



Pre-School Registration Form

Childs Full Name Also Child's preferred name	Chosen password for collector		Date of Birth
Childs home address			
Parent / Guardian names			
Home telephone number	Ethnicity	Religion	Language spoken at home
Parent / Guardian details			
1 st Contact Name	2 nd Contact Name		
Relationship to Child	Relationship to Child		
Home address	Home address		
Mobile number	Mobile number		
E-mail	E-mail		
Employers name	Employers name		
Employers tel no	Employers tel no		
Alternative contact who can collect your child in an emergency	Name	Telephone no	
Doctor's name and phone no.			
Health visitor's name and phone no.			
Allergies/dislikes Dietary restrictions			
Medical conditions or additional needs which we need to be aware of			
Is your child up-to date with all childhood immunisations? Yes / no	If no please give details _____		
Days and sessions preferred *	Am session 9.15-11.45 = £12.00	Lunch 11.45 -12.30 =£5.00 (lunch box to be provided)	Wrap around hour 11.30 - 12.30 Collection from or drop off to local state nursery and lunchclub = £10.00 (lunch box to be provided)
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Pm session 12.30 - 3pm= £12.00

*** Only children over 3 years old are permitted to stay for all day care.**

Children under 3 can stay for a session plus lunch.

Parents in receipt of 30 hours free childcare can arrive at 9 am or leave at 3.15pm. (Session times still remain the same)

Contract

Parents / carers will ensure that all telephone numbers and contact details and information on the registration form are kept up to date at all times.

Parents / carers agree to book and pay for sessions in advance.

Please ensure that a **minimum of 4 weeks** notice is given to change pre booked arrangements. It is not possible to swap days or refund monies due to non-attendance once a booking has been made.

If a child is collected late from the nursery, parents / carers will be invoiced for the extra staffing costs incurred.

If your little one is in receipt of the 30 hour free childcare scheme, you will be expected to keep us informed of any changes to the days or sessions needed.

All children are expected to behave appropriately at the setting. Parents will be informed if their child's behaviour is inappropriate. In the event of an emergency, parent's / carer's consent to the seeking of any necessary emergency medical advice or treatment in the future during the running of the setting.

Unless stated in the allergies section on the form, I give permission for Little Oaks staff to use antiseptic wipes and/or plasters should they be needed.

Parents / carers will familiarise themselves with Little Oaks policies which are available at each setting.

Parents / carers agree that photographs of their child may be taken for display at the setting.

Parents/carers agree for photographs or short videos of their child being shared on Little Oaks Pre-School Facebook.

Parents /carers give consent to relevant information being passed on to their child's school for transition purposes.

Parents /carers give permission for their child's clothes/ nappies to be changed by a fully DBS checked member of staff.

Parents / carers give consent permission for a first aid qualified member of staff to administer emergency treatment if needed. If hospital treatment is required and a relative/carers is not present a senior member of staff will attend with the child.

Little Oaks believe that every child is entitled to a safe and happy environment. All adults associated with Little Oaks are committed to this statement. Anyone accessing the facilities offered by Little Oaks will also accept these principles and should anyone have any concerns, we will seek the advice of professional agencies including the Social Care team if we feel it is in the interests of safeguarding your child. All information which we have been given relating to your child, will be held securely and confidentially.

I have read and understood the above terms and conditions of Little Oaks contract and have read the admissions pamphlet.

Signature : _____ Date: _____

Manager's signature: _____