

## REGISTRATION FORM

If you have any difficulty in filling in this form, the staff will be glad to help you.  
All information will be held in strict confidence, should any details change please notify us immediately

Family name: ..... Child's name: .....

Name by which child should be addressed: .....

Date of birth: ..... Male / Female (delete as appropriate)

Child's first language: ..... Other languages spoken at home:.....

Home Religion..... Country of origin of family members.....

Parent(s)/Carer(s) name(s): .....

Home Address: .....

..... Postcode: .....

Email: .....

Phone number (home): ..... Mobile1: ..... Mobile2: .....

Preferred Start Date : ..... Days Required: Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐

**Please provide as many contact numbers as possible for parents/carers. In case of emergency we will try all the numbers you give us until we get through to you. Be sure to complete all relevant details.**

Parents/ Carers work: Job title: ..... Phone number:.....

Company name & address: .....

Parents/Carers work: Job title: .....Phone number: .....

Company name & address: .....

Other emergency contact: Name: ..... Phone number: .....  
(e.g. family or friend) Address: .....

**Please confirm who has Parental Responsibility for your child: .....**

**Medical Details** – (must be completed in full)

Name of child’s doctor: .....

Doctor’s address: .....

Telephone number: .....

**Please circle Yes/No**

Has your child been immunised against:

Diphtheria:      Yes/No                                      Polio:                      Yes/No

Tetanus:              Yes/No                                      MMR:                      Yes/No

HIBS:                      Yes/No

**If answering ‘Yes’ to any of the following questions please provide further details.**

Does your child have any allergies or food intolerances?                      Yes/No

Details: .....

Was your child born prematurely or have they had any developmental problems?                      Yes/No

Details: .....

Has your child had a major illness/injury?                      Yes/No

Details: .....

Has your child ever been in hospital?                      Yes/No

Details: .....

Does your child have any on-going health problems?                      Yes/No

Details: .....

Does your child take regular medication?                      Yes/No

Details: .....

Do you have a social worker or family support worker?                      Yes/No

Name: ..... Phone number: .....

Stacks Pre-School has a special needs policy. Does your child have any special need which you would like to discuss with the staff, e.g. hearing impairment, speech delay?                      Yes/No

Details: .....

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## **Other Details**

**Please circle Yes/No, if answering Yes to any question please provide further details where required.**

Has your child previously attended:

A parent & toddler group?

Yes/No

Details: .....

Another Pre-school or Nursery?

Yes/No

Details: .....

When is your child expected to start school? .....

Which school (if known)? .....

Name of person(s) authorised to collect child from pre-school: .....

.....

.....

**It is essential that you notify us of any changes as your child will be released only to those named above. In an emergency, you may send a different person to collect your child, telling them the collection password. We will release your child to them if they give us the correct password.**

**YOUR COLLECTION PASSWORD: .....**

**UNDER NO CIRCUMSTANCES WILL A CHILD BE RELEASED TO AN UNAUTHORISED PERSON**

Special requests/requirements about religious observance, food, clothing, health or other matters which we should observe in our pre-school:

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Anything else you feel we should know? If you have any concerns about your child's development or behaviour, please tell us. We will do our best to help. If there are any problems at home that you think may be affecting your child, please share this confidentially here, or in person. Information of this kind will help us to understand your child better.

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**REMEMBER TO TELL US IF ANY OF THE INFORMATION YOU HAVE GIVEN CHANGES WHILST YOUR CHILD IS AT STACKS**

## CAN YOU HELP US?

Our Pre-School offers supporting services as outlined in our policy document. Parents however are the first and most important educators of their young children. The work of the setting cannot be fully effective unless the Pre-School and parents work together in the child's interests.

Parents are asked to read and sign the statement below as an expression of this shared commitment.

### Parent participation

I will join the life of the Pre-School for as long as my child attends. I would be particularly interested in:

Helping during the session ☐

Making/mending equipment ☐

Helping with fundraising ☐

Taking part in outings ☐

Other (please specify) ☐

### Shared record-keeping

I will contribute to the record of my child's development created jointly by parents and groups working with the staff to identify and meet my child's educational needs and to implement decisions taken in the interest of my child.

### Fees

I agree to pay fees on or before the first day of attendance of each week in full. Half term notice is required for my child leaving the Pre-School. I understand that if I withdraw my child without notice, I will be liable to pay half a term's fees. If I take my child on holiday during term time I understand that I will still be liable to pay for my child's place at Pre-School.

### Absences

Where my child is unable to attend due to illness, Pre-School staff must be notified before the morning of attendance.

### Punctuality

I will try not to be late in collecting my child at the end of the session and will warn both the setting and my child on any occasion when this might happen.

### Permission for emergency/operative treatment

In an emergency, when the parent's attendance cannot be immediate, it is sometimes necessary to obtain treatment for a child from a Doctor or a Casualty Department of a hospital. As a delay in these circumstances is highly undesirable, we would ask that you give your consent on this form in case of such an emergency should unfortunately arise.

In the event of a sudden illness or accident affecting my child, if recommended by a Doctor, I agree to emergency treatment, including any operative treatment and/or administration of a general anaesthetic to my child.

Signed: ..... Parent of: .....

## MONITORING & HEADCOUNT FORM

**Child's Forename \***

**Child's Middle Name(s) \***

**Child's Surname \***

*(full legal surname)*

**Preferred Surname\***

*(if different, for use in setting)*

**Chosen Forename**

**Date of Birth \***

**Gender \***

Male ☐

Female ☐

**Full Address \***

**Postcode \***

*optional – Ethnicity  
(tick one box as appropriate)*

- |                          |      |  |
|--------------------------|------|--|
| <input type="checkbox"/> | WBRI | White, British                                     |
| <input type="checkbox"/> | WIRI | White, Irish                                       |
| <input type="checkbox"/> | WIRT | Traveller of Irish Heritage                        |
| <input type="checkbox"/> | WROM | Gypsy/Roma   |
| <input type="checkbox"/> | WOTH | White, any other White Background                  |
| <input type="checkbox"/> | MWBC | Mixed, White and Black Caribbean                   |
| <input type="checkbox"/> | MWBA | Mixed, White and Black African                     |
| <input type="checkbox"/> | MWAS | Mixed White and Asian                              |
| <input type="checkbox"/> | MOTH | Mixed, any other mixed background                  |
| <input type="checkbox"/> | AIND | Asian or Asian British, Indian                     |
| <input type="checkbox"/> | APKN | Asian or Asian British, Pakistani                  |
| <input type="checkbox"/> | ABAN | Asian or Asian British, Bangladeshi                |
| <input type="checkbox"/> | AOTH | Asian or Asian British, other Asian Background     |
| <input type="checkbox"/> | BCRB | Black or Black British, Caribbean                  |
| <input type="checkbox"/> | BAFR | Black or Black British, African                    |
| <input type="checkbox"/> | BOTH | Black or Black British, any other Black background |
| <input type="checkbox"/> | CHNE | Chinese  |
| <input type="checkbox"/> | OOTH | Any other ethnic background                        |
| <input type="checkbox"/> | REFU | Do not wish to be recorded                         |

# **STACKS PRE-SCHOOL and KIDS CLUB**

## **STATEMENT OF OUR POLICY**

### **GENERAL**

The Committee and staff welcome you and your child to the Pre-School. This document is given to all prospective Pre-School members and should be read and retained for future reference. The purpose of this document is to give you information about how the Pre-School operates and to set out Pre-School policies, which affect us all.

Pre-Schools aim to provide learning experiences through structured play for all children in the group, with the involvement of the parents in all aspects of the operation of the group. Pre-Schools were founded to offer your child a safe, satisfying and happy place to play, learn and develop with children of the same age before going on to school. This Pre-School is a member of the Pre-School Learning Alliance (PLA).

The day to day running of the Pre-School is overseen by the Manager and Supervisor. All our staff hold recognised childcare qualifications and all regularly attend professional development training days. Each member of staff has had an enhanced Criminal Records Bureau check and signed a Non-Discrimination declaration as laid down by OFSTED.

We are registered with Social Services under the Children Act 1989 and are inspected by Ofsted in accordance with the National Standards for Sessional day care. Prior notice of this inspection is given, and parents are welcome to be present at this time. A copy of the latest inspection report is available upon request to the Supervisor. A copy of our Certificate of Registration is displayed on the notice board

Lincolnshire Council provide the funding (via the DfES) for free, good quality early years provision for all three and four-year old's in the area. Funding is available for qualifying 2 year olds.

Stacks is committed to equality of access, opportunity to learn and make progress, whatever the child's age, gender, attainment, ethnicity, disability, special educational needs, or competence in English. The Pre-School fully supports this policy, and welcomes applications from, and will respect and value, every child's needs. All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others. We aim to meet the needs of all the children in our care in accordance with their stage of development and value them as individuals. This also applies to our employment policy and our attitude towards the staff, the parents and other volunteer helpers.

### **ADMISSIONS POLICY**

Children's names may be placed on the waiting list from 18 months of age with a view to starting as soon as a place is available following their 2nd birthday. Or from the age of 2 if you would like a 'free' place beginning the term after your child's 3rd birthday.

Places are allocated from the waiting list in the following order of priority:

1. Siblings of children already attending the Pre-School
2. In order of date of application

A registration form must be completed, with the address and other personal details of the child, including any medical details and allergies that are relevant to your child and that the Pre-School staff need to know. Any changes should be reported to the Manager or Supervisor immediately so records can be updated.

**PAYMENT OF FEES (UNFUNDED CHILDREN) Pre school / afterschool / holiday club.**

The Pre-School is open Monday to Friday 9am -3pm Term time only with funding available from age 2 for 38 weeks of the year.

We offer extended opening hours for those who need additional childcare from age 2 +. This is available year-round from 7.30am – 6pm charged at £4 per hour for top up. Session Fees also apply which are outlined in the booking matrix.

Unfunded spaces are available for Preschool from ages 2 which is charged per session outlined in the booking matrix or per hour at £4 per hour.

Breakfast club is available term time from 7.30am until school drop off charged at £5 per child.

7 am drop off is available at an extra charge of £3.

Afterschool club is available term time from school collection until 6pm charged at £4.00 per hour, per child.

Holiday club available in school holidays is available from age 5+.

Full days ages 5+ £28

Half day ages 5+ £15: 7.30am -1pm / 1pm -6pm

Chosen hours are charged at a rate of £4.00 per hour.

Healthy snacks and drinks throughout the day are provided.

Healthy balanced meals can be purchased for  
breakfast £1.50

Lunch and dinner at a cost of £2.50 .

Each is meal bookable 1 week ahead.

Sickness absence will be paid for in full.

Late collection fees will be charged at £5 per 15 minutes.

A deposit of one weeks contracted hours will be required to secure your child's place. The deposit will be refunded when the child leaves the setting on the provision that all fees are up to date and the contracted notice has been served.

Fees must be paid weekly in advance, to be submitted on or before the first day of each week. The management will approach parents who have not paid. Any payment problems should be taken to management.

Late payment of fees will be charged at £20 administration fee per week. If fees are late management reserves the right to withdraw childcare provision.

Local Authority funding for Pre-School sessions is available for children the term after their third birthday. Any questions about this funding can be addressed to the Manager or Supervisor.

**The notice period required when a child is leaving is half a term, or fees in lieu.** A half term's fees are required if a place has been offered, accepted and is then declined at the last moment (i.e. at the start of term).

I hereby sign to accept the terms and conditions laid out by Stacks and agree to pay the sum agreed upon via the booking matrix attached.

Signed: .....

Name Printed: .....

Dated: .....

