



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

Parents with whom the child lives			
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			
Parents with whom the child doesn't live			
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?	
SEND Support (IEP, Extra support etc)	Yes/ No
Education, Health and Care Plan	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 2		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 his/her sessions.
- b) Take my child on outings or visits within the village as detailed below.
- c) Take photographs of my child whilst at Pre-school for his/her personal online learning journal in Tapestry.
- 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.

Signed by			
Parent 1		Print name	
Parent 2		Print name	
Date			

SESSION REQUEST FORM

(For internal use only: Evidence of identity (birth cert/passport): No:.....Date:.....)

REQUIRED START DATE:-.....

Core block	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club 8:00 – 9:00am					
9am-12noon Morning					
9am-1pm Morning with lunch					
9am-3pm All Day					
12noon-3pm Afternoon with lunch					
Afterschool 3:00-4:00pm					

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 Head of Pre-school or in their absence the Deputy Head of Pre-school to contact the appropriate emergency service such as an ambulance, to take my child to the nearest Accident and Emergency department to be examined, treated or admitted as necessary, 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 above with details of the accident. 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.....

Sun protection

I..... parent ofwill apply sun protection onto my child before the start of their day and also provide a labelled bottle of sun protection every day for pre-school staff to apply again in afternoon sessions. I understand that this is my responsibility.

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.....

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. These may include trips to the post office, church, duck pond, school and around the recreation area. Any other trips will require an additional parental consent form and notification prior to the trip taking place.

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 Tapestry, the online learning journal, 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.....

Nappy cream application

I.....parent of..... understand that if I do not provide nappy/barrier cream for my child, pre-school are able to apply their own cream if necessary. I will provide nappy/barrier cream for every session my child attends. Pre-school will only apply their cream if the child's personal cream has run out or if there is none in the child's bag for that session.

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). *See notes on healthy eating at the end of this document.

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 only the statements that are applicable)

Use of my child’s photo on the weekly news (viewed by parents of all children)

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

Use of my child’s photo in local village magazine, Honeycomb

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

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

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

Tapestry Online Learning Journal – (photos with friends – on friend account)

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

Slide show (at drop off/collection time on the parent desk)

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

Facebook (our pre-school page viewed by parents and public)

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

Use of my child’s photo in promotional literature (no names)

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

Terms and Conditions

1. A healthy mid-morning snack is provided each day. We charge 50p a day for this on the termly invoice.
2. Children attending pre-school during the lunch session (between 12 and 1) should bring a lunch box.
3. Fees are payable termly in advance (i.e. six times a year). For 2-year-olds the hourly rate is £5.50 and for 3 years and above the hourly rate is £5.00.
4. No charge is made for Bank Holidays. School holidays (Holiday Club) holds the same fees as above for 2-year-olds and 3 years and above. School Holiday days will need to be booked however, in advance.
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 named wellington boots (winter), sun hats and sun cream (summer). Children should bring outer clothing such as waterproofs and winter coats according to the season and weather forecast.
7. If your child will be absent, please notify us by 8:00am using the telephone number 07766 579909 to make sure your child is accounted for.
8. Children should be collected promptly at the end of a session. Please notify pre-school on the mobile in advance of the end of the session if there are problems.
9. 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 (excluding funded hours).
10. Pre-school policies and procedures are available for parents to view.

Signed _____ Dated: _____

Print Name: _____ Relationship to child: _____

Please hand the above, filled in pages (1-9) back to Pre-school and keep the below pages (10-13) for your records.

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.myclothing.com)
- b) It is good for children to practise the skills that will make them independent. Simple clothing and footwear, 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, wet wipes and cream 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, wellingtons, outdoor coats and waterproof trousers etc be **clearly named**.

1) Session Drop-off

- Please enter the village hall via the main door where the coat pegs are.
- We will guide your child to store their lunch box, outdoor clothing and a change of clothes bag (which can stay unless it needs replenishing).

2) Session End

- Please enter the village hall via the main door.
- Your child will be brought to the foyer by a member of staff who will provide you with information about your child and what they have been doing during the session.
- If you wish to talk informally with staff / your child's key person, please wait until all children have been collected. If you want to have a more in-depth chat please let the member of staff know and they will arrange for your child's key person to phone you at the soonest available moment.

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 purchases along with statutory compliance and governance.

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).

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 also have a no nut policy whereby we ask parents not to pack nut products in their child's lunchbox. 'May contain nuts' is acceptable but no foods such as peanut butter or mixed fruit and nuts. We have children with severe nut allergies.

Useful email addresses

For enquiries to the Head of Pre-school, relating to your child, please use bybrookpreschoolenquiries@gmail.com

For enquiries about the running of the pre-school, or to contact the committee, please use committee@bybrookpreschool.co.uk For enquiries about finance, please email zoe.mcginns@hotmail.co.uk

Websites and Social Media

Information and updated policies can be found on our website www.bybrookpreschool.co.uk

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

Child protection statement

As a day carer provider, we are required to follow the child protection procedures agreed through the Wiltshire Safeguarding Vulnerable People Partnership (SVPP). 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.

Information on accessing 3- and 4-year-old funding

Bybrook Pre-school is registered to receive 3 and 4-year-old government funding, term time only 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.

- Children are entitled to 15 or 30 hours of funding per week, for **38** weeks per year
- These hours are taken in 3 funding periods as follows:

<i>Autumn (September – December)</i>	<i>Spring (January – March)</i>	<i>Summer (April – July)</i>
<i>With half term in October</i>	<i>With half term in February</i>	<i>With half term in May</i>
- 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)
- 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 Wiltshire Council Early Years Funding 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 the Wiltshire Council Entitlement Declaration form.

Please refer below for details of when children are eligible for 15 or 30 hours entitlement:

If your child is born between:	They are eligible for 15 or 30 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

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.