



Registration form

For Office Use:

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

If you wish to access funded hours you will be required to sign a form to confirm the number of hours of funding you wish to use at our setting. We need the following information for all children who qualify for working families funding, visit www.beststartinlife for eligibility checks and to get your code; if not yet available, it will be required at a later date. This information is not required for 3&4 year olds entitled to only 15 hours 'universal' funding. Families of 2-year-olds in receipt of certain benefits may be eligible for funding - please contact us if you think this applies to you.

Enter your code here Your National Insurance no. here

and your name and date of birth here

Please provide a photo of your child with family and/or pets for us to display on our fantastic 'family wall'. Alternatively, email one for us to print (clearly stating your child's name) stockpreschool@stockpreschool.org.uk thank you!

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/carers full name

Relationship to child

Daytime/work telephone Mobile

Home telephone Email

Work address

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

Contact details 2:

Parent/carers full name

Relationship to child

Daytime/work telephone Mobile

Home telephone Email

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

Persons other than parent(s) authorised to collect child *(must be over 16 years and know your password below)*

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

Emergency contacts if parents are unavailable - must be local. Details if different from above.

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

If your child attends another setting, please provide details below, by giving this information you agree to us contacting them to discuss transition/ ongoing issues regarding your child.

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

Signed _____ Date _____

Parent Contract

Please read 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 cooperate 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. Siblings 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 2025

Where fees are applicable these will be invoiced ½ termly in advance. A £35 admin charge is applicable either upon joining our waiting list or starting sessions. This charge will be added to your 1st bill unless it was paid upon joining our waiting list, it is waived for children who will attend solely for funded hours - as such, if paid in this case it will be refunded.

<i>2, 3&4year olds not utilizing Government Funding</i>	<i>am (8.45-11.45am)/ pm (12.15-3.15pm) based on our hourly rate of £9.50</i> <i>Full days (8.45am - 3.15pm) = 6.5 hours</i>	<i>£28.50</i> <i>£61.75</i>
<i>Funded hours</i> <i>*</i> <i>**</i>	<i>Up to 15hrs of funded sessions using universal offer of Government Funding/ or with extended offer up to 30hrs.</i> <i>Up to 15hrs for eligible 2-year-olds</i> <i>Full details available on the Government 'Childcare Choices' website https://www.childcarechoices</i>	<i>No compulsory charges</i> <i>See ***</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 hours are available between 8.45-11.45am for the morning session and 12.15-3.15pm for the afternoon session, and between 8.45am - 2.45pm for full days, with 2.45-3.15pm being chargeable according to our hourly rate ie. £4.75 for those 30 minutes. If you wish to access only funded hours by collecting your child early from a full day session you must inform us prior to your child joining us. **We also offer Free Early Education Entitlement for 2-year-olds (FEEE2 & F2W) subject to eligibility & availability.

Please note that due to Bank Holidays, your child may not receive their full 38-week entitlement.

4) Voluntary contributions ***

We ask parents for a voluntary contribution of just £3 for a half-day session and £6 for a full day if funding is used. This payment helps us maintain our high standards, as funding is intended to cover just a basic Early Years Foundation Stage (EYFS) provision. We are proud to offer higher staff-to-child ratios than the legal requirement and provide some great resources; we believe this is in the best interests of the children. So that these contributions can go further, please complete the Gift Aid form at the end of this pack, enabling us to claim 25p for each £1 you contribute, at no extra cost to you.

If applicable, we will automatically include these amounts on your bills; if you want this removed, please advise us of this in writing. Please note that should the level of these contributions drop such that our income does not meet our running costs, we may have to review how many funded sessions we are able to offer.

5) Session Allocation

To see how sessions are allocated, 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, fees and charges may still be applicable.

7) Clothing

- 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.
- 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.
- Where a child is wearing nappies or prone to 'accidents', Parents/Carers should provide a nappy change and/or change of clothes.
- 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.

Child's name

Parent/Carer Signature

Date

Uniform Order (uniform is not compulsory)

Uniform costs will be included on your first bill

	2-3y	3-4y	5-6y
Tshirt @ £8			
Sweatshirt @ £13.50	n/a		

Equalities monitoring form

Child's 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)

Getting involved with Stock Pre-School

We love our parents to get involved 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 that 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 _____

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

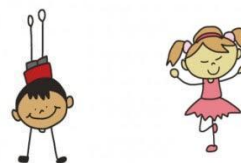
Child's name

Address
please include postcode
.
.
.

Signed

Date





Funded 2, 3 & 4 year olds - Voluntary Contributions explained. . .

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

The funding we receive is intended to cover just a basic Early Years Foundation Stage (EYFS) provision, but we offer much more than this! Some of the unique and fabulous features of our Pre-School are only possible because of the voluntary contributions made by parents and our fundraising events.

Things we hold dear, but can only provide because of your voluntary payments and fundraising include;

- ✓ High staff-to-child ratio – we don't think that having just 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 children's 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 different crafts and these are frequently linked to events in the calendar such as Christmas, Easter, Chinese New Year, Mother's Day, Father's 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.
- ✓ Garden area including vegetable patch - enabling your child to participate in sowing, watering, picking and then cooking the fruits and vegetables they have helped to grow.

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

Thank you.

