



## CHILD REGISTRATION FORM

**This is a confidential document, and must be returned prior to your child starting**

### Child Details

Full name of child		Date of birth	
Child known as		Gender	

### Parent Contact Details

<b>Parents with whom the child lives</b>			
Name of Parent 1			
Does this parent have parental responsibility? Yes/ No			
Name of Parent 2			
Does this parent have parental responsibility? Yes/ No			
Home Address			
	Postcode		
Home Telephone			
Mobile (parent 1)		Mobile (parent 2)	
Work number (parent 1)		Work number (parent 2)	
Email address			
<b>Parents with whom the child doesn't live</b>			
Name of Parent			
Does this parent have parental responsibility? Yes/ No			
Does this person have legal access to the child? Yes/ No			
Home Address			
	Postcode		
Telephone		Mobile	
Email address			
Any person to whom the child should not be handed over to			

**Additional persons authorised to pick up the child (must be over 16 years of age)**

Name		Relationship to child	
Telephone		Mobile	
Name		Relationship to child	
Telephone		Mobile	
Password to be used on collection			

**Personal Details of the child**

What is the main religion of your family?	
Are there any festivals or special occasions celebrated in your culture that you would like acknowledged and celebrated in pre-school?	
What language(s) are spoken at home?	

**Medical Information**

Name of Doctor			
Name of practice			
Address of practice			
	Telephone		
Name of Health Visitor			
Details of any health problems			
Are your child's immunisations up to date?	Yes/ No		
If no, please specify			
Do you know of any allergies your child may have?			
Does your child have any specific dietary requirements?			

**Additional needs**

Does your child have any additional needs or disabilities?	Yes/ No
If yes, please provide details	
Are any of the following in place for the child?	
Early Years Action	Yes/ No
Early Years Action Plus	Yes/ No
Statement of Special Education needs	Yes/ No

**Details of other childcare settings**

Is your child transferring to us from another childcare setting/ child minder?	Yes/ No		
If yes, please provide the following details:			
Name of provider/ child minder		Name of key worker	
Address			
	Postcode		
Telephone			
Are you happy for us to contact the setting for information on your child to ensure continuity of care?	Yes/ No		
Does your child currently attend another setting alongside Bybrook Pre-school?	Yes/ No		
If yes, please provide the following details:			
Name of provider/ child minder		Name of key worker	
Address			
	Postcode		
Telephone			
Are you happy for us to contact the setting and share information to ensure continuity of care?	Yes/ No		
Are you happy for us to send copies of all progress reports to the setting?	Yes/ No		

**Details of other professionals involved with the child**

Name 1		Role	
Agency		Telephone	
Name 1		Role	
Agency		Telephone	
Does your family have a social worker for any reason?		Yes/ No	
Name		Based at	
What is the reason for involvement of the social care department with your family?			

**I give my authority for the staff of Bybrook Pre-school to:-**

- a) Take responsibility for my child during their sessions.
- b) Take my child on outings or visits within the village subject to notification that a trip is taking place.
- c) Take photographs of my child whilst at Pre-school for their Learning Journals.
- d) Make observations of my child for the purpose of assessment and training courses.
- e) Pass assessment records onto school unless requested in writing not to do so.

<b>Signed by</b>			
Parent 1		Print name	
Parent 2		Print name	
Date			

## SESSION REQUEST FORM

**REQUIRED START DATE:-**.....

**For internal use only: Evidence of identity (birth certificate): No:.....Date:.....**

Core block	Monday	Tuesday	Wednesday	Thursday
9:00am-12noon				
9:00am-1:00pm				
9:00am-3:00pm				
12noon-3:00pm				
Breakfast Club 8:15 – 9:00am				
After Pre-school Club (3:00-4:00pm)				
After Pre-school Club (3:00-4:30pm)				
After Pre-school Club (3:00-5:00pm)				

**Cost of core blocks:**

	2 year olds	3 year olds and above
All Day (9am – 3pm)	£25.50	£24.00
Morning (9am – 12am)	£12.75	£12.00
Morning with lunch (9am – 1pm)	£17.00	£16.00
Afternoon (12 – 3pm)	£12.75	£12.00
Breakfast club (to include breakfast (8.15am – 9am)	£4.25	£4.00
After pre-school club	£4.25 per hour	£4.00 per hour
Snack Charge	£0.25/day	£0.25/day

Bybrook Pre-school is registered to receive 3 year old government funding and all children attending the pre-school of an eligible age are entitled to such funding. Please talk to us before completing this form, if you are eligible to receive 2 year old funding.

**Information on accessing 3 and 4 year old funding:**

- Children are entitled to a maximum of 15 hours of free entitlement funding per week, for 38 weeks per year
- These hours are taken in 3 funding periods as follows:
  - Autumn (September – December) – 14 weeks
  - Spring (January – March) – 11 weeks
  - Summer (April – July) – 13 weeks
- Hours may be claimed over a minimum of 2.5 hours per day and a maximum of 10 hours per day (dependant on opening hours)
- The full 15 hours must be taken over a minimum of two days
- Funded hours may be claimed at no more than two providers (except in exceptional circumstances)
- Hours can only be claimed for sessions that children are regularly attending and no more
- At the start of each funding period, parents must sign the Parent Contract and Free Entitlement Parent Declaration form.
- Once these are signed, Bybrook Pre-school secures that funding for the hours specified for the full funding period and it is not possible to increase or decrease the number of hours, or transfer them to another service provider (except in exceptional circumstances) until the start of the next full funding period.
- Information of any other service provider attended and the number of hours claimed at that setting should be declared on both the Parent Contract and Free Entitlement Declaration form.

Please refer below for details of when children are eligible for 15 hours free entitlement:

If your child is born between:	They are eligible for 15 hours a week funding from:
1 April and 31st August	1 September following their third birthday until statutory school age
1 September and 31 December	1 January following their third birthday until statutory school age
1 January and 31st March	1 April following their third birthday until statutory school age

## **Terms and Conditions:**

1. A healthy mid-morning snack is provided each day, for which a charge of 25p per child per morning session will be made.
2. Children attending pre-school during the lunch session (12 – 1pm) should bring a lunch box.
3. Fees are payable termly in advance (i.e. six times a year).
4. No charge is made for Bank Holidays and school holidays.
5. The payment of fees reserves a place regardless of attendance. Fees are not refundable in the event of occasional absence.
6. Children should bring wellington boots (winter), sun hats and sun cream (summer). These and outer clothing should be pre-school if your child will be absent, by telephone on 07766 579909 to make sure your child is accounted for, please notify us by 9am.
7. Children should be collected promptly at the end of a session as this reduces the possibility of insecurity.
8. A full term's notice must be given in writing for the cancellation of a session or removal of a child from Bybrook Pre-school. Failure to provide such notification will incur payment of a full term's fees.
9. We comply with Wiltshire LEA School terms.
10. Pre-school policies and procedures are available for parents to view in the entrance area of the pre-school.
11. We will arrange trips in and around Yatton Keynell without additional parental consent but parental notification will be given prior to these trips taking place. You can choose to opt your child out of the trip. These may include trips to the post office, church, duck pond, school and around the recreation area.

## Parent Helpers

Bybrook Pre-school operates a parent helper system. Parent helpers play an essential part in the running of the pre-school. There is a rota on the notice board in the entrance area, and we really encourage you to come in and have a go. It is great fun seeing your children in setting. Please do sign up.

The role of the helper is an enjoyable one involving playing with the children and assisting the team with various other daily tasks. If you have younger children or babies, you can bring them along with you when you are on duty (there is no charge for this) and we are more than happy for them to join in the activities.

### 1. Help with general care for the children:

- Settling the children into the day
- Helping to put on aprons/wash hands
- Naming the children's artwork etc and interacting with the children during their play
- Assisting with putting on of coats and wellington boots for outdoor play

### 2. Clearing up:

- Disinfecting tables with spray and paper towel
- Washing up craft utensils
- Tidying away toys and activities

### 3. Snack preparation (morning only):

- Helper to wash their hands before handling any food
- Snack to be prepared for the 'snack cafe' opening at about 9.30/9.45am
- Use of appropriate chopping board for food preparation (Green – fruit & vegetables, yellow – cooked meat, brown – bread, red – raw meat, white – dairy). These are located in the drawers.
- Hand wounds to be covered with blue plaster (see staff for help)
- Prepare plastic plates and cups, jug of water and of milk
- Wash up food utensils

### 4. Other requirements:

- Helpers must not take children to the toilet, change nappies or soiled clothes. These tasks are undertaken by staff members only
- Helpers must not to open the door to anyone leaving or arriving
- Helpers must only use the male toilets



## **Fundraising**

Bybrook Pre-school could not survive without fundraising which subsidises the fees and also enables us to obtain some fantastic learning resources. Activities vary, but include raffles, cake sales, Yatton Keynell fete, car boot sales, sponsored events etc. We sometimes ask for help, a raffle prize or a cake and appreciate any time parents are able to give us. There is a fundraising sub group who put together plans, so please let us know if you are interested in joining it.

## **Pre-school Management Committee**

The committee is responsible for running the pre-school, and consists of a chairperson, a secretary, a treasurer and up to 9 other members. The committee usually consists of parents of the children attending the pre-school. Responsibilities include recruitment and employment of staff, organising fundraising events, organising day trips for the children, helping organise and run the Christmas and end of term parties. They are also responsible for finance, policies and procedures, equipment purchase and compliance.

Bybrook Pre-school is a registered charity and a registered member of the Pre-School Learning Alliance. It is also registered by Ofsted (Ref no: EY496988). We are governed by the regulations set up by Social Services and are inspected annually to ensure we comply with the regulations.

## **Friends of Bybrook Pre-school**

We would love to encourage you to keep in touch with us after your child has left. Unless you tell us otherwise, we will add you to our Friends of Bybrook Pre-school mailing list and let you know of things that are going on, and ways in which you can continue to support the pre-school.

## **Child protection statement**

As a day carer registered with Social Services, we are required to follow the child protection procedures agreed through the Wiltshire Local Safeguarding Children Board. We will try to share with you any concerns we may have, however we do have a duty to refer to Social Services where there is *evidence* or *reasonable cause to believe* that a child may be suffering or at risk of suffering significant harm. Our first concern will always be the welfare of the child.

We have a copy of the Child Protection in Wiltshire Procedures and Guidance for you to see if you wish. You may also refer to our pre-school Safeguarding Children policy and procedures, as well as our Information Sharing policy and procedures.

## ADDITIONAL CONSENTS AND PERMISSIONS

### Emergency treatment consent form

Name of child.....DOB.....

Address.....

.....Tel no.....

In the unlikely event that my child/children will need emergency medical treatment, I give permission for the Pre-school Leader or in their absence the Deputy Pre-school Leader to contact the appropriate emergency service on my behalf in my absence. I understand that every effort will be made to contact myself or the emergency contact number I have provided with details of the accident.

Signed..... Date.....

### Sun protection

I..... parent of .....will apply sun protection onto my child before the start of their day and also provide a labelled bottle of sun protection every day. I understand that this is my responsibility.

Signed..... Date.....

### Pre-school fees policy

I.....parent of.....have read and understood Bybrook Pre-school's fees policy, and agree to adhere to the conditions regarding payment of fees to Bybrook Pre-school.

Signed..... Date.....

### Lunch box hygiene

I.....parent of..... accept that Bybrook Pre-school will take no responsibility whatsoever for food of a High Risk nature that is stored at a temperature which exceeds eight degrees centigrade and /or I confirm that I will not provide my child with food of a High Risk nature, as I will not be placing an ice block in my child's lunch box (please delete as appropriate).

Signed..... Date.....

**Agreement of terms and conditions and Child Protection statement**

I.....parent of..... have read and understood the terms and conditions and the Child Protection statement. I agree to the terms and conditions, and understand the information sharing policy without prior consent should it be necessary in the interests of the welfare of the child.

Signed..... Date.....

**First Aid treatment consent form**

I.....parent of..... give permission for a member of the pre-school team who is first aid qualified to give First Aid treatment if necessary.

Signed..... Date.....

**Observation and Photography Consent Form**

I.....parent of..... understand that in line with Ofsted requirements, my child will be observed and monitored as part of their development planning. This will include the taking of photos and occasional use of video. All records will be kept strictly confidential. I give permission for my child to be observed, photographed and/or videoed as part of their development monitoring. I also give permission for photos of my child to be used in pre-school displays, staff coursework and other activities related to the running of the pre-school.

Signed..... Date.....

**Photography and Video Recording at Pre-School Special Events Consent**

I.....parent of..... understand that the pre-school will give permission to parents and carers to take photos and videos of their children, which are implicitly for their own personal use, at the nativity, sports day, and other pre-school Special events. I give permission for my child to attend these events, with the knowledge that other parents might be taking photos/videos of their child. I agree to ensure that all images I take at these special occasions will be of my will be for my personal use and will be kept securely, used appropriately and not included on any social networking sites.

Signed..... Date.....

**Additional Photography Consent**

I.....parent of..... understand that in addition to routine observations, photos may also be used for other purposes including promoting the pre-school, for example on the pre-school website, local media and promotional material to include the prospectus and other advertising materials.

I consent to the following: (sign as applicable)

Use of my child's photo on the pre-school website (no names)

Signed..... Date.....

Use of my child's photo in local media

Signed..... Date.....

Use of my child's photo in the pre-school prospectus

Signed..... Date.....

Use of my child's photo in promotional materials, including posters, fliers and brochures.

Signed..... Date.....

**Trips out of setting**

I.....parent of..... give permission for the staff of Bybrook Pre-school to take my child on trips around Yatton Keynell as detailed in the registration form as long as notification has been given prior to the trip, and I have the option to opt my child out of the trip. Any other trips will require an additional parental consent form and notification prior to the trip taking place.

Signed..... Date.....

## Starting at Bybrook Pre-school

### What to Wear

- a) In order to feel free and explore and experiment with all kinds of materials including messy ones, it is best to send children dressed in clothes that are easily washable and not too new. Our Bybrook Pre-school polo shirts and sweatshirts are ideal (available from [www.tesco.com/ues](http://www.tesco.com/ues))
- b) It is good for children to practise the skills that will make them independent. Simple clothing, which they can handle themselves, will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other people's help.
- c) Children are asked to bring wellington boots and waterproof trousers when it is wet.
- d) We do have facilities for nappy changing should your child need it - please remember to supply nappies and wet wipes in a named bag, and a spare change of clothing for those undergoing potty-training, for those minor mishaps.

We request that all of your child's property including bags, lunchboxes, drink bottles, wellingtons, outdoor coats and waterproof trousers etc be **clearly named**.

### Beginning and end of core blocks

#### 1) Beginning

- Parents must sign in their child by writing their name on our signing in sheet and the name of the adult who will be collecting their child.
- Lunch boxes can be placed on top of the children's trays in the foyer.
- Outdoor clothing and bags can be hung up on the child's peg in the entrance hall.
- Many children can be prone to 'little accidents' occasionally, so a change of clothes in a suitable bag can be hung on their peg.
- Find your child's photo apple, and encourage them to take it into the hall and stick it on the tree.
- Take your child into the hall where staff will greet you and your child.

#### 2) End

- Your child can be collected from the hall and on your arrival and will be your responsibility once again.
- Personal belongings, folders, information and work can be collected from the named drawers in the foyer. **PLEASE CHECK THESE REGULARLY.**
- If you wish to talk informally with staff / your child's key person, please wait until all children have been collected.

## **Healthy eating and important information about lunch boxes**

We ask that you send your child with a healthy packed lunch to pre-school. As we do not have sufficient facility for refrigeration at the Village Hall, we have taken advice from our local Environmental Health Officer, who suggested that we pass the following guidelines on to you in order that you might start to use them.

- Where possible but especially with High Risk foods, place an ice-block in the food box
- In food boxes which do not contain an ice-block, only provide food which is not regarded as High Risk (see below)
- If possible refrigerate the food prior to putting it into the lunch box

### **N.B. High Risk foods include the following:**

- **Meat (ham, beef, corned beef, lamb, chicken etc.)**
- **Fish (tuna, salmon, sardines)**
- **Dairy products (cheese, milk, yoghurts)**
- **Eggs**
- **Mayonnaise**

As you will appreciate, we are very keen to promote good food hygiene, and so we ask that if you provide any of the above, you use a suitable ice pack in your child's lunch box.

We hope that your child's time at Bybrook Pre-school will be a very happy and productive one. If you have any queries or if we can be of any further help, please contact any member of the team or the committee at any time or phone 07766 579909.

### **Useful email addresses:**

For enquiries to staff relating to your child, please use [enquiries@bybrookpreschool.co.uk](mailto:enquiries@bybrookpreschool.co.uk)

For enquiries about the running of the pre-school, or to contact the committee, please use [committee@bybrookpreschool.co.uk](mailto:committee@bybrookpreschool.co.uk)

### **Websites and Social Media:**

Information and updated policies can be found on our website [www.bybrookpreschool.co.uk](http://www.bybrookpreschool.co.uk)

Our Twitter account is @BybrookPS

We are also on Facebook <https://www.facebook.com/BybrookPreschool/>