



Pre-School Registration Form



Child's Name _____

Date of birth _____

Start Date _____



Dear Parent/Carer

Thank you for your enquiry about Little Gruffalo's Pre-School.

We are an established pre-school with an excellent reputation. We have built up a strong, well-qualified staff team, who believe that every child deserves to be cared for in a safe, happy and secure environment.

The Pre-School is based within the Beverley Cherry Tree Community Centre on Cherry Tree Lane in Beverley.

The manager of the pre-school is Alison Smith. Alison is a Level 3 practitioner with extensive childcare experience.

We are registered with Ofsted (Ofsted Number EY560095) to provide pre-school care for children.

This brochure will give you an insight into pre-school life and tell you about the fun we have. We plan each day to make it exciting and full of activities all done through play.

Throughout the pre-school we follow the Department for Children, Schools and Families Statutory Framework for the Early Years Foundation Stage (November 2018/19).



Beverley Cherry Tree Community Centre

The Beverley Cherry Tree Community Centre is a registered charity and opened in 1996. Today we are a busy Community Centre that aims to meet the needs of the local community.

We offer:

- Free advice - debt, housing, employment, benefits
- Credit Union
- Help completing forms / advocacy
- Volunteer opportunities
- Food for Families project
- Community Pantry
- White goods project
- Affordable housing project
- Youth Club
- Holiday Club

Our Committee

The committee and its trustees play an integral, often unnoticed role in the care and social wellbeing of families in our area.

Chair

Jim Whitfield

Secretary

Amy Anderson

Treasurer

Tony Henderson

Vice Chair

Pat Crouch

Trustees

Marie Ramsden

Jim Sharp

Barbie Middleton-Parsons

John Edmond



Our Vision

Inspiring our children for a harmonious, healthier and happier world.

Trust Belonging..... Passion

Our aim is to.....

....provide a safe, happy place where everyone is known and valued, and where needs are acknowledged, accepted and met.

....encourage each child to be independent and self-disciplined, to develop a sense of responsibility for themselves and respect for others and the environment.

....provide a stimulating range of activities.

....develop a "can do" attitude that will stay with a child for life.

....develop a child's self-esteem.

....value and incorporate all aspects of children's lives, building a strong partnership with community and future schools.

....support all children to make sustained progress.

Our Ethos

Our mission is 'To provide a unique pre-school experience in a caring, safe environment where each child can reach their full potential through the variety of activities and experiences we offer' based on the guidelines from the EYFS document.

We value and nurture every child individually and offer consistent support to all parents and carers in their journey through this experience, from initial inquiry to leaving to attend school.

Children are the driving force behind the pre-school. The activities provided and environment created is centred around their interests and ideas. We value play as the work of the children and the process of learning is of greater value than the final product. We believe that parents are the main educators of their children and so encourage them to get involved and contribute information which helps us to work together for the benefit of the children.

Dedicated and qualified staff with varying experiences, who regularly update and evaluate their practice, help to support, nurture and meet the care needs of the children. We believe that children should be allowed to develop skills at their own pace and will never force a child into learning or independence until they are ready. Children are supported to become independent, contribute to the pre-school and are taught to respect and look after the environment in which they live, as well as each other.

Our inclusive practice means that all children are given opportunities to access all areas of provision and are supported in their development. Little Gruffalo's is committed to Safeguarding children.



Times of Opening

Our pre-school day begins at 9.00am and finishes at 3.30pm.

The pre-school is open for a choice of three sessions per day. Your son/daughter may attend a morning session, an afternoon session or a full day, which ever suits your requirements best.

Morning session - 9.00am - 12noon to include morning snack.

Afternoon session - 12.30pm - 3.30pm to include afternoon snack.

All day session - 9.00am - 3.30pm to include both snacks.

Early Bird Session - 8.30am-9.00am

There is a charge for staying over lunchtime of £2.50. Children staying for lunch must bring a packed lunch. We do promote healthy eating. Children attending the morning sessions may stay and join us for lunch club.

Fees

Please see the fee list. We would appreciate your cooperation in adhering to our fee terms and conditions. Fees are due within 7 days of the invoice date each month by cash, childcare vouchers, BACS or standing order.

Pre-School Visit

You are invited to come and see the pre-school, and you may call in at any time between 9.30-11.30am and 1.30-3.00pm or ring and arrange an appointment if you prefer. Our door is always open to you and should you have any queries please do not hesitate to ask. Please note, due to the ongoing Covid-19 pandemic we ask that you contact us on 01482 865227 in the first instance.

Registering

To reserve a place for your son/daughter please speak to Alison who will give you the relevant paperwork to complete. We ask for a £5.00 registration fee which will secure a place for your son/daughter. After completion of the registration formalities, we will invite your son/daughter to attend their free settling in session.



Admissions

Our pre-school accepts children from the age of 2 years upwards.

On arrival and departure, we ask that children are accompanied by an adult. If you need to make changes to pre-set arrangements and are unable to collect your son/daughter, please inform the nursery staff. Your nominated password should be given to the person collecting your son/daughter.

Children will not be allowed to leave the premises until the password is verified.

Notice of Daily Changes

Please let us know as soon as possible of any changes and we will do our very best to accommodate you.

Sickness / Emergency Procedure

We ask that parents contact the pre-school as soon as possible if your son/daughter is unable to attend due to illness. By law we are obliged to keep a register of attendance. If you wish to see the list of illnesses with advice about the exclusion times, please ask. Please be kind enough to follow our guidelines to help prevent the spread of infections to staff and other children. Should your child have an accident that requires qualified medical care, the child will be taken to hospital by ambulance, accompanied by a senior member of staff. If treatment is needed, the staff member will transfer responsibility to the Doctor in charge and will stay with the child until the parent/carer arrives. When registering your child, we ask for consent for your child to receive emergency medical treatment in the event of an emergency.

Our Policies

Our Policy File is available to view on our website www.ctca.org.uk. A copy is also available on the window ledge in the setting.

SENCO Policy

Every effort will be made to admit children with SEN.

Little Gruffalo's is an inclusive setting and has a Special Educational Needs Co-ordinator (SENCO) who attends regular and up to date Special Educational Needs and Disability (SEND) training provided through East Riding of Yorkshire Council.



Snacks

All of our snacks are prepared on the premises. Please inform us of any special dietary needs your son/daughter may have. There is a notice board in the reception area showing the snacks each day.

Our Pre-School Day

Children often learn effectively if they choose some of their own activities. This is why we organize these into areas, each promoting development of particular skills and abilities. We do monitor the choices being made to ensure that your child will have a varied experience and, if necessary, will guide him/her to where he/she needs to go. Additional activities are planned around topics and projects which may involve visits and outings.

Every day your child will have the opportunity to enjoy the following:

- Paint mixing / painting - construction
- Gardening
- Design and technology area - dry / wet sand - outdoors
- Story area/book corner - role play area - clay/dough - physical
- Mark making / writing - phonics / singing
- Messy play
- Baking
- Walks in the community
- Going on outings

Concerns and Complaints

We hope that the information and suggestions help you and your child settle quickly into the pre-school and that if you have any concerns you will always feel able to discuss them with me, Alison, on 01482 865227.

If you are not satisfied with the outcome of the complaint please contact Jo Ramsay, Centre Manager, on 01482 871993.

If you feel your concern is still not resolved you have the right to raise the matter with Ofsted who can be contacted on 0300 123 1231.

Please do not hesitate to discuss any worries or concerns with the pre-school staff. They are only too pleased to work with you in providing a safe, happy and enriching experience which will be the foundation stone for your child's future education here at Little Gruffalo's Pre-School.



Staff

You will find a Staff photograph board on the wall near the front door to the pre-school. We operate a key person system, to ensure all the children in our care feel happy and secure.

A Manager/Deputy Manager will be on site at all times.

All our staff are qualified or undergoing continuous training leading to appropriate qualification.

Centre Manager

Jo Ramsay

Pre-School and Out of School Manager

Alison Smith

Deputy

Angie Hant

Assistant Deputy

Lisa Thompson

Practitioners

Kim Williams

Shannon Diver

Katie Rawdon

Emily Allhouse

Tracy Ashby

Faye Earle

Lizzie Ross



FEES - LITTLE GRUFFALO'S PRE-SCHOOL

Our fees are as follows:

2 Years Plus

- Half day (AM or PM) - £22.50
- Full day - £37.50

Early Bird Session (8.30am-9am) - £3.00

If your child is attending an all day session there is an additional charge for staying over lunchtime of £2.50. Children staying for lunch must bring a packed lunch. We do promote healthy eating. Children attending the morning sessions may stay and join us for lunch club.

If you require childcare before 9am or after 3.30pm, we have an Out of School Club. Please speak to a member of staff for details.

For information regarding funding for 2, 3 and 4 year olds, please speak to a member of staff.

Payment can be made in cash, by voucher payment or by BACS. If paying by BACS are bank details are:

- Acct Name: Beverley Cherry Tree Community Centre
- Sort Code: 77-71-05
- Acct Number: 20689768





Little Gruffalo's Pre-School and Out of School Club

1 INTRODUCTION

Please read these terms carefully before signing and returning them to us as they contain important information and contractual obligations that bind you. If you think that there is a mistake in these terms or want to request any changes, please contact us to discuss.

2 INFORMATION ABOUT US AND HOW TO CONTACT US

- 2.1 We, the operators of the pre-school, are Little Gruffalo's.
- 2.2 You can contact us by telephoning us at 01482 865227 or by writing to us at manager@ctca.org.uk or Little Gruffalo's, Beverley Cherry Tree Community Centre, 117 Cherry Tree Lane, Beverley HU17 0AY.
- 2.3 If we have to contact you we will do so by telephone or by writing to you at the email address or postal address you provided to us.
- 2.4 When we use the words "writing" or "written" in these terms this, for the avoidance of doubt, includes emails.

3 OUR OBLIGATIONS

- 3.1 We will:
 - 3.1.1 provide the agreed childcare facilities for your child at the times agreed between us (subject to any days when the pre-school is closed or otherwise unavailable). If we change the opening hours/closure dates of the pre-school, we will give you as much notice of our decision as possible and, if necessary, work with you to agree a change to your child's hours at the pre-school;
 - 3.1.2 try and accommodate any requests you make for any additional sessions and/or extended hours of childcare at the pre-school. Please note – any extra sessions/hours have to be paid for in addition at the time the relevant extra sessions/hours are confirmed with us and no refund of such fees shall be given if your child does not attend those extra sessions/hours for any reason (including illness or holidays and including for any period of suspension or following termination in accordance with these terms); and
 - 3.1.3 notify you as soon as possible of any days on which pre-school will be closed other than those stated in clause 6.

4 YOUR OBLIGATIONS

4.1 You will:

4.1.1 provide us with all information we reasonably request about you, your child, your child's parents/carers or any other information we reasonably require and provide such promptly, in a suitable form and ensure such is complete, accurate and not misleading;

4.1.2 inform us of any Children's Social Care involvement including, without limitation, 'Looked After Children' (fostered or adopted);

4.1.3 immediately inform us of any changes to the information provided in accordance with clause 4.1.1 or 4.1.2;

4.1.4 immediately inform us if your child is suffering from any contagious disease. Please note - for the benefit of the other children at the pre-school, you must not allow your child to attend the pre-school if they are suffering from a contagious disease which could easily be passed on to another child during normal daily activities of the pre-school;

4.1.5 immediately inform us of any changes to your contact details;

4.1.6 keep us informed as to the identity of the persons who will be collecting your child from pre-school. **Please note** - if the person collecting your child is not you we will require them to provide to us the password allocated to you for collection purposes and, if we deem it necessary in our absolute and sole discretion, proof of the collector's identity. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release your child into their care unless ordered to do so by any relevant body with authority to so order (for example, the police);

4.1.7 inform us if your child is the subject of a court order and provide us with a copy of such order on request. **Please note** – we reserve the right to refuse to release a child to any person (without parental permission) unless we are ordered to do so by any relevant body with authority to so order (for example, the police);

4.1.8 immediately inform us if you are unable to collect your child from pre-school by the official collection time as notified to you from time to time (the current collection time is 3.45pm). **Please note** - if you do not inform us our staff will contact the emergency telephone number you have provided to us. If we are unable to contact you or the relevant person using the emergency contact details you have provided we will contact the police and/or Children's Social Care to deal with the situation. (See authorized child collection policy). **Please further note** - a late payment charge will be charged to you to cover increased staff costs where your child is not collected by the official collection time (as notified to you from time to time). The amount of the late payment charge is £5 for every 5 minute period beyond the official collection time your child remains uncollected; and

4.1.9 inform us as far in advance as possible of any dates on which your child will not be attending the pre-school. You are required to send to us an e-mail (in accordance with clause 2.2) notifying us of such dates your child will not be attending pre-school.

5 FEES AND PAYMENT

5.1 All of our fees are payable per child.

5.2 Our fees are set out in our published fee schedule (as amended from time to time in accordance with these terms) which is also available on request by contacting us.

5.3 Our fees are payable monthly within 7 days of the date of the invoice.

5.4 Fees can be paid by cash, childcare voucher, BACS or by setting up a standing order.

5.5 All fees must be received by us in full within 7 days of the invoice date or we reserve the right to:

5.5.1 charge a £10 administration charge for each 7 day period that the fees are not received by us in full and cleared funds; and/or

- 5.5.2 charge interest to you on the overdue amount at the rate of 4% a year above the base lending rate of the Bank of England from time to time. This interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. You must pay us interest together with any overdue amount.
- 5.5.3 pass the account to a Debt Collection company for recovery. Any charges involved in this will be payable by you.
- 5.6 We review our fees and, if deemed desirable, revise them from time to time in our absolute and sole discretion. If you do not wish to pay the revised fees, you may end this contract by giving us 4 weeks' written notice to that effect. If such notice is not given, you will be liable to pay the revised fees for such period of time this contract continues until termination.
- 5.7 No refund will be given for any period where your child's pre-school place is unfilled due to any reason (including illness or holidays and including for any period of suspension or following termination in accordance with these terms). We are under no obligation to allow you to 'swap' days your child is unable to attend the pre-school with other days however we will consider requests for such 'day swaps' which we may accept in our absolute and sole discretion.
- 5.8 We accept all Employer Voucher Schemes / Childcare Vouchers however full payment is required using one of the methods mentioned in clause 5.4 until the first voucher has been credited to your account. **Please note** – if using vouchers it is your responsibility to cancel the vouchers if you no longer require our services. We cannot refund money directly to you and all refunds will only be given to the relevant employer organisation. We also accept Tax-Free Childcare.
- 5.9 Universal funding of fifteen hours is available to all three and four year olds. The additional 15 hours funding is only available when parents fall into the correct criteria.
- 5.10 A £5.00 booking fee is required when returning these terms signed by you to us. This booking fee will not be refunded to you in any circumstances even if your child does not attend the pre-school.
- 5.11 Unless specifically agreed between us, we are not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance.

6 OPENING TIMES AND HOLIDAYS

- 6.1 The pre-school is open from 9.00am – 3.30pm on weekdays save for as provided in clause 6.2 below.
- 6.2 The pre-school will be closed for all bank holidays and school holidays.

7 SUSPENSION

- 7.1 We may suspend your child from the pre-school without notice at any time if:
- 7.1.1 you have failed to pay any fees (and any applicable interest) by the due date for payment in accordance with these terms and such suspension may, in our absolute and sole discretion, continue until payment has been made in full and cleared funds; or
- 7.1.2 your child's behaviour at pre-school is deemed by us to be unacceptable or endangers the safety and wellbeing of the other children or the staff at the pre-school. The suspension may continue, in our absolute and sole discretion, whilst we try and address these problems with you; or
- 7.1.3 your behaviour, or that of any third party caring or collecting for your child, is deemed by us to be unacceptable or endangers the safety and wellbeing of the other children or the staff at the pre-school. The suspension may continue, in our absolute and sole discretion, whilst we try and address these problems with you.

7.2 If the period of suspension exceeds 4 weeks, either of us may terminate this contract immediately by giving written notice to the other to that effect.

8 TERMINATION

- 8.1 You may end this contract at any time by giving us at least 4 weeks' written notice to that effect.
- 8.2 We may end this contract at any time by giving you at least 4 weeks' written notice to that effect.
- 8.3 We may immediately end this contract, without notice to you, if:
- 8.3.1 you have failed to pay any fees (including any applicable interest) by the due date for payment in full and cleared funds in accordance with these terms and such fees and, if applicable, interest, remain outstanding for a period of 14 days;
 - 8.3.2 you have breached any of your obligations under this contract and you have not or cannot put right that breach within 14 days of us asking you to do so;
 - 8.3.3 you or any third party caring or collecting your child, in our sole opinion, behave unacceptably in any way (please note - we will not tolerate any physical or verbal abuse towards any of our staff or any third party);
 - 8.3.4 your child's behaviour is, in our sole opinion, unacceptable or endangers the safety and/or wellbeing of any of the other children, the staff or any third party at the pre-school; or
 - 8.3.5 we take the decision to close the pre-school for any reason or no reason at all.
- 8.4 Please note that you still remain liable for payment of all fees (and any applicable interest) throughout any period of notice stipulated in these terms.

9 GENERAL

- 9.1 **Please note** - we have a duty of care to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.
- 9.2 **Please note** - if the pre-school closes or we take the decision to close due to events or circumstances that are outside our control, we shall be under no obligation to provide alternative childcare facilities to you.
- 9.3 **Please note** - the pre-school cannot be held responsible for any loss or damage to any of your or the relevant parent's, carer's or child's property or belongings. Every reasonable effort will be made by the pre-school and its staff to ensure that your property or belongings or those of any parent, carer or child is not damaged and returned. Please ensure that all property and belongings are clearly labelled.
- 9.4 **Please note** - we reserve the right to administer first aid and any emergency treatment as required. You or the relevant parents / carers will be informed of all accidents and will be asked to sign a form. We will administer **prescribed medicines only** if you or the relevant parents / carers have completed a consent form (a 'Parenta Loco Form'). Medication must be labelled by a pharmacy with the child's name on. We may require you or the relevant parents / carers to withdraw their child from pre-school in the event that they require special medical care or attention, or it is considered that the child is not well enough to attend pre-school. We may also ask you or the relevant parents / carers to withdraw their child from the pre-school if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that staff and/or other children may contract such a disease or infection.
- 9.5 **Please note** – you are requested to inform us of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction / allergy. You must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform us of any changes/progress to the condition, in writing, when they become aware. You must also

provide details, in writing, of any medical / dietary / nutrition plans or schedules your child is subject to.

- 9.6 We have extensive Insurance cover - full details of our insurance are available from us upon request.

10 IF THERE IS A PROBLEM

- 10.1 If you have any questions please contact us. You can contact us by telephoning us at 01482 865227 or by writing to us at manager@ctca.org.uk or Little Gruffalo's, Beverley Cherry Tree Community Centre, 117 Cherry Tree Lane, Beverley HU17 0AY. Alternatively, please speak to one of our staff in the pre-school. If you have any complaints, please see our Complaint Procedure and Policy or contact us using the aforementioned details.
- 10.2 Nothing in these terms will affect your legal rights. For detailed information please visit the Citizens Advice website www.adviceguide.org.uk or call 03454 04 05 06.

11 OUR RESPONSIBILITY FOR LOSS OR DAMAGE

- 11.1 If we fail to comply with these terms, we are responsible for loss or damage you suffer that is a foreseeable result of our breaking this contract or our failing to use reasonable care and skill, but we are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time the contract was made, both we and you knew it might happen, for example, if you discussed it with us during the sales process.
- 11.2 If you use the services for any commercial, business or re-sale purpose we will have no liability to you for any loss of profit, loss of business, business interruption, or loss of business opportunity.
- 11.3 We accept no liability for any losses suffered by you or the relevant parents / carers arising directly or indirectly as a result of the pre-school being temporarily closed or the non-admittance of your child to the pre-school for any reason. We accept no responsibility for children whilst in your or any third party's care on pre-school premises. We will not be liable to you, parents, carers and/or children for any loss of any kind, for damage to your, the child's or parent's / carer's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.
- 11.4 We accept no responsibility for any death or personal injury to a child whilst not in our care including when the relevant child is in your care (or that of a third party dropping off or collecting the child) whilst dropping off or collecting the relevant child. A child will only be deemed to be in our care once that child has been signed in to the pre-school and until that child is signed out again.

12 HOW WE MAY USE YOUR PERSONAL INFORMATION

- 12.1 We will use the personal information you provide to us to:
- 12.1.1 provide our services; and
 - 12.1.2 process your payment of our fees.
- 12.2 We may pass your personal information to credit reference agencies and they may keep a record of any search that they do.
- 12.3 We will only give your personal information to other third parties where the law either requires or allows us to do so.

13 OTHER IMPORTANT TERMS

- 13.1 We may transfer this agreement to someone else. We may transfer our rights and obligations under these terms to another organisation.

- 13.2 You may only transfer your rights under our guarantee to someone else. You may only transfer your rights or your obligations under these terms to another person with our written consent.
- 13.3 Nobody else has any rights under this contract (except someone you pass your guarantee on to). This contract is between you and us. No other person shall have any rights to enforce any of its terms.
- 13.4 If a court finds part of this contract illegal, the rest will continue in force. Each of the paragraphs of these terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.
- 13.5 Even if we delay in enforcing this contract, we can still enforce it later. If we do not insist immediately that you do anything you are required to do under these terms, or if we delay in taking steps against you in respect of your breaking this contract, that will not mean that you do not have to do those things or prevent us taking steps against you at a later date. For example, if you miss a payment and we do not chase you but we continue to provide the pre-school services, we can still require you to make the payment at a later date.
- 13.6 Which laws apply to this contract and where you may bring legal proceedings. These terms are governed by English law and you can bring legal proceedings in respect of the services in the English courts.

DECLARATION AND AGREEMENT

By signing below I confirm that I have read and fully understood the terms and conditions set out above and agree to abide, and be bound, by them.

Child's full name (print):

Signed:

Print name:

Date:

Registration Form

Name of Child:

Date of birth.....

Address.....

..... Postcode.....

Religion..... Ethic Group.....

First Language..... Additional Language.....

Does your child have a social worker

Name of Social worker.....

Name of Health Visitor.....

Is the child in the care of Local Authority

i.e. Fostered..... Adopted

Previous settings attended.....

.....

Please record any additional needs your child may have.....

.....

.....

Start date

Days required:	Monday	am.....	pm.....
	Tuesday	am.....	pm.....
	Wednesday	am.....	pm.....
	Thursday	am.....	pm.....
	Friday	am.....	pm.....

Email address for invoices and newsletters

Emergency Contacts Details

Name of Child:

Mother/Guardian

Mrs Miss Ms Name

Address Postcode

Home Tel: Work Tel:

Place of work: Mobile:

Parental responsibility

Father/Guardian

Mr Name

Address Postcode

Home Tel: Work Tel:

Place of work: Mobile:

Parental responsibility

EMERGENCY CONTACT DETAILS (Other than parents)

Name Relationship to child.....

Home Tel: Mob Tel:

Name Relationship to child.....

Home Tel: Mob Tel:

Collection of Children

Name of Child:

If you are unable to collect your child, the staff will only release your child to your nominated persons (listed below). Please complete the form below with any suitable people that **you will allow to collect your child** - remembering to ensure they sign this form too.

NOMINATED PERSON DETAILS:

CONTACT 1

Name:

Address: Postcode:

Home tel: Mobile Tel:

Signature: Relationship to Child:

CONTACT 2

Name:

Address: Postcode:

Home tel: Mobile Tel:

Signature: Relationship to Child:

PASSWORD :

Please note: **No person under the age of 16** can collect a child from the pre-school / out of school, as they are not legally responsible.

Please be aware staff will ask for means of identification.

Please inform us of any changes to your nominated list in writing.

I give my consent for the people named above to collect my child from the pre/school.

Parent / Carer Signature: Date:

Medical Consent Form

We are obliged by regulations and by law to have a consent form signed by parent/guardian for Emergency medical treatment. This means that, in the unlikely event of a medical emergency, treatment can be administered to your child without delay.

Name of Child:

Doctors Name _____ Telephone _____

Address _____

Does your son/daughter have any Allergies or Dietary needs? YES/NO
Please give details _____

Is your son/daughter taking regular medication e.g. Inhaler, Insulin? YES/NO
Please give details _____

Is your son/daughter taking temporary medication e.g. Antibiotics? YES/NO
Please give details _____

Any other medical information

Vaccinations all up to date - YES/NO

I understand that the pre-school cannot be held responsible for any problems arising from my son's/daughter's sickness/drug treatment. I also understand that my son/daughter may be sent home at the Manager's discretion if considered to be unwell.

We, / I as parent / carer of _____

a) Give consent to Pre-school Staff to administer prescribed medication in accordance with Doctor's instructions.

b) Give consent for emergency medical treatment, including admission to hospital and treatment by a qualified Doctor/Medical Staff.

Signed **Date**.....

Consent for the Following

Name of Child:

Please tick the relevant box to confirm whether you give consent.

Signed **Name(in CAPITALS)**

	I give consent	I do not give consent
Photographs for Newspaper		
Work on display in the pre-school		
Information being shared with future pre-school / school		
Photographs for staff training		
Photographs for Learning Journeys		
Photographs on display in the pre-school		
Written Observations to be made		
Photographs for CTC Website or Facebook page		
Information being shared with other appropriate professionals		
Being taken to hospital if needed		
Being given first aid if needed		
Being given emergency medical care if needed		
Having sun cream applied		
Having facepaint applied		
Being taken on outings		
Having plasters applied		
Taking part in animal workshops		
Brushing teeth in the setting		



We have included a questionnaire in the brochure to help us improve your first experiences of the pre-school, we would be very grateful if you could return it with your registration forms.

What were your first impressions of Little Gruffalo's Pre-School?

Did you feel you were given all of the information that you needed?

Did you find the staff welcoming?

Was getting in touch and requesting a brochure easy?

Did you feel you got a true sense of the pre-school from looking around?

Did you find the visit too long or too short?