



Confidential

Registration Form to Join Foundations Community Pre-School

Child's Full Name		
Name Known as <small>(if different from above)</small>		Sex
		<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth:		

Home Address (including postcode)

Names and Addresses of Parent(s)/Carer(s)		
	Parent/Carer:	Parent/Carer:
Name:		
Address <small>(if different to above)</small>		
Home Telephone:		
Mobile:		
E-mail:		
Relationship to Child		Relationship to Child
Does this person have parental responsibility? Yes/No		Does this person have parental responsibility? Yes/No
Does this person have legal access to the child? Yes/No		Does this person have legal access to the child? Yes/No
Name of the parent/carer with whom the child normally lives:		

Emergency Contact Details	
Name:	Name:
Home Tel:	Home Tel:
Work Tel:	Work Tel:
Mobile:	Mobile:
Name of Doctor: Name of Health Visitor: Name of Dentist:	Telephone Number: Telephone Number: Telephone Number:

The following information may be needed in the event of an emergency: Is your child up to date with all their vaccinations?	
<input type="checkbox"/> Yes <input type="checkbox"/> No (please provide details)	

In the event that you are unable to collect your child please provide details of an authorised person who can collect them (these people must be over 18 years of age). <u>Please attach a photo of them.</u>		
	Authorised Person 1:	Authorised Person 2:
Name:		
Telephone:		
Mobile:		
Relationship to Child:		
Please provide a password to be given on collection:		
Does your child have any special educational needs/disabilities?		
<input type="checkbox"/> Yes (please provide details) No <input type="checkbox"/>		

Please provide details of what support your child will require in our setting:

Please give details of any special dietary requirements, including allergies, cultural and religious or preferences (i.e. vegetarian, gluten free etc):

Please give details of any health requirements that your child may have (i.e. inhaler, epipen):

Are there any professionals involved with your child i.e. Health Visitor, Speech therapist, Social Worker? If so please specify below:

Does your child attend another Early Years Setting (including Childminder or Nanny) ?

No

Yes (Please give details below)

Has your child attended any other previous settings (including Childminder or Nanny)?

No

Yes (Please give details below)

I give my permission for Foundations Pre-School to contact them for information sharing purposes.

No

Yes

Name and Address of Previous Settings Attended:

Ethnicity (please tick to indicate your child's ethnicity/cultural background)

- | | | |
|--|---|--|
| <input type="checkbox"/> White British (AWB) | <input type="checkbox"/> White and Black Caribbean (BWBC) | <input type="checkbox"/> Indian (CIN) |
| <input type="checkbox"/> White Irish (AWI) | <input type="checkbox"/> White and Black African (BWBA) | <input type="checkbox"/> Pakistani (CP) |
| <input type="checkbox"/> White Other (AWO) | <input type="checkbox"/> White and Asian (BWA) | <input type="checkbox"/> Bangladeshi (CB) |
| <input type="checkbox"/> Mixed Other (BMO) | <input type="checkbox"/> Asian Other (CAO) | <input type="checkbox"/> Caribbean (DBC) |
| <input type="checkbox"/> African (DBA) | <input type="checkbox"/> Chinese (ECH) | <input type="checkbox"/> Black Other (DBO) |
| <input type="checkbox"/> Other Ethnic Group (EOE) (Please describe)_____ | | |

What language(s) is/are spoken at home:

If English is not the main language spoken at home, has your child experienced other English speaking environments?

- Yes No

What is the main religion in your family?

Place of worship (is applicable)

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in?

Would you like your child to have water or milk during snack time? Milk Water

Is your child potty trained? – Please add any additional information below: Yes No

Any other information that you feel is important for us to know about your child please complete below:

Please complete all the following consents:

Medical Emergency - Please note that, in an emergency, staff at Foundations Community Pre-School may be asked to provide information to NHS staff regarding your child's medical history and if appropriate travel with your child in an ambulance

*I **give/do not give** permission for staff at Foundations Community Pre-School to seek any necessary emergency medical advice or treatment including dental and to discuss my child's medical history if needed. In addition, if appropriate, to travel with my child in an ambulance to the nearest A&E available.

Full Name of Child

Parent/Carer Signature

Plasters – It may sometimes be appropriate for our staff to administer a plaster to your child in the event of an accident.

*I **give/do not give** permission for the staff of Foundations Community Pre-School to apply a plaster should they feel it is necessary in the event of an accident.

Baby Wipes - It may sometimes be appropriate for our staff to use baby wipes for hands and faces during a session or in the event of a toileting accident.

*I **give/do not give** permission for the staff of Foundations Community Pre-School to use baby wipes for my child should they feel it is necessary.

Nappy Cream - If your child is wearing a nappy and develops a rash, it may sometimes be appropriate for our staff to apply nappy cream.

*I **give/do not give** permission for the staff of Foundations Community Pre-School to use Nappy Cream for my child, that I will supply, should they feel it is necessary.

Sun Creams & Lotions - During the summer months your child will need to wear sun cream. If you would like us to apply sun cream or lotion, that you provide, please sign the permission slip below.

*I **give/do not give** permission for the staff of Foundations Community Pre-School to apply sun cream/lotion, that I will supply, should they feel it is necessary.

Information Sharing – It may sometimes be helpful to share information about your child's development with other agencies/settings, particularly at the time of transition. You will always be informed when this is happening and who this information is being shared with.

*I **give/do not give** permission for Foundations Community Pre-School to share information about my child's development with other agencies.

Outings - We may from time to time take the children on an outing in the local area as part of a topic or interest the children have. For outings involving the use of transport, a separate permission slip will be required.

*I **give/do not give** permission for the staff of Foundations Community Pre-School to take my child on outings in the surrounding areas. I understand that ratios of adults to children will be higher than normal and that a risk assessment will be carried out beforehand

Use of Photography/Videos - Foundations Community Pre-School uses cameras to record activities and this aids planning for your child's next steps in development.

I give permission for

I do not give permission

Photographs of my child to be used within the setting. Including our online learning journey's (Tapestry) which parents have access via a username and password.

Photographs of my child to appear on the Pre-School website or in our publications

My child's photograph to appear in local newspapers and other news media including television (please note the press may ask to publish your child's name).

Full Name of Child	
Parent/Carer Signature	

Please ensure each box has a tick or cross in it.

When would you like your child to start?					
Please indicate your sessions:					
St Peter Church current sessions are:					
Morning Sessions: 9am -12.15pm Monday – Friday for all children aged 2-5 years.					
Afternoon Sessions: 12.15pm - 3.45pm for children <u>aged 3yrs and over</u> and includes lunch club (bring their own lunch) 12.45pm - 3.45pm for children <u>under 3yrs.</u>					
Full Day: Available for children over the age of 3yrs and runs from 9am - 3.45pm					
New Life Church current sessions are:					
Morning only sessions: 8.45am to 12pm Monday – Friday for all children aged 2-5 years.					
All sessions operate during term time only.					
Monday		Tuesday	Wednesday	Thursday	Friday
Am					
Pm					
Please note: Children must attend a minimum of two sessions on different days. We will contact you if your sessions are not available and will discuss alternatives with you.					

Please indicate your preferred setting:

Foundations @ New Life Church

Foundations @ St Peter Church

Please note that we store your personal details electronically at our office address, in compliance with the Data Protection Act, so that we can contact you in case of an emergency closure and we cannot get to the setting. We also have to store children's information for up to 21 years after your child has left our setting and this information is filed securely at our office address.

Foundations Community Pre-School Terms & Conditions

- **Registration Fee:** We require a £35 registration fee which is payable along with this registration form. Please make cheques payable to Foundations Community Pre-School Ltd. It includes a Welcome Pack consisting of a Foundations Pre-School navy blue sweatshirt, T-shirt, drawstring bag, book bag and car sticker. We have size 2-3yrs or 3-4yrs in the t-shirts and size 3-4yrs in the sweatshirt. Additional items can be purchased if required, please contact us for more information. These items will be issued upon arrival at the Pre-School on the first day or earlier if arranged. This fee is non-refundable and secures your place.

If your child will only be accessing the 15 hours Early Years Free Entitlement with no additional sessions, then the registration fee is not payable but no uniform will be supplied. However, should you require the Welcome Pack which includes the items listed above, please enclose the £35 fee.

- **Session Fees:** The current session fees are:

Morning Session 9am to 12.15pm at St Peters & 8.45 to 12pm at New Life (3hrs 15mins); fee is £17.50 per child or £16.50 if attending more than 2 sessions per week.

EYFE Funded children can claim **3hrs free** (9-12pm or 8.45-11.45am) and will be invoiced £1.50 for the remainder of session.

Afternoon Session - for children over the age of 3 years includes Lunch Club (lunch to be provided by the parent/carer). 12.15pm – 3.45pm (3.5hrs); fee is £19.00 per child (£16.00 + £3.00 Lunch Club). **Only available at St Peters church.**

EYFE Funded children can claim **3hrs free** (12.15 – 3.15pm) and will be invoiced £3.00 for the remainder of the session. All children receiving funding must attend the full 3.5hr session from 12.15pm – 3.45pm.

Afternoon Session - for children aged 2-3 years only.

12.45pm – 3.45pm (3hrs); fee is £17.00 per child, or £16.00 if attending more than 2 sessions per week.

Full Day - for children over 3yrs only.

9am-3.45pm; fee is be £35.50 per child

EYFE Funded children can claim **6hrs free** and will be invoiced £4.50 for the remainder of the session.

Early Years Free Entitlement is available to all children aged three and four years old (from the term after their third birthday) up to 15 hours of free early years provision a week for 38 weeks a year. When your child is eligible, we will issue some registration forms to complete and then claim the funding on your behalf. The 15 hours Free Entitlement can be used for any session at Foundations Community Pre-School, you will only be invoiced for the hours over and above their 15hrs free entitlement and those outside the funded periods as explained above.

- We reserve the right to increase fees, giving at least half terms notice.
- We reserve the right to retract the offer of sessions under exceptional circumstances that may arise and are out of our control for example the sudden loss of a member of staff.
- Fees are payable upon receipt of an invoice, half termly in advance.
- Fees remain payable in full for any absences during term time including holidays and sickness.
- We charge for Bank Holidays when they fall during term time but not when the Pre-School is closed during the holidays. We do charge for occasional INSET days but you will be notified of these in advance.
- A charge of £25 will be payable if late payment occurs, unless previously discussed with the Owners and £10 for the first 15 minutes for a late collection of a child and £5 for every 5 minutes thereafter.
- We require a minimum of half a term's notice should you no longer require your child's place.
- Our policies and procedures can be viewed on our website or a paper copy is available on request. **It is vital you read and understand these as you are agreeing to adhere to them when signing below.**

I have read and agree to the above Terms and Conditions and the Policies and Procedures of the Setting.

Parent/Carer Signature

Date

**PLEASE RETURN THIS FORM, ALONG WITH YOUR £35 REGISTRATION FEE IF APPLICABLE, TO:
Foundations Community Pre-School Ltd, 42 Campbell Avenue, Westfield, Woking, Surrey, GU22 9NP**