

# Oakwood Community Pre-school



A non-refundable registration fee of £25.00 must be enclosed with this form to secure a place on our waiting list. This fee is not applicable if your child will be funded from start date.  
BACS Transfer Lloyds Bank Account No. 00305910 Sort Code 30-93-32 please use child's name as reference.

## CHILD'S DETAILS:

First Name

Surname

Name to be known as

Date of Birth

Child's first language  
& Other languages

Religion

Any Siblings  
Names/Ages

Address

Postcode

Telephone

Email address

Other settings attended

Funding number

Funded parent date of birth

Funded parent National insurance number

**CONTACT DETAILS:**

Parent Name (1)  Mobile number

Place of work  Work number

Parent Name (2)  Mobile number

Place of work  Work number

Name of parent with whom the child does not live

Does this parent have parental responsibility? YES/NO

Address   
Postcode   
Telephone

**EMERGENCY CONTACTS** (other than parents/guardians)

Name & Address  Contact Numbers

Name & Address  Contact Numbers

Doctor Name & Address  Telephone

Other Professionals

Names & Addresses

Telephone

Any Other Persons authorised to collect the child (must be over 18 years of age)

Name  
Address  
& Tel:

Relationship to child

Mobile

Name  
Address  
& Tel:

Relationship to child

Mobile

HEALTH:

Does your child have any Medical condition, Allergies or problem or is he/she receiving any medical treatment?

YES/NO

Does your child have any Dietary requirements/exclusions (vegetarian or foods to avoid)?

YES/NO

Are your child's immunisations up to date?

YES/NO

Does your child have any special needs or Disabilities?

YES/NO

What special support (if any) will he/she require in our setting?

Where did you hear about our setting (friend, Contact Magazine advert, etc.)?

**Ethnicity codes: please tick the box which best describes your ethnicity**

Ethnicity	Code
White British	WBRI
Bangladeshi	ABAN
Indian	AIND
Pakistani	APKN
Any other Asian background	AOTH
Black African	BAFR
Black Caribbean	BCRB
Any other Black background	BOTH
Chinese	CHNE

Ethnicity	Code
Any other Mixed background	MOTH
White and Asian	MWAS
White and Black African	MWBA
White and Black Caribbean	MWBC
White Irish	WIRI
White Traveller of Irish Heritage	WIRT
Any other White background	WOTH
Gypsy/Roma	WROM
Any other ethnic group	OOTH
Do not wish to disclose	REFU

Please tick preferred sessions:

We will do our best to allocate your required sessions, dependent upon availability when your child starts.

	Morning 9:00-12:00	Afternoon (Includes Lunchtime) 12:00-15.00	All Day 9.00-15.00
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

If your child attends pre-school all day or afternoon sessions, they will need a packed lunch from home (no nuts or chocolate please). If these sessions do not meet your requirements we also offer flexible sessions. Please enquire.

Preferred Start Date:

Current fees are £7.50 per hour.\*

Your child will be eligible for 15 hours Grant Funding the term after their 3rd birthday.

We accept 2 year olds whom are in receipt of Hampshire 2 year old funding.

We also offer 30 hour funding. Please look at <https://www.childcarechoices.gov.uk/> to find out if you are eligible.

\* Fees may be subject to change.

**Late fees** - £1 per minute will be charged for late collection after 12.10pm/15.10pm depending on your child's collection time.

Please note our collection times are 12.00pm/15.00

If you continue to collect you child late i.e. 15.10 you will be charged £1 per minute from the normal finish time.

### **FEES**

Are payable to Oakwood Community Pre-school, we accept various Childcare vouchers, please discuss payment options with our Manager.

I fully understand that Absences and Holidays **MUST** be paid for and my child/children's attendance is conditional upon continual fee payments.

PARENT NAME.....

SIGNED.....

Parent/Guardian

DATE .....

# Oakwood Community Preschool

## Consents



**Please read the following carefully. Your signature below indicates your agreement, if you **DO NOT** agree with any of the statements below please cross them out clearly:**

I give my permission for my child to be observed, photographed, videoed and voice recorded for record-keeping purposes and for displays within Pre-school.

I give my permission for photographs of my child to be used on the preschool website.

I will not put photos of other children on any social media websites including Facebook.

Exploring the local area is a great way to gain first hand knowledge and local trips occur regularly at pre-school. I give my permission for my child to be taken off Pre-school premises for walks in Hartley Wintney during a session with an appropriate adult/child ratio according to our policy.

You will be informed of trips further than Hartley Wintney and permission will be sought beforehand.

I/we have been provided with details of the setting's policies and procedures, including the Information Sharing procedures and understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

I understand that the preschool staff and preschool child protection officer have a "Duty of Care" to safeguard the children attending the preschool. If they suspect any type of abuse or neglect they will take steps to protect the child and contact the necessary services to do this.

If any child comes in with an existing injury you will be asked to complete a form reporting how the injury occurred.

I give permission for trained staff to administer basic first aid to my child at Pre-school. I give permission for staff to use plasters on my child.

I/we also understand, that if required, my/our child will be taken by staff to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary, on the understanding that I/we have been informed and are on our way to the hospital

I'm aware that applying sun cream to my child before their session is my responsibility.

The Preschool staff will not apply sun cream on my child during their session.

I accept responsibility for my child prior to a session and as soon as the child is collected at the end of a session. I also understand that I am responsible for any non Pre-school child that I bring on to the premises.

I am aware that my child might get wet from water play and wet weather while at Preschool. I take responsibility to provide spare clothes and footwear for my child and agree to be contacted to bring some to preschool if they are not provided.

I give permission for staff to record my child's key learning development using the Tapestry online journal.

I take responsibility for familiarising myself with Oakwood Community Preschool policies and with the Early Years Foundation Stage curriculum as detailed in the pre-school's Prospectus. The policies and procedures can be found in the pre-school lobby and on our website.

**Child Name:** \_\_\_\_\_ **Parent Name:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parental Involvement Form

We realise parents are busy people too, however for our Community preschool to run successfully we need parents help. It can be fun and very rewarding to join other parents in organising fundraising events and help make various decisions. Please tick below if you are able to join our committee.

I would like to join the Oakwood Community Preschool Committee	
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If you have a special hobby or interest you might be able to share with the children, from playing the flute or cooking to gardening, we would love to hear about it!

My special interest/hobby is

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Confidential

Please note that this Password will be kept in confidence and ensures the safety of your child if a Collection Authority has not been signed, or if through unexpected circumstances a different adult needs to collect your child.

Child's Name.....

Please write a password for your child.....

Parent Name..... Parent Signature .....