to arrange a 'build-up' session.

**If you find that you no longer need the place, please inform us as soon as possible.**

2 of 2