



## 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 also known as		Gender	
Home Address			
Postcode			

### Parent Contact Details

<b>Adults with Parental Responsibility</b>			
Name of Parent 1			
Relationship to the child			
Home Address <small>(if different from child)</small>			
Postcode			
Name of Parent 2			
Relationship to the child			
Home Address <small>(if different from child)</small>			
Postcode			
Home Telephone			
Mobile (parent 1)		Mobile (parent 2)	
Work number <small>(Parent 1)</small>		Work number <small>(Parent 2)</small>	
Email address parent 1			
Email address parent 2			
<b>Does anybody else have a legal right to contact with the child?</b>			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details			
Any person to whom the child should not be handed over to			

### Emergency Contact Numbers

1 <sup>st</sup> Contact - Name		Telephone	
Relationship to child		Mobile	
2 <sup>nd</sup> Contact - Name		Telephone	
Relationship to child		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 medical conditions			
Are your child's immunisations up to date?	Yes/ No		
If no, please specify:			
Full details of immunisations			
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	
As far as you're aware, is your child currently meeting their developmental milestones?	Yes/No  (If no, please give details of the areas they will need extra support. If you have any reports from other professionals, no matter how old, please also send me a copy where possible.)
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
Is there anything else we should know about your child that you think will help us during the settling in process?	

**Details of other childcare settings / Primary School Consent**

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
Will your child 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 shared setting?	Yes/ No
We have a legal obligation to transfer records and certain information about your child to the primary school that your child will be attending, this includes their summative assessments and any Safeguarding/Child Protection information. We would also like to forward on your child's Tapestry Journal for continuity of care. Do you consent to this?	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.

<b>Signed by</b>			
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:-.....**

- **Please note, we suggest that two or more sessions are required per week for children to make secure bonds with adults and children to help them best feel safe, secure and thrive within the setting.**

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
<p>Name of child.....DOB.....</p> <p>Address.....</p> <p>.....</p> <p>Tel no.....</p> <p>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.</p> <p>Signed..... Date.....</p>

First Aid treatment consent form
<p>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.</p> <p>Signed..... Date.....</p>

I.....parent of..... give permission for a qualified first aid member of the pre-school team to apply plasters to my child, where necessary.

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

#### Sun protection

I..... parent of .....will apply sun protection onto my child before the start of their session on hot days. I will also provide a labelled bottle of sun protection (to be kept in bag/to be kept at pre-school) and consent for pre-school staff to reapply again throughout the session if necessary.

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

#### Child Protection statement

"All children have a right to be protected from abuse and neglect. Protecting a child from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them. The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) provide a framework to support information sharing where practitioners have reason to believe failure to share information may result in the child being at risk of harm. Pre-school are not required to inform parents/carers if we have reason to believe that doing so may put the child at increased risk of harm (e.g., because their carer(s) may harm the child, or react violently to anyone seeking to intervene, or because the child might withhold information or withdraw from services). We do not need consent to share personal information about a child and/or members of their family if a child is at risk or there is a perceived risk of harm."

I.....parent of..... have read and understood the Child Protection statement above. I agree to the terms and conditions, and understand that pre-school can share information 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 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 on Tapestry - the online learning journal, 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, unless permission is sought from all children’s parents/carers previous to doing so.

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

**Nappy Cream Application**

I.....parent of..... understand that if I do not provide nappy/barrier cream for my child, pre-school is 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 and it is required.

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. Our treasurer will invoice you termly.

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 will provide an ice block to keep food cool/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) (all are presented with no names)

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

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

Use of my child's photo in local village magazine - Honeycomb

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

Tapestry Online Learning Journal – (personal account and other photographed child/children's account)

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

A slide show of the day (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 (leaflets / local newspaper)

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

Use of my child's photo on the pre-school website

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

Use of my child's photo on 'in hall' display boards

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 healthy 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 and are not covered by funded hours.
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. Frequent late collections may incur a fee.
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 and read.

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 (10-16) 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](http://www.myclothing.com) or to purchase from us)
- 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) Shoes should be closed toe and not sandals or flip flops.
- d) Children are asked to bring named wellington boots and waterproof trousers when it is wet (we are happy to store these at pre-school on request).
- e) 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

- There is a door bell on the outer main door. Please ring this when you arrive.
- 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).
- Please sign your child in on the register.

### 2) Session End

- There is a door bell on the outer main door. Please ring this when you arrive.
- 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.
- Please sign your child out on the register – frequent late collections may incur a fee.
- 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.

## **Holiday Club**

We run a holiday club throughout the year during busy times. If the demand is there, we can make a decision to open during all of the holiday periods (excluding Christmas when we are definitely closed).

However, due to the recent demand, we are currently only operating through the Easter and Summer Holiday period – smaller holidays saw a very low intake.

If you would like your child to attend any holiday club sessions, these will not be included in funded hours. The rate for holiday club is £5 per hour for three years and above and £5.50 per hour for two-year-olds.

Our holiday club tends to open between 8am – 4pm but can start at 9am if the demand for an early hour is not there. We could also close at 3pm if again, the demand is not there.

I will send out an email regarding holiday club at least a term in advance so that we can ascertain the demand and confirm opening and closing times for the upcoming holiday club. Please do register your interest in our holiday club at any time, helping us to plan ahead and ensure that we can be of service to all that may require holiday club cover.

Breakfast is not included within holiday club and all children must bring along a snack for morning snack time/afternoon snack time.

We open our holiday club to any child aged between two years old and seven years old (you do not have to be 'on roll' with Bybrook Pre-school to attend).

For more information regarding holiday clubs, please do speak with me.

## **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](mailto:bybrookpreschoolenquiries@gmail.com)

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) For enquiries about finance, please email [zoe.mcginin@hotmail.co.uk](mailto:zoe.mcginin@hotmail.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)

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 funding**

Eligible working parents and carers of children aged 3 - 4 can get an additional 15 hours of childcare support, bringing the total support they can get up to 30 hours a week. Eligible working parents of 2-year-olds can also access 15 hours of childcare support.

Some parents of 2-year-old children may also be entitled to 15 hours childcare support, if they receive some additional forms of government support. Please note, if you're eligible for both the working entitlement and the 15 hours for families receiving support, you cannot take up both offers, and should apply for the 15 hours for families receiving support. You can do this by contacting your local authority.

Your hours can be used per week for 38 weeks of the year (during school term time).

You can use Tax-Free Childcare or Universal Credit Childcare whilst claiming your 15 or 30 hours of childcare support.

### **Two-Year Funding**

Bybrook Pre-school is registered to receive 2-year-old government funding, term time only.

There are two routes parents can apply for this funding:

1. Via the Wiltshire Council Parent Portal -for parents of two year olds in receipt of qualifying benefits and/or DLA, looked after child, adopted or in foster care. Please see below information: Parents of two year olds in receipt of qualifying benefits
2. Via Government Gateway (gov.uk) GOV.UK: Apply for free childcare if you're working - for working parents of two years olds that meet qualifying criteria. Please see below information : Working parents of two year olds.

### **Parents of two-year-olds in receipt of qualifying benefits**

Your 2-year-old can get free childcare if you get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

### **Working parents of two-year-olds.**

You can usually get free childcare for working parents if you (and your partner, if you have one) are:

- in work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave

Find out more about eligibility at [www.gov.uk/check-eligible-free-childcare-if-youre-working](http://www.gov.uk/check-eligible-free-childcare-if-youre-working)

You must live in England to apply for this childcare support. The amount of childcare support you can get depends on several factors.

- You need to apply the term before you want to take up a place. For example, if you want to take up a place for your child from September, you need to apply during the summer term (1 April-31 August).
- If eligible, you'll get an online childcare account and a childcare code.
- Give the code in your childcare account to your provider(s) along with your National Insurance number and your child's date of birth. Your childcare provider will check your code is valid - you can't take up your place without it.
- You must confirm your details are up to date every 3 months or your code will expire. Sign into your childcare account to confirm your details. You will receive a reminder to do this.

Eligible two-year-olds will get 15 hours of free childcare per week (term following second birthday).

- 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.

### 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.

Bybrook Pre-school  
Yatton Keynell Village Hall,  
Biddestone Lane,  
Yatton Keynell,  
Wiltshire,  
SN14 7BD

07766579909

bybrookpreschoolenquiries@gmail.com

Registered Charity Number 1163933

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