

Long Wittenham Pre-School Registration Form

Child's details	
Child's first names:	Last name:
Likes to be known as:	
Child's full address:	
Main email address for Pre-School correspondence:	
Date of birth:	Gender:
Birth Certificate seen:	YES / NO
Family details	
Name of parent/carer:	
Relationship to child:	
Daytime/work telephone:	Mobile:
Home telephone:	
Home address:	
Work address:	
Email address:	
Does this parent have parental responsibility for the child?	YES / NO
Name of parent/carer:	
Relationship to child:	
Daytime/work telephone:	Mobile:
Home telephone:	
Home address:	
Work address:	
Email address:	
Does this parent have parental responsibility for the child?	YES / NO

Emergency contact details, if parents are not available, who are authorised to collect the child.

Emergency contacts must be local.

PASSWORD : (collectors will be ask for this and ID on collection)

1) Name:

Address:

Telephone number:

Relationship to child:

2) Name:

Address:

Telephone number:

Relationship to child:

3) Name:

Address:

Telephone number:

Relationship to child:

About your child

Does your child have previous experience of attending a childcare setting? If yes please specify:

Are your child's immunisations up to date?

Does your child have any on-going medical conditions? If yes please specify:

Does your child have any known allergies or food intolerance? If yes please specify:

Does your child have any special needs or disabilities? If yes please specify:

Are any of the following in place for your child?

SEN action plan

Education, Health and Care Plan

What special support will they require in our setting?

Details of Professionals involved with your child:	
Doctor's Name:	Telephone:
Address:	
Dentist's Name:	
Telephone:	
Health Visitor's Name: <i>(if applicable)</i>	
Telephone:	
Social Care Worker' Name: <i>(if applicable)</i>	
Telephone:	
Cultural background	
How would you describe your child's ethnicity or cultural background?	
What is the main religion in your family (if applicable)?	
Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged while they are with us?	
What language(s) are spoken at home?	
If English is not spoken at home will this be your child's first experience of being in an English speaking environment?	YES / NO
Please give any other information that is important for us to know about your child.	
Funding	
Will you use Early Years Funding to pay for part or all of your child's sessions?	YES/NO
Is your child eligible for either Working Parents funding or the entitlement for families receiving additional support? (up to 30 hours for 2, 3 & 4 yr olds)	YES/NO
Two year old progress check – children aged 24-36 months:	
As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you.	
If your child is aged between 24-36 months, has a two year old progress check already been completed for your child?	YES / NO
Setting completing check:	Date completed:

Parental Consents: <i>please delete as necessary</i>	
I consent for my child to be taken out as part of the daily activities of Long Wittenham pre-school (walks etc). I understand that further consent will be requested for major outings.	YES / NO
I consent for my child to be photographed and videoed during play at Long Wittenham Pre-school. I understand that these images will be used for Pre-school displays and in Pre-school publicity. This will include Pre-school's website.	YES / NO
I consent for images of my child to be posted on the Pre-school Facebook page.	YES / NO
I consent for Long Wittenham Pre-school staff to seek emergency medical advice or treatment for my child and to take my child to the nearest Accident and Emergency Unit to be examined or treated or admitted as necessary, on the understanding that every attempt has been made to contact me or I have been informed and am on my way to the hospital. A member of Long Wittenham Pre-school staff will accompany my child and stay with them until my arrival.	YES / NO
Tapestry – I consent for Long Wittenham Pre-school to use Tapestry to create an online learning journey for my child. I understand that I will be able to access the information on the Tapestry website.	YES / NO
I consent for images of my child to be included in group observations.	YES / NO
Woodland Adventure - I have completed the attached agreement and give permission for my child to attend Woodland Adventure sessions.	YES / NO
Nappy Changing and Personal Care – I give permission for Long Wittenham Pre-school staff to change my child's nappy and clothing as necessary during the pre-school session.	YES / NO
Sun Cream Application – I give permission for Long Wittenham Pre-school staff to apply either home supplied or pre-school supplied sun cream to my child as necessary.	YES / NO
Signed:	
Print name:	
Date:	

For information on why we request information about you and your child, and how we use it, please see our Privacy Notice which can be found in our Policies and Procedures folder and on the website.

Following receipt of this form you will either be made an offer of a place or if one is not available your child will be added to the waiting list.
Once an offer of a place has been made you will be required to confirm this by signing the Terms & Conditions and by making a £50 deposit (registration fee). Please note that this deposit will not be refunded if the place is not taken up.
This £50 will be deducted from your first invoice or, if your child's place is fully funded, will be returned to you once funding has been approved.
Payment should be made either by cheque (made payable to 'Long Wittenham Pre-School') or via bank transfer to: Long Wittenham Pre-School, Sort code 30-93-93, Account No. 19883260

Session Information:

My preferred start date for my child is:

I would like my child to attend the following pre-school sessions. I understand that I will either claim for funding for my child's place and / or will receive an invoice requesting payment for the sessions. I understand I will have the opportunity to increase their sessions each term, subject to availability.

Thursday mornings spent at our Woodland Adventure site are only available for children from the age of 2 1/2 years. Please note that Thursday morning session timings are 8.45am-11.45am. **See additional agreement within Terms & Conditions for Parents.**

Please tick your preferred sessions:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session (9:00 - 12:00)					
Lunch club (12:00 - 13:00)				Not open	
Afternoon session (includes lunch club) (12:00 - 15:00)				Not open	

- I understand that if I wish to remove my child from Pre-School I will need to give one full term's notice in writing.
- I acknowledge that on receipt of an offer of a place I will be provided with the Terms & Conditions for Parents, the signature page for which must be signed and returned, and that payment of a £50 registration fee is required to secure my child's place.

Signature

Signed:

Print name:

Date: