**Child Care request form**

**The message from the department of education is very clear, every child that can be safely cared for at home should be**. **Please be very mindful of this when making your requests. Partners at work who are not key workers should be utilised before using the setting.**

This form allows you to request a preschool place for the following week. We have very limited spaces and therefore cannot guarantee you will be successful. Places will be allocated by priority by the end of today.

**Name of child**

**Age**.

|  |  |
| --- | --- |
| **Mothers Name** Contact number Contact email  Occupation Name of employers and contact details  | **Fathers Name**Contact numberContact emailOccupationName of employers and contact details  |

Who normally looks after your child on your requested day?

What sessions are you looking to secure for the forthcoming week? Day and time required.

We will confirm availability by the end of the day.  Your request cannot be guaranteed as we only have a very limited number of spaces.  We are currently only allocating on week by week basis due to staffing ratio requirements and continuous change.

If we are not able to meet your child’s needs, please contact the local authority for alternative provision.