



St Tudy Pre-school

ENROLMENT PACK

2009

St Tudy Pre-school Playgroup

Ofsted Number 102957

Registered Charity Number: 1029100



St Tudy Pre-school

ENROLMENT FORM

Surname First names

Date of birth

Address

.....

Home Phone Number Mobile:

Other Number E-mail

Family doctor: Name

Address

Number

Does your child have any special dietary/ cultural/religious requirements?

.....
.....

How would you describe your child's health?

(please give any details of any serious illness or condition which might affect your child in play and general development, e.g. asthma, sight or hearing problems, foot conditions etc)

.....
.....

Please indicate any ways in which you feel St Tudy Pre-School could especially help your child. (e.g. shyness, aggressiveness, speech difficulties, poor co-ordination)

.....
.....

Does your child have a special toy or comforter?

.....

Is your child toilet trained? Are there any special routines or words which would help us?

.....

Has your child attended any other playgroups?

Is there any other information that you would like to share with us?

.....

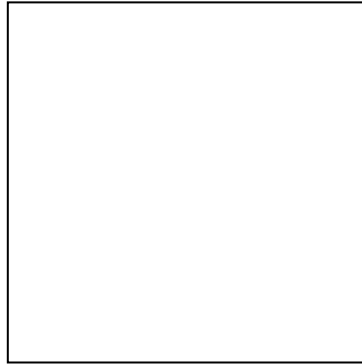
.....

Signed Date



St Tudy Pre-school

NEW STARTER FORM



This is me 😊

My name is

I am years old.

My date of birth is

I live at home with

.....

You might hear me talking about these people or

animals

.....



My favourite things to do are

.....

I don't really like

.....

When I am sad you can help me by

.....

Other important things that you should know about me

are

.....

.....

.....

.....

.....



NEW STARTER FORM
(For invoicing purposes only)

Child's name _____

Child's D.O.B _____

Start date _____

Days attending _____

Days attending lunch club (12.00 – 1.00) _____

Funded/Non-funded _____

(To be passed to treasurer for invoicing)

You will be invoiced termly in advance.

Sessions cost £9.00

Optional Lunch club £3.00

(NB: Funded children are presently entitled to up to 15 hours per week from the term following their 3rd birthday which is paid for by the government. For those funded children staying the full 16 hours the Pre-school is open, the extra hour will be charged at the optional lunch club rate of £3.00 per week per term to be payable half-termly in advance). Thank you.



PLAYGROUP DAILY TIMETABLE

Session begins at 9am. Rota helpers are needed from 10am, but are more than welcome to stay for the whole session if available to do so.

Monday, Wednesday, Thursday & Friday.

- | | |
|-------|---|
| 9:00 | Children arrive & signed in by parent/carer.
Free play time. |
| 9:20 | Registration in side room. |
| 9:30 | Children to access activities as they wish.
Plus adult led activities. |
| 10:15 | Number time. |
| 10:30 | Snack time. |
| 10:50 | Outside play.
Nappy changing. |
| 11:15 | Children to access activities as they wish.
Plus adult led activities. |
| 12.00 | Literacy time.
Home time for those not staying for lunch. |
| 12.15 | Lunch time in side room.
Individually looking at books when finished. |
| 12:45 | Story/circle time.
Nappy changing. |
| 1.00 | Children signed out & collected. |



CONSENT FORMS

Child's name _____

D.O.B _____

First Aid & Emergency Medical Aid

In the event of my child requiring first aid or emergency medical aid, I give my permission to staff members of St Tudy Pre-School to administer first-aid or seek emergency medical aid on behalf of my child.

I understand that every effort will be made to contact myself.

Signed (Parent/Guardian): Date:

Visit/outing Consent

We enjoy taking part in outings at St Tudy Pre-School. Lots of the time these will be pre-planned big outings, but sometimes we like to be spontaneous and take advantage of the weather and small numbers. We will always inform you on the morning of the spontaneous visit. This consent form only relates to these spontaneous trips, all others will be described and consented accordingly.

These outings will take place during the normal Pre-School hours, starting from and returning to the village hall.

I consent to my child taking part in spontaneous visits/outings according to the adult:child ratio's as outlined by the Pre-School Learning Alliance (1 adult: 2 Under 5's).

I consent to medical aid & emergency medical aid to be sought as necessary.

Signed (Parent/Guardian): Date:

Weekly observations

At St. Tudy Pre-School we make regular observations of the children in order to help us provide for and care for your child in the best way possible. These observations will be kept by your child's key worker and are available for you to view on request.

I consent to these observations being made.

Signed (Parent/Guardian): Date:



Sun protection

I give permission for staff at St Tudy Pre-School to apply sun protection lotion to my child as necessary. I am happy for the settings lotion to be applied in situations that I have not provided my own child's sun protection lotion.

Signed (Parent/Guardian): Date:

Photographs/video recordings

There are occasions when St Tudy Pre-School wishes to take photographs or make video recordings of the children. Sometimes this is for strictly educational purposes and on other occasions it may be for the purposes ancillary to the running of the setting (e.g. taking photographs to use in our prospectus and on our website).

Similarly, there are occasions when the local press visit to record particular events (e.g. our nativity play) and they may wish to publish photographs of children in newspapers or use recordings of the children on television when reporting on events.

In order to comply with the Data Protection Act 1998, the setting needs your consent before taking photographs or making video recordings of your child for purposes which are not part of its core activities. We would therefore be grateful if you could answer the following questions, sign and date.

1. I agree that the setting may take photographs of my child which may be used in setting literature (e.g. newsletters, prospectus and other promotional material). YES/NO
2. I agree that the setting can use images of my child on its website, which can be viewed across the world via the internet. YES/NO
3. I agree that the setting may use images of my child in video recordings to promote the setting. YES/NO
4. I agree that the setting can take photographs and make video recordings of my child for the setting's own records, archives and future interest (e.g. photographs of activities) YES/NO
5. I agree that my child can appear in video recordings or in collections of photographs stored on CD Rom which the setting may make of events and which it may sell to parents of children at the setting to raise funds for the benefit of the setting. YES/NO
6. I am happy for the press to take and use images of my child. YES/NO
7. The setting may publish (delete as appropriate) the first name only/first and surname of my child for publishing.

I have read and understand the conditions of consent.

Signed (Parent/Guardian): Date:



PASSWORD FORM

Dear parents/carers,

We have recently introduced the option for you to use the 'password' system here at St. Tudy Pre-School. In-case you are not familiar with this system, it is a safe word for yourselves and other people who you may wish to collect your child from Pre-school. It is your responsibility to keep this password safe and to share it with those as necessary. Without this password we will not let your child leave Pre-School with anyone without first ringing you for confirmation. If you wish to be part of this system, please complete the attached form and return it to us as soon as possible.

Thank you

Rachael

I would/would not like to use the password system for my child/ren
..... (please insert child/s name)

The password I have chose is

I understand that anyone else collecting my child/ren will need to use
this password.

Signed Dated



Parent Helpers Information

As a voluntarily run Pre-School we actively seek parent help. We have a parent helper rota in place which asks for help approximately once every half term. We understand that many parents have other commitments and really appreciate the time you can offer us. If there are certain days in which you are unable to help, please let us know and we will make sure that we do not timetable you on for these. Also if you're able to offer your help more often please let us know. We welcome help from mums, dads, grandparents and childminders. It is a great opportunity for you to see what happens at Pre-School and share your child's experiences. Thank you in advance for your help. Below is a copy of our parent helper duties poster.

Parent helper duties ☺

If staying for whole session

Please look at the daily session plan. You may have a specific task, you may be asked to help with overall supervision or to join with activities where appropriate (e.g – table activities where you feel the children would benefit from adult company – painting, mark making, malleable materials etc.)

Snack duties

10.00

Snack time is at 10.30. You will need to do the following;

- Prepare snack onto a fruit platter for the children to choose from.
- Set up the small room with the appropriate number of tables and chairs. (usually 2 tables, 6 chairs at each)
- Set the tables - each child/place to have a plate and cup. (the child helpers will help you to do this)
- Fill a jug up with water. Put water jug and milk bottle in small room

After snack

Tidying up from snack time – washing up, tidying small room and cleaning tables. There may also be paint pots etc to be washed up.

Thank you for your help ☺