



# NOTLEY GREEN COMMUNITY ASSOCIATION

Registered Charity No 1058443



## NGCA DUCKLINGS PRE-SCHOOL

OFSTED REGISTRATION 203565

www.NGCADucklings.org.uk



Administration Answer Phone: (01376) 34 04 32

Administration Email: Ducklings@NGCA.org.uk

**Waiting List Application Form** - Please use **BLOCK CAPITAL** Letters.

Post completed form, with payment (cheque preferred with child's name on the back), to

**Ducklings Pre-School, Community Centre, Notley Green, Great Notley, Braintree CM77 7US**

### Child's Details

First name: \_\_\_\_\_ Middle name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Name preferred / to be known as: \_\_\_\_\_ Date of Birth (e.g. 21-Jan-09): \_\_\_\_\_

NGCA Membership number: \_\_\_\_\_ (If not yet a member, please write "None", see T&C item 3 next page)

Details of Special Needs (if any): \_\_\_\_\_

Details of other Nurseries Attended: \_\_\_\_\_

House Number / Name (if any): \_\_\_\_\_

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

Parish (specify either Great Notley, Black Notley, or other area): \_\_\_\_\_

Town / City: \_\_\_\_\_ Post Code \_\_\_\_\_

**Waiting List Application Fee for Great Notley and Black Notley residents: £10, other areas £20**

### First Adult Parent / Carer (mandatory)

If the Child does not live with the First Adult Parent / Carer, please contact us before submitting this form

First Name \_\_\_\_\_ Surname: \_\_\_\_\_

NGCA Membership number: \_\_\_\_\_ (If not yet a member, please write "None", see T&C item 3 next page)

Home phone No.: \_\_\_\_\_ Daytime contact No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

E-Mail address (please write clearly in block letters): \_\_\_\_\_ @ \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Please note that we use emails for all routine communications, please check your email regularly.**

**\* To avoid Ducklings Administration email address [Ducklings@NGCA.org.uk](mailto:Ducklings@NGCA.org.uk) being treated as spam, please add our address in your address book.**

### Second Adult Contact Details (mandatory – LEA requirement)

First Name \_\_\_\_\_ Surname: \_\_\_\_\_

NGCA Membership number: \_\_\_\_\_ (Optional membership, "None" if not a member, see Page.2 T&C item 3)

Home phone No.: \_\_\_\_\_ Daytime contact No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

E-Mail address (please write clearly in block letters): \_\_\_\_\_ @ \_\_\_\_\_

House Number / Name (if any): \_\_\_\_\_

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

Parish (specify either Great Notley, Black Notley, or other area): \_\_\_\_\_

Town / City: \_\_\_\_\_ Post Code \_\_\_\_\_

**Official use only:** v7 Rec'd by Administrator: \_\_\_\_\_ Date: \_\_\_\_\_ £ rec'd (Chq / Cash): £ \_\_\_\_\_



Community Centre, Notley Green, Great Notley, BRAINTREE, Essex CM77 7US

tel: 01376-348449

web: [ngca.org.uk](http://ngca.org.uk) / [www.ngcaducklings.org.uk](http://www.ngcaducklings.org.uk)

email: [office@ngca.org.uk](mailto:office@ngca.org.uk)





# NOTLEY GREEN COMMUNITY ASSOCIATION **‘DUCKLINGS’**

Please enter in the table the names on the Application Form, the total to pay, and return both pages to us.

	Great / Black Notley Residents (Full Membership)	Cost	Other Residents (Associate Membership)	Cost
Child's Full Name		£10		£20
First Adult Name		£1		£2
Second Adult Name		£1 optional		£2 optional
<b>Fees for Great / Black Notley Residents to Pay</b>			<b>Fees for Other Residents to pay</b>	
£			£	

**Ducklings Receipt** Date: ..... **Ducklings Administrator:** .....

**Received by Cheque / Cash:** £ ..... (Please write Child's name on back of cheque)

**Please note that submission of this Waiting List Application Form implies acceptance of these Terms and Conditions of NGCA Ducklings Pre-School Waiting List**

1. Ducklings Pre-School is a Section within Notley Green Community Association (NGCA), and the NGCA is a registered charity. Charity Registration 1058443. We are therefore bound by the rules of the Charities Act and can offer places at Ducklings Pre-school to members of NGCA only.
2. There are three types of membership:
  - a. **Full membership** for adult residents of Great Notley and Black Notley (benefit area)
  - b. **Associate membership** for adult residing outside our benefit area
  - c. **Junior membership is for** children (under 18 years old) with at least one adult member in the family.
3. Membership Fee:
  - a. **Full member:** £1 towards the cost of administration and issue of the membership card. NGCA membership is optional for second adult.
  - b. **Associate member:** £2 towards the cost of administration and issue of the membership card
  - c. **Junior member:** Free, and the first membership card is issued free of charge.
4. Membership of NGCA allows the members to join other NGCA Sections without another NGCA membership fee. Charities Act dictates that NGCA can only offer subsidised events to Full and Junior members within their family.
5. We therefore have a two tier **Waiting List Application Fee:**
  - a. **Full member's children: £10 each,**
  - b. **Associates' children: £20 each.**
6. The Waiting List Application Fee is a one off **non-refundable** charge to cover our costs associated with the administration of the waiting list.
7. A one-off Joining Fee is being introduced from September 2010 to cover the cost of initial joining administration. The cost of the Joining Fee will be confirmed later.
8. Payment of the Waiting List Application Fee and, if applicable, NGCA membership fee, must be paid before a child is placed onto our Waiting List.
9. **Cheque preferred, payable to "NGCA Ducklings", with your child(ren)'s name on the back.** to aid identification.
10. Existing NGCA members must quote their NGCA numbers on the Waiting List Application Form, or a new membership number will be issued with the associated membership fee charged.
11. We are unable to guarantee that a place will always be available when your child reaches the minimum age (currently 2½) to attend Ducklings. However, we shall endeavour to ensure that a place is made available to all the children by the age of 3½, but this is always subject to the following condition.
12. Allocation of places is subject to the number of children who are leaving to go to primary school, the number of children on the waiting list who are old enough to attend pre-school, and the length of time each child has been accepted onto the waiting list. Due to different school admission criteria, and the demographic catchment area of the waiting list as a whole, there are usually more places available in September than the January and April terms.
13. **It is very important that you notify us of any changes in your contact details As Soon As Possible,** including extended holidays. We shall inform you by email initially when we start the session allocation process, usually around and just after the half term period. Following the initial email notification, we shall call you by phone with more specific details. If we cannot get in touch with you after three attempts by email and by phone, we shall offer the available session places to the next child on the waiting list.