



Registration Form

Owlets Preschool
Methodist Chapel Hall, High Street, Langford
SG18 9RU

Telephone: 07935784567

Email: owletspreschool@outlook.com

Child's full name:

.....

**Name known by, if different from
above:**.....

Gender **Date of
Birth**...../...../.....

Child's full address:

.....

.....**Postcode:**

.....

Parent/carer details:

Parent/Carer 1. (at child's home address)	Parent/Carer 2.
Full Name:	Full Name:
Address:	Address:
Home Phone Number:	Home Phone Number:
Mobile Number:	Mobile Number:
Work Number:	Work Number:
Email:	Email:

National Insurance No:	National Insurance No:
Do you have parental responsibility for this child? YES/NO (please delete as appropriate)	Do you have parental responsibility for this child? YES/NO (please delete as appropriate)
If NO, do you have legal contact/access? YES/NO	If NO, do you have legal contact/access? YES/NO
Relationship to child:	Relationship to child:

• **OTHER PERSON WITH LEGAL CONTACT (If different from above):**

Name:
.....
....

Relationship to child

Contact Number

What are the contact arrangements we need to be aware of?

- It is a legal requirement that we have these details for Early Years Foundation Stage (EYFS) age children. on parental responsibility is available at www.direct.gov.uk

EMERGENCY CONTACT DETAILS – if parents are not available (MUST BE LOCAL):

Emergency Contact 1. Name:	Emergency Contact 1. Name:
Address:	Address:
Home telephone: Mobile telephone: Relationship to child:	Home telephone: Mobile telephone: Relationship to child:

I have authorisation to share this person's details: Parent to sign:	I have authorisation to share this person's details: Parent to sign:
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PERSONS AUTHORISED TO COLLECT MY CHILD (must be over 16):

Emergency Contact 1. Name:	Emergency Contact 1. Name:
Address:	Address:
Home telephone: Mobile telephone: Relationship to child:	Home telephone: Mobile telephone: Relationship to child:
I have authorisation to share this person's details: Parent to sign:	I have authorisation to share this person's details: Parent to sign:
PASSWORD to be use by any contact or person authorised to collect your child.	

YOUR CHILD'S ETHNICITY AND CULTURAL BACKGROUND

We have a legitimate interest in requesting sensitive personal data to allow use to plan and meet your child's needs. By signing the Terms and Conditions at the end of the form you are allowing us to collect this.

How would you describe your child's ethnicity or cultural background? What is/are the main language (s) spoken at home? What is the main religion in your family?

Are there any festivals or special occasions in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while your child is in our setting?

Are there any festivals or special occasions that you do not wish your child to take part in, in our setting?

YOUR CHILD'S HEALTH INFORMATION

Has your child had the following immunisations: (please tick those which apply)

Diphtheria		Whooping cough		MMR	
Tetanus		HIB		Meningitis C	
Polio		Rotavirus		Pneumococcal (PCV)	
Flu		Pre-school booster			

Does your child suffer from any of the following? (Please tick those which apply)

Asthma		Epilepsy		Diabetes	
Heart Condition		Kidney/Bladder Problems		Anaphylaxis	
Hearing Impairment		Sight Impairment		Other	

If you have ticked any of the above boxes, please give as much detail as you can:

Medication and Medical Conditions

Does your child require medication, either long-term for existing conditions or lifesaving drugs such as Ventolin?

Please give details of the medication.

(you will be required to complete further documentation if any medication is administered at pre-school).

Please give details of any recent hospital stay or ongoing medical conditions:

Are any external agencies involved e.g. Paediatrician, Consultant, Dietician, Speech and Language Therapist, etc?

Does your child require a health care plan? YES/NO

Allergies and Food Intolerances:

Is your child known to have any allergies or food intolerances? If so, please specify.
(It is your responsibility to review this and update staff when your child starts and if there are any changes whilst they attend Owlets Preschool. Allergies and food intolerances will be collated on the relevant list in the kitchen for all staff to be aware of.

Does your child have any special dietary requirements? YES/NO
if YES please specify:

Special Needs and Disabilities

Does your child have any Special Educational Needs or Disabilities? If so please specify.

Are any of the following in place?

SEN Action Plan? YES/NO

Educational, Health & Care Plan? YES/NO

What special support will he/she require at Owlets Preschool?

Two-Year-Old Progress Check

Has your child had their Two-Year-Old Progress Check? YES/NO

If so, on what date was It completed?

Are you able to share this information with Owlets Preschool? YES/NO

DETAILS OF PROFESSIONALS INVOLVED WITH YOUR CHILD

GP

Name:

Surgery:

Address:

Telephone number:

Health Visitor

Name:

Address based at:

Telephone number:

Dentist

Name:

Surgery:

Address:

Telephone number:

Social Care Worker

Name:

Address based at:

Telephone number:

What is the reason for involvement of the social care department? NB if the child has a Child Protection Plan, make a note here but do not include details. (We will obtain details from the Social Care Worker and keep these securely on the child's named child protection file).

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Please give details of any other professionals who have regular contact with your child.

Name:
Role:
Address:
Telephone Number:

Name:
Role:
Address:
Telephone Number:

PARENTAL PERMISSIONS

Emergency Treatment Declaration

In the event of an accident or emergency involving my child whilst on the premises, I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary, and I understand that my child may be taken to hospital accompanied by the manager/authorised deputy or their key person for emergency treatment and that health care professionals are responsible for any decisions on medical treatment in my absence.

Parent/Carer 1.	Parent/Carer 2.
Signed:	Signed:
Printed Name:	Printed Name:

Date:	Date:
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Paracetamol based medicine (e.g. Calpol)

I give my permission for my child's key person or authorised person to administer paracetamol-based products to my child in the case of a raised temperature (above 38 degrees C) on the understanding that I will be making arrangements for my child to be collected as soon as possible in accordance with our procedures on the administration of medicine.

Parent/Carer 1.	Parent/Carer 2.
Signed:	Signed:
Printed Name:	Printed Name:
Date:	Date:

General Permissions

Please agree with the statements below if you consent to the following.

Staff may take photographs or videos of my child for use in setting displays, observational evidence for their Learning Journey, or for assessment of an activity. (Only devices supplied by Owlets Preschool are used to take pictures, or record videos and images are only stored during the period that your child is with us. (We do NOT use photos or videos of any children who attend Owlets Preschool on any social media)	YES/NO
My child may appear in photographs or videos being used in the Learning Journeys of other children.	YES/NO
Observation of my child may be made and recorded to monitor their progress and to aid planning. This can be documented in writing and via the online Learning Journey.	YES/NO
My child's artwork may be displayed in the setting, using their first name only.	YES/NO
My child's Learning Journey may be shared with Ofsted Inspection	YES/NO
I give my permission for a member of staff to apply a plaster to my child if needed.	YES/NO

I consent to the above statements as indicated.

Parent/Carer 1.	Parent/Carer 2.
Signed:	Signed:
Print Name:	Print Name
Date:	Date:

OTHER SETTINGS and INFORMATION SHARING

Does your child have previous experience of attending a childcare setting? YES/NO

Name of Setting	
Name of Key Person	
Address	
Dates Attended	
Email	
Phone Number	

Preferred Primary School

.....

Will your child be attending another setting or childminder whilst attending Owlets Preschool?

YES/NO

Please give contact details:

Name:
Address:
Contact Details:
Information:

It is our policy that we contact any previous childcare provider for an assessment of where they felt your child was with their learning and development so that we can continue to support them in their next steps.

We also contact any other childcare provider your child will also be attending under the EYFS framework, and your child's primary school during the school transition period, so that we can work in partnership to support your child's learning and development. In order to make this contact and share information, we need permission from you.

Information Sharing Consent

I give permission for Owlets Preschool to contact the above settings in order that information can be shared to support the continual development and learning plan for my child.

Parent/Carer 1.	Parent/Carer 2.
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Signed:	Signed:
Print Name:	Print Name
Date:	Date:

Birth Certificate seen and copied for Preschool to keep on file YES/NO

OTHER ADMISSIONS INFORMATION

Do any siblings of your child attend Owlets Preschool? YES/NO

Is your child eligible for NEF funding? YES/NO

Funding information and eligibility checks

<https://www.beststartinlife.gov.uk>

Owlets Preschool

Charity Number 1030866

EY244757

PREFERRED SESSION REQUEST

Our main intake each year is in September, although some places may become available during the academic year. We will contact you during the term before your preferred start date to confirm your start date and settling in period.

We will endeavour to offer you the sessions and start date as you have requested below but this will depend on priorities in accordance with our admissions policy and availability of suitable sessions. We cannot hold places open for future terms if there are children eligible and able to start sooner.

Once a place has been offered, we will do our best to increase or change your child's sessions as you request, but this will depend on availability at the time.

There are no minimum sessions.

Eligible funding can be shared with another setting.

Preferred start date

.....

Please indicate below the sessions you would like your child to attend when they first start.

Session times –

Morning:

8.15 am – 12.00

9.00 am – 12.00

Afternoon:

12.00 – 3.00 pm

Start time	Mon am	Mon pm	Tues am	Tues pm	Weds am	Weds pm	Thurs am	Thurs pm	Fri am	Fri pm
8.15 am										
9.00 am										

Other preferences/comments:

.....
.....

.....
.....

Child's full name

TERMS & CONDITIONS

Only a parent/guardian with parental responsibility for the child can register their child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation to confirm parental responsibility of the child as part of our registration process.

Completion of this form places your child on our registration applications list; it does not guarantee a place for your child. The information you have provided will be kept in paper form and used for the purposes of maintain appropriate contact details, administering the admissions process and for the safety and wellbeing of your child. We will contact you as soon as a suitable place becomes available. If you find that you no longer need a place, please let us know as soon as possible.

It is your responsibility to inform Owlets Preschool of any changes to the contact details and health information provided on this form. If you do not accept a place, we will not retain the information on this form.

Once your child has been offered place, and you have accepted it, your child will be put onto the register, and we expect them to attend on the day(s) allocated to them.

We will provide the agreed childcare facilities for your child and the agreed times (subject to any days we are closed). If we change opening hours, we will give you as much notice of our decision as possible and, if necessary, we will work with you to agree a change in your child's hours of attendance.

We will try to accommodate any requests you may make for additional sessions.

We will notify you as soon as possible of any days we will be closed.

We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.

We will provide you with regular verbal updates regarding your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.

We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration regarding the childcare services we provide for your child.

We will provide you with details of our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice, and we will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes at a mutually agreed time.

Your obligation to us:

You will need to complete and return our application to join and register form to us before your child can start with us. You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.

The registration form includes medicine consent and emergency treatment authorisations which you will need to complete prior to your child attending.

You will read and abide by our policies and procedures.

You will make yourself available as and when required to discuss the progress of your child of any factor relating to their childcare place with us at a mutually agreed time

You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending, you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities.

You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them, we will require proof of identity. If we are not reasonably satisfied that the person collecting your child is who we are expecting, we will not release your child into their care until we have checked with you. They **MUST** know the unique **PASSWORD**.

You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge will be applied, please refer to the current fee schedule for details. (£1.00 per minute).

You will inform us as far in advance as possible of any dates on which your child will not be attending.

You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

Suspension of a child:

We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and wellbeing of your child and/or other children

and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.

During any period of suspension for behaviour related issues, we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.

Termination of the Agreement:

You may end this Agreement at any time giving us at least one month's notice by completing the 'Notification of Leaving Date' form.

We may immediately end this Agreement if:

You have failed to pay your fees.

You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period after we have drawn it to your attention. You have behaved unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff.

We take the decision to close. We will give you as much notice as possible in the event of such a decision.

It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this agreement.

You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn to our attention.

General:

If we have to close or we take the decision to close due to events or circumstances beyond our control (eg extreme weather conditions) the hourly fee will continue to be payable in full, and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed more than three days.

If you have any concerns regarding the services we provide, please discuss this with the management. Parent/Partnership is paramount and any complaints/concerns will be dealt with in line with our 'Making a Complaint' Policy.

From time to time, we will take photographs/videos of the children who attend. These photographs/videos are used for ongoing recording of our curriculum and for the children's individual development records. They are stored on our computer whilst your child is with us. The photographs may be used for displays and for your child's records within the setting. (Photographs and videos are never used on social media by the preschool).

We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with 'Managing Children who are Sick, Infectious or with Allergies' policy.

Whilst food and drink is provided on the premises, every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation of serving food are suitably trained.

Any personal information you supply to us will be collected, stored and used in accordance with the principles of the Data Protection Act and our Confidentiality policy. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share information.

This registration form is a contract, and you are liable to pay all the fees up to and including **one months. Invoices** will be issued half termly, invoices can be paid weekly, monthly, termly or in full with prior agreement from Management. Fees cannot be waived or returned for sessions not attended.

If preschool fees remain outstanding for 7 days after the issue of a written reminder letter, Owlets Preschool will only be able to provide sessions funded by the Local Authority scheme for 2,3- and 4-year-olds. Any other sessions will be withdrawn until the outstanding debit is cleared. Once payment is received, additional sessions may be requested, following negotiation with the Management.

If you are ending this Agreement, notice must be given by completing our Notification of Leaving Date form which is available on request.

Owlets Preschool is a charity and is managed by a committee of volunteers. Parent/carers are invited to join the committee once their child attends preschool.

- I wish to register my child at Owlets Preschool and agree to abide by these terms and conditions.
- I have seen the Ofsted Registration Certificate of Owlets Preschool on the noticeboard.
- I have seen a copy of the settings complaint's procedure. (Available in the setting/on website) which includes an address and telephone number for Ofsted.
- I have seen a copy of the settings information sharing policy (available in the setting/on website).
- I am happy to be contacted by email/telephone with information regarding admission, preschool fundraising events, committee matters etc.

Parent/carer 1	Parent/carer 2
Signed:	Signed:
Print Name:	Print Name:
Date:	Date:

Name of Person who completed this form

.....

Relationship to child named above

.....

Signature Date.....

Birth Certificate Seen **YES/NO** COPY TAKEN **YES/NO**

This Agreement

We reserve the right to vary the terms and conditions contained in this Agreement

This Agreement contains the full and complete understanding between the parties and

supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.

Child's full name

.....

EQUALITY MONITORING FORM

Ethnicity – Gathered for monitoring purposes only. Parents/carers are not obliged to complete this form.

Please circle below:

White British

Pakistani

White Irish

Indian

White other

Asian other

Black British

Chinese

Black African

White and Black Caribbean

Black Caribbean

White and Black African

Black other

White and Black Asian

Bangladeshi

Other please state

A child's learning difficulties and disabilities status should be recorded according to the following categories:

Please circle below:

- No special educational need

- SEN action plan
- Education, health and care plan

Providers should refer to the SEND Code of Practice for the Early years (2014) for an explanation of the terms above.