

Hopscotch Pre-school registration form and parental agreement.



Childs details:

Childs first name: Name known as Surname.....

Childs full address:

.....Postcode:.....

Gender: Male/ Female.....Date of birth.....

Family details:

Main Parent/carer one name:

Relationship to child

National insurance number: DOB:.....

Main contact number:(Please circle- Home, Mobile, work)

Second contact number(Please circle- Home, Mobile, work)

Email:

Address if different from child:

..... Post code:

Main Parent/carer two name:

Relationship to child

Main contact number:(Please circle- Home, Mobile, work)

Second contact number(Please circle- Home, Mobile, work)

Email:

Address if different from child:

..... Post code:

Do you have parental responsibility? YES NO

Other person(s) with parental responsibility:

Relationship to child:

Contact number:

PASSWORD FOR COLLECTION

Persons other than parent(s) authorised to collect the child *Must be over 16 years of age. Please note that if the authorised person is not the person indicated on the daily signing in/out sheet, staff will check before releasing the child.*

Emergency contacts (who is allowed to collect your child in your absence)

Person 1

Name:
Relationship to child:
Main contact number: (Please circle- Home, Mobile, work)
Second contact number (Please circle- Home, Mobile, work)
Email:
Address if different from child:
..... Post code:

Person 2

Name:
Relationship to child:
Main contact number: (Please circle- Home, Mobile, work)
Second contact number (Please circle- Home, Mobile, work)
Email:
Address if different from child:
..... Post code:

Details of professionals involved:

GP: Telephone:
Address: Post code:
Health visitor: Telephone:
Social care: : Telephone:
Paediatrician: Telephone:
Please specify any other professionals involved:
.....
.....
.....

About your child:

Does your child have any ongoing medical conditions? If so please specify below:
.....
.....

Does your child have any special needs/disabilities?
.....
.....

Does your child have any allergies?
.....

Other than allergies, does your child have any dietary requirements?

.....
.....
.....

What is the main religion in your family?

.....

Are there any festivals or special occasions celebrated in your culture that you would like to be acknowledged/ celebrated?

.....

Are there any festivals or special occasions celebrated that you would not like your child to acknowledge/ celebrate?

.....

What languages are spoken in your home (other than English).

.....
.....

Does your child have any extreme fears or causes for anxiety?

.....
.....
.....

When would you like your child to start?

Parental permission:

Emergency treatment declaration

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

Signed by parent/carer

Teething gel (babies)

I give permission for teething gel (supplied by me) to be administered to

when necessary - in accordance with manufacturer's instructions - and for staff to record its use.

Signed by parent/carer

Teeth Cleaning

If your child stays for lunch we will issue them a named toothbrush which they will use to clean their teeth assisted by a member of staff.

Signed by parent/carer

Nappy cream:

I give permission for nappy cream (**supplied by me**) to be administered to my child when required, in accordance with manufacturer's instructions.

Signed by parent/carer

Suncream

I give permission for Hopscotch Preschool to administer hypoallergenic sun cream (**supplied by me**) to my child. If my child does not have any sun cream supplied by me, **I do/ do not give** permission for the Hopscotch Preschool staff to apply their own supply of sun cream.

Signed by parent/carer

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 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 are happy to provide duplicate photos of your child to you if requested, although this might incur a small charge to cover our costs. We may also record events and activities on video. Photos/videos are stored on the setting’s computer only. We only store images during the period your child is with us. We may also use images of your child for training, publicity or marketing purposes, and request your written consent to do so.

I give permission for my child to have their photo taken or be videoed, as per the above conditions.

Signed by parent/carer

Animals

We may occasionally have supervised visits of animals to our setting and request you permission for your child to handle them.

Signed by parent/carer

Policies and procedures

All policies and procedures can be found on our website: www.hopscotchpreschool.co.uk

If you would like a paper copy please speak to Lorraine or Shanice.

Information sharing

I give permission for staff at Hopscotch Preschool to share information about my child to other professionals and agencies eg: Health Visitor.

Signed by parent/carer

Wellcomm

The Wellcomm toolkit is a Speech and Language toolkit designed to assist Early Years Practitioners in the screening and intervention in the Early Years age group. The Wellcomm toolkit provides a crucial role in identifying children with potential language difficulties and offers a range of customised intervention activities to help practitioners in partnership with Parents to support their language development. The Local Authority would like to record the success of the toolkit by collating the data as children progress.

I give permission for my child’s information to be recorded using the Wellcomm tool.

Signed by parent/carer

Date of signatures:

Your Childs hours:

Little Raindrops (Baby room) hours: (please tick your requested hours)

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club 8am-9am					
Day session 9am-3pm					
Collection 3pm-3.30pm					
Collection 3.30pm-4pm					
Collect 4pm-5pm					
Collection 5pm-6pm					

Little Raindrops only have the option for **all year round care**, if you have any questions about this please speak to Lorraine or Shanice.

Rainbow room/ sunshine room hours

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club 8am-9am					
AM session 9am-12pm					
Lunch club 12pm-1pm					
PM session 1pm-3pm					
Collection 3pm-3.30pm					
Collection 3.30pm-4pm					
Collect 4pm-5pm					
Collection 5pm-6pm					

Please circle your preferred option

Option A: term time only, 38 weeks **Option B:** all year round, 50 weeks

Are you in receipt of 2 year old funding?

If so what is the authorisation code? _____

Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify us of any changes as they arise.

Signed by parent/carer

Please return the completed registration form to the Preschool Manager who will advise you when a place becomes available. Places will be allocated on a first come first served basis.

TERMS AND CONDITIONS

Hopscotch Preschool is open from 8.00am until 6.00pm Monday to Friday 50 weeks a year, with an option of term time only childcare.

We offer a variety of sessions priced at £5.00 an hour for our 2years old to 5years old rooms and £5.50 for the under 2years old room.

We accept children that receive both the 2 years and 3 and 4 years old funding, we also accept 30 hours funding.

Hopscotch preschool accepts children from 3 months old until they start school.

1. **Preschool Places and Bookings**

The Preschool must receive a signed and fully completed registration form before a place can be considered. Full and part time sessions must fit in to the session times detailed on the registration form; however, we will attempt to meet individual needs where necessary.

2. **Fees**

Preschool fees are payable by cheque, cash or card and must be paid by the 7th of each month. Invoices are sent out around the 18th every month for the following month. Other than if we are in breach of these Terms and Conditions, all sessions booked must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to holidays or sickness. Failure to meet payments will result in the termination of the preschool place and in such circumstances the parents will not be entitled to a refund of any fees.

One month's written notice is required if you wish to take your child out of the Preschool. Fees will be refunded for the day your child attends if the preschool has to shut due to unforeseen circumstances. For example snow. This will be deducted from the following month's invoices where applicable.

Fees are usually reviewed annually and any changes will normally take effect from January. Fees may be changed mid-year in exceptional circumstances.

3. **Preschool Grants**

Preschool grant funding is available for all 3 and 4 year olds from the term following their third birthday. This funding is available for 50 weeks a year spread.

We also accept children who receive the 2 year old funding

4. **Late collection**

Hopscotch preschool is open from 08.00am – 6.00pm.

If you are late collecting your child from preschool on more than two occasions you will be given a letter stating that if you are late again we will have no choice but to charge you for the full hour. If you are late for the third time you will be charged for the full hourly rate appropriate to your room.

5. **Preschool Closure**

The Preschool is open 50 weeks of the year with a 2 week closure over the Christmas period.

Please see the website for exact dates. The preschool will be closed on Bank Holidays.

6. **Insurance**

We have extensive Insurance cover - full details of the Insurance is available upon request, from the manager.

7. **Personal Property and Belongings**

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the preschool staff to ensure the children's belongings are not lost or damaged.

Practical 'inexpensive' clothing is strongly recommended for children attending Hopscotch preschool. It is the parent's responsibility to name and clearly label all items of clothing. We also have uniform available to purchase from the preschool.

We suggest that all toys, books or other equipment are left at home.

8. **Termination / Cancellation / Change**

We require one months' notice, in writing, should you wish to terminate a preschool place for any reason. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall still remain payable. We reserve the right to terminate a preschool place with immediate effect if any fees are not paid by the due date, or if a parent, career or child displays abusive, threatening or otherwise inappropriate behavior. In all other circumstances we will give you one months' notice, in writing, should we wish to terminate a preschool place for

any reason. If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the registration form. If a parent wishes to change the number of sessions taken at preschool, two weeks' notice, in writing, must be given, the preschool manger will then inform you if this is then possible.

9. Liability

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the preschool being temporarily closed or the non-admittance of your child to the preschool for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on preschool premises, i.e. prior to arrival or after pick up. We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents 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. We will make reasonable endeavours to keep parents and / or children's property in good order. Liability for damage of such property is excluded except where caused by our negligence.

10. Accidents and Illness

We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by preschool to contact the parents but failing this, we are hereby authorized to act on behalf of parents and authorize necessary treatment. We will administer prescribed medicines if parents complete a 'Medicine Consent' form; however, the first dose of medicine must be given at home and parents must take all medicines home at the end of each day. We may require parents to withdraw their child from preschool, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend preschool. We may also ask parents to withdraw their child from preschool, if we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the preschool may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the preschool if their child is suffering from any illness, sickness or allergies before attending preschool. We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during preschool hours.

11. Security

Under no circumstances will the child be allowed to leave preschool with anyone unknown to preschool staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the preschool will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the preschool. A list of responsible adults who are authorized to collect the child should be given to the Manager. The preschool does also use a password system for entry to buildings.

12. General Information

Parents are requested to inform the Preschool of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the preschool of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the preschool of any changes to all information kept in the preschool.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents and the preschool. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. Parents will be issued with a copy of these when they start at the preschool and when any changes are added.

Childs/ children's name:

Parent name:

Signed by parent:

Date: