



**Registered Charity Number: 1016388**

**HACKLETON PRE-SCHOOL REGISTRATION DOCUMENTS**

TO BE RETURNED TO THE BUSINESS MANAGER BEFORE CONFIRMATION OF A  
PLACE FOR YOUR CHILD.

CHARMAINE WALKER

BUSINESSMGR.HACKLETONPRESCHOOL@GMAIL.COM

# Child's Registration Pack

## Child's Personal Details

At **Hackleton Preschool** we must make sure we have correct and up to date information on all the children in our care. Please make sure that you inform us of any changes to the details provided below.

Personal Information	
Forename(s) of Child:	Surname of Child:
Preferred Name:	Date of Birth:
Gender:	Ethnicity & Religion:
Home Language:	Place of Birth:

Mother/Parent/Carer - Emergency Contact 1	
Name:	Relationship:
Address:	
Postcode:	Home Tel:
Mobile:	Email:
Occupation:	Work Tel:
Please indicate if your child lives at this address:	

Father/Parent/Carer - Emergency Contact 2	
Name:	Relationship:
Address:	
Postcode:	Tel:
Mobile:	Email:
Occupation:	Work Tel:
Please indicate if your child lives at this address:	

Collection List (Not Parents)	
Name:	Relationship:
Tel:	Mobile:
Permission to collect at any time:	
Name:	Relationship:
Tel:	Mobile:
Permission to collect at any time:	
Name:	Relationship:
Tel:	Mobile:
Permission to collect at any time:	

Signature of Parent/Guardian:	Date:
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## Medical Needs

Here at **Hackleton Preschool** it is our aim to work with each child on an individual basis and where needed provide extra support or resources to enable your child to get the best out of their time with us.

Doctors & Dentist Details		
Name:	Surgery including telephone no:	
Address including postcode:		
<b>Dentist Name and address:</b>	Tel:	
Health visitors Name:	2yr progress check completed: Y/N	
Allergies & Dietary Requirements		
Does your child have any allergies?	Yes	No
If yes, please detail below, including signs of a reaction etc	<input type="checkbox"/>	<input type="checkbox"/>
Does your child have any dietary or religious needs? If yes please detail below;	Yes	No
Medical Conditions & Special Needs		
Does your child have any medical conditions or special needs?	Yes	No
If yes please detail below		
Are you working with any outside professionals currently? If yes please provide details below;	Yes	No
Medical Information Continued		
Are your child's vaccinations up to date?	Yes	No
Has your child had chicken pox?	Yes	No
Signature of Parent/Guardian:		Date:

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## Consent Form

Here at **Hackleton Preschool** we want the very best for you and your child. As a preschool setting we do a lot with the children, including exploring our local community. Below is a list of consents for you to sign so that we know the limits of what we can do with regards to your child.

### Medical treatment

Do you give consent for Hackleton Preschool to use a plaster on your child in the event of a minor cut or graze?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you give consent for Hackleton Preschool to give prescribed medication in order to complete a course of antibiotics for example? (A separate form will be completed per medication at preschool)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you give consent for Hackleton Preschool to call 999 or minor injuries if necessary whilst your child is at preschool? (you will always be informed straight away)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Photographs and Filming

Do you give consent for Hackleton Preschool to take photographs of your child to put in their Personal Learning and Development file (Tapestry)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you give consent for Hackleton Preschool to use photographs of your child in brochures, leaflets and any other form of publicity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you give consent for Hackleton Preschool to use photographs of your child on display boards around the setting?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you give consent for Hackleton Preschool to use photographs of your child on the preschool <b>PRIVATE</b> website and face book page?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you give consent for Hackleton Preschool to take video footage of your child for observational purpose?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Ongoing Medication

They may be a time when your child will need to be on long term medication ie. an inhaler. Do you give consent for Hackleton Preschool to administer daily prescribe medication if needed (a full medication form will be filled out before any medication is given)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### Walks in the Community

At Hackleton Preschool we pride ourselves in being able to take the children on regular walks around the local community. When out on a walk as well as our normal ratio we will also have a "plus leader in charge" this person will carry the setting mobile phone and the first aid box.

Do you give consent for Hackleton Preschool to take your child on a walk around the local community (Hackleton Village)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Signature of Parent/Guardian:

Date:



# Child's Registration Pack

## Terms & Conditions

1. Pre-School is open Monday, Wednesday, Thursday, and Friday mornings from 8:30am to 12:30pm and Monday, Wednesday, Thursday until 4pm and Friday until 3pm. We also offer a pre-school day of 9-3pm each day. Tuesday session are dedicated to our riser children who will be in their last pre-school year and operates between 8:30-16pm. An AM, PM, Pre-School or all day sessions is available to them. We operate a Lunch club on every day from 11:45am until 12:30pm. It is not expected that children will arrive before the start of a session or be collected late.
2. If you do get delayed collecting your child please telephone us immediately so that we know you are on your way. Please see the Late Collection of Child Policy for full details of the card scheme & fees that will apply. Please also note that if a child is not collected within half an hour of the end of a session then Pre-School will follow the Policy & Procedure "Arrival and Collection of a Child"
3. Hackleton Pre-School hourly rates is £5ph. We do accept universal and extended funding as well as 2 year funding.
4. Admission shall be at the discretion of both the Setting and Business Manager.
5. Proof of your child's identity will be needed on the first session attended. (i.e. birth certificate) along with the £50.00 administration fee upon registration.
6. Invoices are issued each half term and must be paid within 7 days of the start of each term or invoice. Due to our running costs, there are no refunds or reduced invoices for any any absences including holidays or illnesses and childhood infections.
7. If your child is eligible to receive the Early Years funding for 2 year olds or Free Entitlement for 3 & 4 year olds then all supporting documentation must be provided/completed by the deadlines given or full fees will be charged in line with the Pre-School fee policy. Please note if you are entitled to the extending funding provision you need to apply for a new eligibility check funding block, this must be done in the block prior though. We offer a funded place of up to 26 hours (15hrs universal and 11hrs extended funding) additional hours are chargeable.
8. If you no longer wish your child to attend our setting then 4 weeks' notice in writing is required or 4 weeks fees in lieu of notice will be charged to you.
9. If your child is eligible for funding through the free entitlement but you withdraw them from the Setting before Headcount Date you will become liable to pay for all services accessed up to the date of withdrawal and any notice fees which are also payable in terms 6 and 8 above.
10. If a bill is not paid within 7 days of receipt, then the child will not be admitted to future sessions until all outstanding amounts are fully paid unless agreed with the setting.
11. A fee of £10.00 will be made for any unpaid cheques.
12. Children are accepted from 2 years of age. No child under 2 years old is accepted but can be placed on our waiting list. Our waiting list is arranged in order of birth.
13. Our pre-school has a uniform policy and we would expect all children attending our pre-school as a minimum to wear a Hackleton Pre-School Polo Shirt. Please make sure ALL your child's clothes are clearly marked with his/her name.
14. Please ensure your child is not wearing any jewellery whilst within the Setting. Dispensation on religious grounds may be given at the discretion of the Chair of the Management Committee.
15. If your child has been ill, please ensure that he/she is completely free from infection before returning them to preschool (usually 48 hours after sickness ended). Please see periods of exclusions in the main entrance.
16. Staff must be informed of any matter concerning the health of a child. If you require staff to administer any medication, then a letter of authorisation must be provided together with full written instructions. A medical form will be completed for the setting. PLEASE HAND ANY MEDICATION DIRECTLY TO A MEMBER OF STAFF IN A SEALED NAMED BAG. Please note we are only able to administer prescribed medication.



# Child's Registration Pack

17. Please do not bring an ill child to preschool. If a child appears unwell upon arrival at Preschool the Manager reserves the right to decline entrance. Should a child become unwell during a session we will always contact you to take him/her home and we expect your prompt attention.
18. If your child is ill please telephone the Setting to advise of the illness/absence on **07902286411**
19. Our holidays are published on our noticeboard and term dates are always issued for the academic year. We run in line with Hackleton Primary School, other local school settings may be different.
19. If you wish to change the sessions/days on which your child attends Preschool, you will please ask to provide four week's notice in writing where possible.
20. If you are going on holiday, please ensure you inform pre-school of your absence in writing. Absences through holiday or sickness are still chargeable.
21. One off or emergency extra session can be requested and will be made available subject to available space and standard fees.
22. Once your application has been processed you will be contacted regarding a start date.
23. Once your child starts Preschool, it is advised that you read and follow our Preschool policies and procedures. (These can be found on the entrance table in a folder.)
24. Staff must be notified in writing of any change in the collection arrangements for your child.
25. Staff must be notified in writing of any change to your details including name, address, telephone number etc.
26. In an emergency, if parents or any other named emergency contact person, cannot be contacted, the staff will decide on the best course of action.

I have read through the terms and conditions set out by Hackleton Preschool and understand that I must adhere to them at all times whilst my child is registered with the setting.

Signature of Parent/Guardian:	Date:
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