



St Tudy Pre-school

ENROLMENT PACK

St Tudy Pre-school Playgroup

Ofsted Number 102957

Registered Charity Number: 1029100



Enrolment Pack

Thank you for requesting the enrolment pack.

In order for us to enrol your child at St Tudy Pre-school we ask that you go through the following forms and fill out the requested information. There are a number of forms but we need to ensure we have as much information regarding your child so that their time at Pre-school is a safe and happy one.

If you have any questions regarding any of the forms please don't hesitate to contact the Supervisor who will be happy to help.

Thank you for your interest in our Pre-school.



REGISTRATION FORM

It is helpful for key persons or managers to complete this form with the parent(s) when the child starts at the setting.

Basic details

Name of child		Date of birth	
Name known as		Gender (male or female)	
Name of parent(s) with whom the child lives			
1			
Does this parent have parental responsibility? Yes/No (delete)			
2			
Does this parent have parental responsibility? Yes/No (delete)			
Address			
Telephone		Mobile	
Name of parent with whom the child does not live:			
Does this parent have parental responsibility? Yes/No (delete)			
Address			
Telephone		Mobile	
Does this parent have legal access to the child? Yes/No (delete)			
Telephone		Mobile	

Personal details of child

Does your child have any special dietary needs or preferences? Yes/No (delete)



How would you describe your child's ethnicity or cultural background?

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What is the main religion in your family?	
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Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

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What language(s) is/ are spoken at home	
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If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes/No (delete)

If so, discuss and agree with the key person how you will support your child when settling-in:

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Medical information

Name of child's doctor			
Name and Address of practice			
		Telephone	
Details of any health problems			
Has your child be immunised to date? If not please specify			
Do you know of any allergies your child may have?			
Does your child have any specific dietary requirements?			
Any additional medical information			



Persons authorised to collect the child (must be over 16 years of age)

Name		Relationship to child	
Telephone		Mobile	
Name		Relationship to child	
Telephone		Mobile	

Additional needs

Does your child have any additional needs or disabilities? Yes/No (delete)

Details	
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Are any of the following in place for the child:

- Early Years Action? Yes/No (delete)
 Early Years Action Plus? Yes/No (delete)
 Statement of special educational needs Yes/No (delete)

What additional support will he/she require in our setting?

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What other information is it important for us to know about your child? For example, what they like, or what fears they may have, any special words they use, or what comforter they may need and when.

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Names of professionals involved with child

Name 1		Role	
Agency		Telephone	
Name 2		Role	
Agency		Telephone	
Name 3		Role	



St Tudy Pre-school

Agency		Telephone	
Do you have a health visitor?		Yes/No (delete)	
Name		Based at	
Telephone			

Does your family have a social care worker for any reason?		Yes/No (delete)	
Name:		Based at:	
Tel:			
What is the reason for the involvement of the social care department with your family?			

NB If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social care worker named above and keep these securely in the child's file.

To be completed by the key person/manager

Date starting at		(name of setting)	
Days and times of attendance			
Are any fees payable? If so, note here			
Name of key person			
Name of back up key person			
Has the settling-in process been agreed?		Yes / No (delete)	
If so, detail			
Signed by			
Parent 1		Parent 2	
Key person		Manager	
Date		Date or first review	

EQUALITIES MONITORING FORM:

Ethnicity, where collected, should be recorded according to the following categories:

White – British	
▪ Irish	
▪ Traveller of Irish Heritage	
▪ Gypsy/Roma	
▪ Any other white background	
Mixed – White and Black Caribbean	
▪ White and Black African	
▪ White and Asian	
▪ Any other mixed background	
Asian or Asian British	
▪ Indian	
▪ Pakistani	
▪ Bangladeshi	
▪ Any other Asian background	
Black or Black British	
▪ Caribbean	
▪ African	
▪ Any other Black background	
Chinese	
▪ Chinese	
Any other ethnic background	
• Please state _____	

A child's learning difficulties and disabilities status should be recorded according to the following categories:

No special educational need	
Early Years Action	
Early Years Action Plus	
Statement	

Providers should refer to the SEN Code of Practice for an explanation of the terms above.

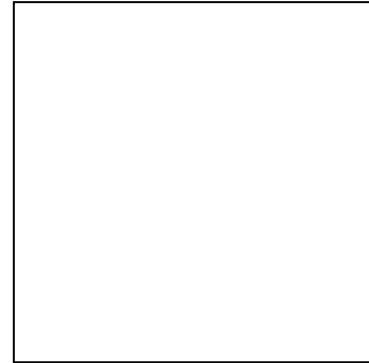
ALL ABOUT ME:

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 :

.....



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 the child adult ratio which will be of discretion of the preschool and committee dependent upon the venue which will be in line with the dictates of the welfare requirement of Ofsted normally being 1 adult to 2/3 children.

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 settings 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:



Invoicing, Fees and Payments

St Tudy Pre-school offers fully funded places up to 15 hours per week for children that are 3yrs and above. For children that do not come into this category, we charge the following fees:

Main session (9am – 12pm)	£9.00
Lunch hour (12 pm – 1pm)	£3.00

Invoices will be sent out at the beginning of each half term period. We make every effort to ensure that our invoices are clear and correct, but if you have any queries or concerns, please do not hesitate to speak to a member of staff.

We ask that payments are made by the deadline stated on the invoice and that, if paying by cheque, these are made out to 'St Tudy Pre-school'. Please hand payments to the Pre-school Supervisor. The following methods of payment are also available:

- Childcare vouchers
- Direct debit
- Daily or weekly payments

You are very welcome to discuss alternative methods of payment – please speak to a member of staff.

Unpaid invoices will incur a weekly charge of 2% interest.

Please be aware that we will invoice you for your child's regular slot/s at Pre-school. We cannot give refunds for days where your child does not attend their session/s, unless this is through the fault of the Pre-school or is a planned family holiday where a 50% reduction will be given (with prior notice).

I, (name) have read and understood the above terms and conditions.

Date: