



For Office Use:

Date issued
Date received
Birth Cert no.
Proof of address
Seen on
By

Registration form

Child's Details:

First name(s) _____ Surname _____

Name known as _____

Child's full address _____

Gender _____ Date of birth _____

Family details

Name of parent(s)/carer(s) with whom the child lives: _____

Contact details 1:

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____ Mobile _____

Home telephone _____ Email _____

Work address _____

Does this parent have parental responsibility for the child? **Yes/No** (*delete*)

Does this parent have legal access to the child? **Yes/No** (*delete*)

Contact details 2:

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____ Mobile _____

Home telephone _____ Email _____

Does this parent have legal access to the child? **Yes/No**

Emergency contact details (if parents are not available) *Emergency contacts must be local*

Contact 1 - Name _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Address _____

Relationship to child _____

Contact 2 - Name _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Address _____

Relationship to child _____

Persons other than parent(s) authorised to collect the child *Must be over 16 years of age*

Person 1 – Name _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Address _____

Relationship to child _____

Person 2 – Name _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Address _____

Relationship to child _____

If someone other than a parent is collecting your child, please ensure they know the password you designate below and you enter their details in our collection book.

Password for the collection of child by authorised person _____

Your child's Doctor:

Name _____ Telephone _____

Address _____

Does any other professional (including a social worker) have contact with your child? **Yes/No** (*delete*)

If yes, please provide details _____

_____ (you will be contacted by our Pre-School Manager).

Are your child's immunisations up to date? **Yes/No** (*delete*)

If your child is between 24-36m, has a 2 yr old progress check been completed? **Yes/No** (*delete*)

Completed by _____ Date Completed _____

We will complete a progress check on your child between 24-36 months, we will ask you to be involved in the check and will discuss it with you.

Does your child have any known medical conditions, special needs or disabilities? **Yes/No** (*delete*)

If so please provide details _____

_____ Is a SEN/Education action plan in place for your child? **Y/N/n/a** (*delete*)

Has a health care plan and agreement to administer medicine been completed? **Y/N/n/a** (*delete*)

If yes please provide details _____

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

If so please provide details _____

If your child has allergies, these will be prominently displayed within our setting. Please sign below to agree this information can be displayed.

Signed (if applicable) _____ Date _____

General parental permissions

Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact the parent/carer, followed by the emergency contacts. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the setting manager (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed _____ Date _____

Suncream

I give permission for a member of staff to administer sun cream which has been supplied by yourself.

Signed _____ Date _____

Photographs

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. Only cameras/tablets supplied by the setting are used for this purpose, photographs taken are used for display and for your child's records within the setting. We may also record events and activities on video. Photos/videos are stored on the setting's tablets only; once they have been printed or uploaded to online learning journals they are deleted each half term. Observations and photographs may be used for staff training internally and externally. If used externally for accredited courses all information will remain confidential and only child initials will be used. If we would like to use any image of your child for publicity or marketing purposes, we will always seek your written consent for each image we intend to use. '

I give permission for _____ to have his/her photo taken, or videoed, as per the above conditions.

Signed _____ Date _____

Short Trip – general outings

Your child will be taken out as part of the daily activities. Venues used could include Mackie House senior citizen residence or Stock Primary School however this list is not exhaustive.

I give permission for _____ (name of child) to take part in short trips or general outings. I understand that individual risk assessments are carried out for each type of trip or outing taken and are available for me to see as required. For any planned outings, I understand I will be informed and my specific consent obtained.

Signed _____ Date _____

Parent Contract

The following details the terms and conditions of your child's attendance at Stock Pre-School. **Please this and the T&C on our website 09.01d carefully, and sign this declaration.**

1) Settling in and parental involvement

Parents/Carers are expected to co-operate in 'settling in' their child and are invited to attend an introductory session before the child joins. Parents/Carers are also strongly encouraged to attend at least one session each term as a 'parent-helper' to join the staff and children in the session's activities.

2) Bringing and Collecting Children

- a) Children should be brought to and collected from Pre-School promptly. Brothers and sisters are not covered by insurance when on the premises and must be supervised by Parents/Carers at all times.
- b) If a person other than those named as a collector is to collect your child, that person must be over 16 and their details entered by the parent in the Pre-School's Collection Book. The person collecting must also tell staff the security password. Failure to comply with this will result in staff refusing collection of your child.

3) Fees and charges wef Sep 2022

Where fees are applicable these will be invoiced ½ termly in advance.

<i>2 year olds & 3-4year olds not utilizing Government Funding</i>	<i>Fee per session</i>	<i>£22.50</i>
<i>3&4 year olds</i>	<i>Up to 5 sessions/week (max 15 hours) using universal offer of Government Funding*/ or with extended offer up to 10 sessions (max 30 hours offered at Stock Pre-School)</i>	<i>No charge*</i>
<i>Lunch club</i>	<i>Fee per session</i>	<i>£3.75</i>

* A Government Funded session is an opportunity for a 3 or 4 year old to use their universal Free Early Education Entitlement (FEEE) for specified sessions up to a maximum of 15 hours/week for 38 weeks of the year, and additionally the Extended Free Early Education Entitlement of up to 30 hours/week for 38 weeks of the year (subject to eligibility and availability). Funded sessions must be taken between 8.45-11.45am for the morning session and 12.15-3.15pm for the afternoon session.

We also offer Free Early Education Entitlement for 2 year olds (FEEE2) subject to eligibility and availability. Please note that due to Bank Holidays your child may not receive their full 38 week entitlement.

4) Voluntary contributions

As the Pre-Schools budget is squeezed we ask parents for a voluntary contribution of £1 per hour for all sessions where there is no parental charge due to Government funding (FEEE). This is used to help maintain and enhance the learning environment across the Pre-School. Importantly this contribution enables us to have high staff to child ratios, to provide a healthy snack for every child each session, have an abundance of art and craft activities and materials, and the opportunity to frequently participate in cooking and gardening.

We need this donation to bridge the gap between the funding we get from the Government and the costs we incur in providing this high quality offering and having more than the minimum requirement of staff – all of which we believe is in the best interests of the children.

We will automatically apply a voluntary contribution of £1 for every hour that your child attends our Pre-School using their Government Funding (FEEE) on your half-termly invoice (capped at £15pw). Should you decide you want this removed from your invoice please advise us of this in writing. In order that these contributions can go further we ask you to sign the Gift Aid declaration at the end of this form - this will enable us to claim 25p for each £1 you contribute, at no extra cost to you. Alternatively, if you opt out of paying this we may contact you to provide you with a list of items you will be required to supply.

5) Session Allocation

To see how sessions are allocated when your child joins the Pre-School please see our Admissions Policy.

6) Notice

It is assumed that each child will remain at Pre-School until they become eligible to start Primary School. If you wish to withdraw your child before then or drop any sessions, you must give a half term's written notice. If such notice is not received, some fees and charges may still be applicable.

7) Clothing

- a) Uniform is not mandatory. However, Pre-School t-shirts and sweatshirts are available and are recommended. If you wish to purchase, please complete and return the attached form.
- b) Children should be dressed suitably and all clothing, especially coats, must be clearly labelled. Although staff will try to protect children's clothing as much as possible e.g. using aprons, the Pre-School is not responsible for damage to clothing which can occur when children enjoy play activities such as painting, glueing or games.
- c) Where a child is wearing nappies or prone to 'accidents', Parents/Carers should provide a nappy change and/or change of clothes.
- d) During the Summer Term, children should bring a sun hat for outdoor play and be suitably protected for sunny weather.

8) Policy and Procedures

The Policies and Procedures applicable to the Pre-School are available at www.stockpreschool.org.uk. However, in particular your attention is drawn to the following policies:

- Safeguarding Children
- Health
- E-Safety

Please be advised that the Pre-School reserves the right to terminate a child's attendance if they consider it is in the best interests of the Pre-School.

I have read the Policies and Procedures of Stock Pre-School which are available at www.stockpreschool.org.uk and I agree to abide by them. I understand that the Pre-School reserves the right to update policies as appropriate but I will be advised of any substantive changes.

Childs name

Parent/Carer Signature

Date

To all Parents / Carers

Getting involved with Stock Pre-School

We love our parents to get involved with our Pre-School and there are many varied ways in which you can do this:

1. Membership of the Pre-School

If you have a child attending Stock Pre-School then you are eligible to become a 'Family Member' of the Pre-School. Membership of the Pre-School is free and entitles you to attend and vote at our Annual General Meeting (AGM), a great way to be pro-actively involved and up to date with what is happening at the Pre-School. Further details can be found in our Memorandum and Articles of Association on www.stockpreschool.org.uk. Please tick the box below to become a Member of the Pre-School.

	Please accept this as confirmation of my/our application for Family Membership of Stock Pre-School (registered charity No: 1125535) established as a Company limited by guarantee.
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2. Pre-School Committee

As a registered charity, run by an elected management committee of volunteer parents, we are always looking for new committee members who want to be part of the decision-making processes to ensure our Pre-School remains a nurturing, fun, stimulating and of course Ofsted 'Outstanding' Pre-School.

Committee members are elected at our AGM each year, which is usually held in December, and serve for a term of one year before standing down or being re-elected. Committee members are registered Directors of the Pre-School and are required to be registered with Ofsted, Companies House and The Charity Commission.

Although becoming a Committee member may sound a bit onerous, it really is the best way to become involved and to have a say about how the Pre-School is run. We match your interests and skills with various positions in the committee, for example if you are more suited to looking at finances you could be our Treasurer and help ensure our Finances are well-managed, or if you like arranging social events you could join our Fundraising team and focus on that. Being a committee member does require volunteering your time but you may well learn some new skills on the way and we do have fun too!

Please tick the box below if you are interested in finding out more about the committee

	Please note than I am interested in learning more about the committee/joining the committee and understand you will contact me.
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3. Pre-School Supporters

If you would like to help out on a more informal and ad-hoc basis, such as in the run up to a fundraising event or at the event itself, then please become a Supporter who are a pool of parents we ask to help out as and when required.

	I would like to be a Supporter and help out with fundraising events.
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4. Other help

If you have a skill or experience you could share with the Pre-School please let us know. For example, we've previously had parents coming in and running dance classes, reading stories, and talking about being a Policeman. Other parents have supported us by helping with our plumbing or building maintenance needs.

	I have a skill or interest that I would like to share with the Pre-School and understand the Pre-School will contact me regarding this.
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We do appreciate that time is precious for all of our parents, but we really need your help so please tick **all** of the boxes that are applicable to you. Finally, please remember that we welcome you joining in any of your child's sessions at any time and we ask that you continue to support our fundraising events.

Thank you for getting involved with Stock Pre-School

Name _____

Signature _____

Childs Name _____

**Uniform Order Form
(uniform is not compulsory)**

Good quality red t-shirts & sweatshirts, with our logo embroidered on.

Uniform charges will be included on your first bill

	3-4yrs	5-6 yrs
T-shirt @ £7		
Sweatshirt @ £12.50		

Equalities monitoring form

Childs name: _____

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

White – British

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other White background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Mixed – White and Black Caribbean

- White and Black Caribbean
- White and Asian
- Any other mixed background

Black or Black British

- Caribbean
- African
- Any other Black background

Chinese

- Chinese

Any other ethnic background

- Please state _____

Religion _____

Cultural Background

Are there any festivals or celebrations that you would like to us consider acknowledging/celebrating whilst your child is at Pre-School. If so, please provide details below

What languages are spoken at home ? _____

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

FOR OFFICIAL USE	
CHILD	
DOB	
GA claim(s)	

GIFT AID DECLARATION
making your donations go further



The Gift Aid scheme allows us to claim 25p from the Government for every £1 donated.

I want Stock Pre-School, registered charity number 1125535, to reclaim tax on any donations I have made to them in the past 6 years, and any donations I make to them in the future. I understand that the amount they claim back must not exceed the tax I have paid, and I will advise them if my address changes.

Name

Child's name

Address

please include postcode

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Signed

Date





Funded 3 & 4 year olds - Voluntary Contributions explained. . .

Stock Pre-School is a **registered charity** and operates as a **not-for-profit organisation**.

Unfortunately, there is a significant **funding gap** between the funding we receive from the Government and our costs. Pre-Schools are under financial pressure and are having to make some tough choices about how to survive.

Some of the unique and fabulous features of our Pre-School are **only** possible because of voluntary donations made by parents and our fundraising events. **We receive just £4.53 (correct @ Oct 2022) an hour from the Government for each 3 & 4-year-old through the 'Free Early Education Entitlement' scheme, compared to our fees of £7.50 an hour! This is why we ask you to make a voluntary contribution of £1 for each funded hour your child attends - this helps us bridge this gap.**

Things we hold dear, but can only provide because of donations and fundraising include;

- ✓ High staff-to-child ratio – we don't think that having the minimum legal amount of staff in each session provides the best environment and opportunities for your child so we endeavour to have a higher staff to child ratio in our sessions.
- ✓ Highly trained staff. We believe in training our staff and we invest in their continuous professional development to ensure they are all up to date on current Early Years best practice.
- ✓ Healthy snacks – we know that childrens' tummies get hungry after lots of activity and fun so we have a snack and drink available for them in every session. The snacks offered vary but all are healthy and give the children the chance to try new foods. Water and milk are always available to drink.
- ✓ An abundance of craft activities and materials - every week children have opportunities to make and create a number of different crafts and these are frequently linked to events in the calendar such as Christmas, Easter, Chinese New Year, Mothers Day, Fathers Day and Diwali to name a few!
- ✓ Cooking and baking activities – there are plenty of opportunities for your child to get involved in cooking and you will experience them bringing home treats for you to sample like bread rolls and soup.
- ✓ New equipment such as scooters, play kitchen, indoor den and numerous toys.
- ✓ Garden area including vegetable patch - providing plenty of opportunities for your child to participate in sowing, watering, picking and cooking the vegetables they have been actively involved with.

Thank you for reading this leaflet. We know it's long but we think it's important you know why we ask for voluntary contributions and why we hold various fundraising events throughout the year.

By paying voluntary contributions and supporting our fundraising events you really can help make a difference.

Thank you.