



Enquiry Form

This form must be completed in full for each enquiry and response time should not exceed 24hours

Date: _____ **Name of staff:** _____ **Place required from:** _____

Details:

Child's Name	
Date of Birth	
Child's School and Class	
Parent's Name	
Address	
Telephone No.	
Email address	

Placement requirements:

	Monday	Tuesday	Wednesday	Thursday	Friday
After School Club					

Are there any specific special needs?

How did you hear about Footsteps?

Manager or deputy will contact to arrange visit:

Date arranged for visit _____ Did they attend? _____

Date information was sent _____ Date booking form completed _____