



All Saints Wise Owls Pre-School Registration Form

Childs Name		Date of birth	Please provide a copy of your child's birth certificate for staff to see. (Staff: tick and initial once seen)	
Child's Residence				
Mother's Name		Dr/Mrs/Miss/Ms		
Does this person have parental responsibility?	Yes / No (if no, please give details)			
Fathers Name		Dr/Mr		
Does this person have parental responsibility?	Yes / No (if no, please give details)			
Parents Address <i>(if different from child's)</i>		Home Tel. No		
Mother Tel. Numbers	Mobile: Work: Other:	Father Tel. Numbers	Mobile: Work: Other:	
Email Addresses	Mother: Father:			
Emergency contacts <i>(if we are unable to get hold of you we will try these next. It is your responsibility to get their permission for us to have and keep these details whilst your child attends our setting)</i>	Name: Number: Relationship to child/family:			
	Name: Number: Relationship to child/family:			
	Name: Number: Relationship to child/family:			

Health Information	
Immunisations: (According to the NHS immunisation programme) 8 week, 12 weeks, 16 weeks, 1 year old	Tick if up to date: (refer to red book) <ul style="list-style-type: none"> • Diphtheria, tetanus, pertussis (whooping cough), polio, Haemophilus influenzae type b (Hib) and hepatitis B • Pneumococcal (PVC) • Rotavirus • Meningitis B • Meningitis C (1year) • MMR (1 year)
Does your child have any known Health issues, Allergies or intolerances?	Yes/No (if yes give details)
Does your child have any known food allergies or intolerances?	Yes/No (if yes give details)

Other Information	
Language(s) Spoken at home	
How would you best describe your child's ethnicity/cultural background?	
How can we support/celebrate your culture/beliefs in our Pre-School?	
Does or has your child or family have/had a social worker?	If Yes, please give details
Does your child have any special needs or disabilities?	If Yes, please give details

Does or has your child attended another Early Years Setting? (including childminders, pre-school, nurseries).	Please give details:
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Booking Form

When would you like your child to start?	
What days/Sessions? Note: Same day(s)/session(s) each week are required to ensure our ratios are maintained. Sessions are: 9am-12noon/9am-1pm/9am-3pm/12-1/1pm-3pm subject to availability.	
Is your child in receipt of funding? Such as Two Year Old Funding, 15 hours Early years entitlement or 30 hours extended entitlement? Note: the pre-school manager will discuss this with you in more detail and plan how these funded hours can be used.	
Does your child attend a second setting and claim funding there?	Yes/No Details:
Notes:	
<i>Office use:</i> 2 year old funding code and date valid from: 30 hrs code: Parent National insurance number: Date:	

Permissions

Please read our pre-school policies. These are available on our website <https://www.allsaintswiseowls.co.uk/> or paper copies are available on request. It is important these policies are read and understood.
Please speak to the manager if you have any questions about our policies.

By signing here, I agree with the policies of All Saints Wise Owls Pre-School. I have read and understood the Privacy Notice. I understand the circumstances in which information maybe shared without my consent.

Sign:

Date:

Relationship to child:

<i>Delete as appropriate</i>	Sign	Date
I give permission to the Pre-school to provide appropriate intimate care support to my child e.g. applying sun cream, changing soiled clothing, changing nappies, washing and toileting. <i>(please supply own nappies)</i> (Yes/No)		
I will advise the staff of any medical complaint my child may have which affects issues of intimate care (Yes/No)		
I agree to my child's photograph being taken and used for displays in the pre-school room (Yes/No)		
I agree to my child's work, name and birthday (on our birthday board) to be displayed in the pre-school room. (Yes/No)		
I agree for information to be gathered and stored for my child's learning and development so staff can plan accordingly to meet their developmental needs. (Yes/No)		
I give permission for All Saints Wise Owls to seek any necessary emergency medical advice or treatment for my child whilst they are in the care of the pre-school (Yes/No)		
I give permission for Calpol to be administered to my child in times of emergency (Yes/No)		
I give permission for Piriton to be administered to my child in times of emergency if deemed necessary (yes/No)		

<p>I give permission for my child to be routinely visited by the Health Visitor or other professionals whilst in pre-school as required. I understand and will expect staff to talk to me prior to these visits taking place. (Yes/No)</p>		
<p>I agree to being sent pre-school updates and newsletters within a group by the manager via email (sent as a group email) (Yes/No)</p>		
<p>I agree to my child taking part in small outings in the local village. (Yes/No) Larger group outings will require more planning so you will be informed on day/time/arrangements</p>		
<p><i>For Marketing purposes and supporting the community:</i> I agree for photographs of my child to be displayed on the pre-school website. (Yes/No) I agree for photographs of my child to be displayed on the pre-school face book page. (Yes/No) NOTE: Our Facebook page is a public. We request that photographs of your children are not to be taken from our facebook page and shared privately as frequently they contain multiple children. By signing here you are agreeing for us to use photographs of your children in the promotion of the pre-school.</p>		
<p>I understand that all the information I have provided here will be treated as confidential. I understand that if a matter of safeguarding my children arises, the Pre-School may be required to share aspects regarding my child without my consent.</p>		

Safety

Please let the staff in the pre-school know if someone different is due to collect your child. We will require a password to be given on their arrival. Please state the password below which you wish to use.

Password: _____

Please note. With any medicines given either on prescription or non-prescription we must have your written consent before we give any such medicines.

**We have exclusion periods for sick children and some other circumstances.
These are detailed in our policies and procedures.
48 hours for Sickness and Diarrhoea**

Pre-School Use:

Key Person Assigned: _____

Settling in sessions booked: _____

Signed on behalf of the pre-school: _____

Date: _____

Dear Parents/Carers,

At All Saints Wise Owls, we are using an online learning journal to record, track and share your child's learning during their time with us. This system enables staff to take photographs, videos and make written observations of the activities your child does at pre-school showing progress across the Early Years Foundation Stage. You will then have access to this information (using your email address and a secure password to log in) so you can celebrate this learning at home too. Parents/carers can also add their own photos and comments to the journal. You will be able to access your child's Learning Journey from a computer or by using the 'Tapestry' App on mobile devices

The system we are using is called 'Tapestry' and is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our pre-school account and can only be viewed by the pre-school staff that use the system, and also yourself, using your own log in details. Tapestry admin staff will only access these accounts with prior permission from the pre-school (for example, if required to solve a technical issue). Further information on the security of Tapestry will be added to the Policies and Procedures folder.

You will only have access to your child's journal and this cannot be seen by other parents. However, children in the pre-school will sometimes be photographed with others as they work together. For this reason, we would like permission for your child to appear in photographs within other children's Learning Journals. Once the Learning Journal is set up, **it is crucial that you do not share photos or videos from your child's Tapestry Learning Journal on social media or through other online platforms.**

The photographs/ videos taken and uploaded to Tapestry by the pre-school are the property of the Pre-School and **you do not have permission to upload them onto any website on the internet.** We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn. We would also like to signpost you to Tapestry's website where you will find more information and videos: <http://eyfs.info/tapestry-info/introduction>.

When you have completed and returned the user agreement your details (name and emails) will be added and an account open for your child.

Thank you

Nic Hare (Manager)

Tapestry Online User Agreement

Childs name: _____

- I agree to All Saints Wise Owls Pre-School using Tapestry to create an online learning journey for my child.
- I agree to uphold the pre-schools request not to share or upload any photographs showing other children.
- I agree to my child appearing in group photographs that may be included in other children's Learning Journeys
- I agree to keep my log in details secure.
- I agree to my child's key person working on their Learning Journey at home and in line with the Staff policy and user agreement which they have all signed.

If you do not agree with any of the statements above please put a line through that statement, the manager will contact you to discuss the steps we will take to adhere to your wishes.

Parents/Carers Name:

Signature:

Date:



Terms and Conditions and Charges

All Saints Wise Owls is open Monday to Friday 9am to 3pm, 38 weeks of the year (during term time). *We have the option to book in till 3.15pm for those children with siblings in school. Funding can be used to cover this cost or a charge of £1.50 for the 15mins will be applied.*

We are registered to take 15 Children at any one time.

We accept children in receipt of the 2 Year Old Funding, 15 hours Universal Entitlement and the 30 hours Extended Entitlement. Parents/Carers of children in receipt of funding will be asked to complete and sign a Provider Agreement declaring the number of hours claimed at settings your child attends.

On signing your child's Registration form, you agree to the following Terms and Conditions:

- Fees and additional charges are reviewed annually within Committee Meetings. Research into charges within the local area is conducted to ensure we remain fair in our charges. Current Rates and charges from **September 2022** are:

Registration Fee of £16.50 is payable on registration to secure your child's place. This will be refunded in the first month to children in receipt of funding only.

£5.00 per hour for children aged 3-4 years

£5.50 per hour for children aged 2 years

There is an additional termly charge for Snacks and Consumables (this includes: snacks, wipes, tissues, suncream, cooking ingredients, and messy play food stuff etc). This charge is **£16.50 per term**. If you choose to **opt out** the following conditions apply:

1. You will need to bring in a piece of fruit each day, peeled and chopped up in a small lidded container with your child's name on including any specific dietary needs. This will need to be on a daily basis as we will not have space to store bulk or multiple items, say for the week ahead for individual children.
 2. You will need to supply the consumables listed above, again each item clearly labelled with your child's name on it.
 3. When we are doing cooking activities, we will ask you to bring the ingredients so your child can join in.
- From time to time we offer additional activities such as Forest School. These are non-compulsory and come at a cost to the pre-school. Therefore, we ask for a contribution to enable children to take part. Notice would be given in advance and costs set for the term based on the number of children attending.
 - Pre-School **fees** are charged **monthly** in advance. Online bank payments are preferred. Payment is expected within the **invoiced month**.

- Termly charges will be invoiced at the **start of the term** and payment is expected for this charge **within 4 weeks**.
- **Invoices will be emailed** and only printed on request.
- Uniform is available but not compulsory. Blue embroidered t-shirts and hoodies can be ordered for you (T-Shirt £6.00, Hoody £14.50). Please speak to Nic/Sarah to place your order along with payment.
- We require you to book the same sessions each week. Additional sessions maybe requested (speak to Nic/Sarah) and can be offered if the ratio allows. If you need to swap a session from one day to another, this is up to the managers discretion based on staffing and ratio. We will only consider swaps in the same week due to funding agreements and guidelines.
- A 4 week notice period of any additional holidays/absences (outside of school holidays) is required. Once this notice has been given, a 50% discount will be applied to fees (50% payment is still required to keep your child's space open for them).
- Absence due to illness will be charged at the normal rate. If, however your child is absent due to long term illness please bring this to the attention of the manager who can discuss it with you.
- We will invoice a late charge for children collected after their pickup time. This charge is **£5 for every 15 minutes**. Charges are necessary due to maintaining staffing levels in order to meet ratio.
- When terminating your child's place at pre-school, 4 weeks' written notice is required
- The Pre-school has the right to terminate a child's place should fees fall into arrears after 1 month.

Helpful information:

For help with childcare costs, check out: <https://www.childcarechoices.gov.uk>

To see what our Uniform looks like: <https://www.cupine.co.uk/school-uniform>

To see if you are entitled to the 30 hours free childcare (3+4 year olds) look at: <https://www.gov.uk/30-hours-free-childcare>