



All Saints Wise Owls Pre-School Registration Form

Contact Information			
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 Home Address			
Mother's Name		Dr/Mrs/Miss/Ms	
<i>Does this person have parental responsibility?</i>	Yes / No (if no, please give details)		
Fathers Name		Dr/Mr	
<i>Does this person have parental responsibility?</i>	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>Please list UP TO 3 contacts in order for us to try if we are unable to get hold of you in an emergency. It is your responsibility to get their permission for us to have and keep these details whilst your child attends our setting.</i>	1. Name: Telephone Number: Relationship to child/family:		
	2. Name: Telephone Number: Relationship to child/family:		
	3. Name: Telephone 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: <ul style="list-style-type: none"> • Health/Medical issues • Allergies • 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 about your child	
Language(s) Spoken at home	
How would you best describe your child's ethnicity/cultural background?	
How can we support/celebrate your families 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:

Booking Form

When would you like your child to start?

What days/Sessions do you need?

Our Sessions are:

- 9am-12noon
- 9am- 1pm
- 9am-3pm

Note: Same day(s)/session(s) each week are required to ensure our ratios are maintained.

Funding Information:

Is your child in receipt of any funding?

Such as Two Year Old Targeted Funding, Two Year old funding for working parents, 15 hours Early years entitlement or 30 hours extended entitlement?

Note: the pre-school manager will discuss this with you in more detail, explore your options and plan how these funded hours can be used.

Does your child attend a second setting and claim funding there?

Yes/No

Details:

Notes:

Office use:

Funding Information:

Code:

Date valid from:

Parent National insurance number:

Date:

Permissions

Please read our pre-school policies. It is your responsibility.

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>Please tick Yes Or NO to the following</i>	Yes	No
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>		
I will advise the staff of any medical complaint my child may have which affects issues of intimate care		
I agree to my child's photograph being taken and used for displays in the pre-school room		
I agree to my child's work, name and birthday (on our birthday board) to be displayed in the pre-school room.		
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.		
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		
I give permission for Calpol to be administered to my child in times of <u>emergency</u> <i>(though understand if my child is unwell and needs medication, they should be at home).</i>		
In case of emergency and if necessary, Piriton (antihistamine) is kept in the setting. Do you give permission for Piriton to be administered to your child in times of emergency if deemed necessary? You will be contacted if this is given or felt it is needed.		
To support my child's development, I give permission for the preschool to contact the Health visiting Hub to speak to a health visitor in relation to my child's development? I understand and will expect staff to talk to me prior to these visits taking place.		
I agree to being sent pre-school updates, newsletters and information via email		

I agree to my child taking part in small outings in the local village if numbers allow. Larger group outings will require more planning so you will be informed on day/time/arrangements		
<i>For Marketing purposes and supporting the community:</i>		
I agree for photographs of my child to be displayed on the pre-school website.		
I agree for photographs of my child to be displayed on the pre-school Facebook page. 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.		
Safeguarding Declaration: Please refer to our Safeguarding Policy 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.		
Signed:		
Relationship to child:		
Date:		
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**

Preschool Use:	
Key person assigned	
Settling in sessions booked	
Signed on behalf of preschool	
Date	

Dear Parents/Carers,

At All Saints Wise Owls, we are using an online learning journal to record, 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 are encouraged to add their own photos and comments to the journal so that we can share this with your children. 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).

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 play and explore 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.

Please complete this user agreement and 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.

Signature: _____

Name: _____

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). *You 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.
- All Saints Wise Owls is a registered charity and doesn't run for profit. As part of our Constitution agreement with the Early Years Alliance, we are required to have a committee of 5-12 members to support the manager in the running of the setting.
- We accept children in receipt of the Targeted 2-Year-Old Funding, Two year old funding for working parents, 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 **April 2024** are:

Registration Fee of £17.00 is payable on registration to secure your child's place.

This will be refunded in the first term **ONLY** to children who attend Funded only sessions and are NOT paying for additional hours/sessions (as per our Provider agreement with Devon County Council).

£5.50 per hour for children aged 3-4 years

£6.00 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 **£17.00 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.
- During the preschool week, to enhance provision we offer additional activities such as Forest School and Drama Tots. These are non-compulsory and come at a cost to the pre-school. Therefore, we reserve the right to 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 from Cupine Embroidery (based locally). T-Shirt's cost £6.00, Hoodies £14.50. Please speak to Nic/Sarah to place your order and discuss how to make payment.
- We require you to book the same sessions each week. Additional sessions can be requested (speak to Nic/Sarah) and can be offered if the ratio and space allows. If you need to swap a session from one day to another, this is up to the manager's 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 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: [Early years funding and help with childcare costs – Education and Families \(devon.gov.uk\)](https://www.devon.gov.uk/early-years-funding-and-help-with-childcare-costs)

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

For information on Tax free childcare: [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/tax-free-childcare)

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>

All About Me

To help us get to know all about your child and what is important to them, please complete this from your child's perspective before your child starts with us.

My Name	People who live in my house	Pets
My comforters (e.g. dummy, mussy, teddies, anything special)	My family (Siblings, people who mean a lot to me)	My Interests are...
Things I find tricky are...	Toilet trained or wearing nappies?	When I am sad you can cheer me up by...
Things I really don't like...	Things I like to eat...	My Favourite stories are...