



Enquiry Sheet

Date enquiry taken..... Enquiry taken by

Parents name
Address
..... Postcode

Daytime telephone number
Home telephone number
Contact e-mail address

Where did they hear about us?

- | | | |
|---|--|---|
| <input type="checkbox"/> Yellow Pages | <input type="checkbox"/> Web Site | <input type="checkbox"/> Newspaper ad (name)* |
| <input type="checkbox"/> Passing/signage | <input type="checkbox"/> Yell.com | <input type="checkbox"/> Leaflet/literature |
| <input type="checkbox"/> Parent Recommendation | <input type="checkbox"/> Staff Recommendation | <input type="checkbox"/> Google |
| <input type="checkbox"/> Children's Information Service | <input type="checkbox"/> Advert Screen in Jungle | <input type="checkbox"/> Raring to go |

What sessions are required?

- Full time Part time From when?

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
X Hours									

Child's Name	Male/Female	Date of Birth(due date)	Room

Mothers workplace

Tel:

Fathers workplace.....

Tel:

Information given/sent to parents: -

	Date	By
Enquiry letter/Brochure/Menu/Booking Form/Improvement Plan		Given/Sent
Application form / Welcome Pack		

Date of tour by

Date of follow up – by

Result/Comment

Additional Comments eg: Currently attending nursery? Fees?

IS A PLACE REQUIRED? YES / NO

If no, reason why?