

Admission form Tickton Pre-school and Play Pals.

All information is confidential

We are happy to talk through your admission form.

Please note that parents must up-date the setting with additional information as required.

Child's full name:	Male/Female
Date of Birth:	Are you entitled to: 30 Hour Funding <input type="checkbox"/> 15 Hour funding <input type="checkbox"/> Two-year funding <input type="checkbox"/> 30H PIN NUMBER:
Child's address:	
Post code:	
Contact telephone number:	Email address:

Parent details: We require this information when applying for your free funded child care and/or tax free childcare.	
Parent/Guardian 1 Full Name: _____ D.O.B. _____ Occupation: _____ National insurance number: _____ Address: (if different from child's): Do you have parental responsibility YES/NO Contact Number: Mobile Number:	Parent/Guardian 2 Full Name: _____ D.O.B. _____ Occupation: _____ National insurance number: _____ Address: (if different from child's): Do you have parental responsibility YES/NO Contact Number: Mobile Number:

Sessions you would like your child to have and their start date:

Does your family have a named social worker **YES/NO**

If YES please provide details:

My home language is:

(Strong foundations in a home language supports the development of English)

Does your child have an Education, Health Care plan (EHC PLAN): **YES/NO**

If YES please provide details:

Please provide details of your child's religious beliefs and needs:

Would you like a home visit **YES/NO**

We would like your parental permission to contact health visitors and Early Support teams regarding your child's development as required/ and to share information:

Signed parent: _____ Date:

Are you a member of your local children's centre? YES/NO

(if you are not a member we would encourage becoming part of this service as they can be a gateway to information and additional services in the future. The children's centre can offer families a wealth of information and support.

Would you like us to provide registration details? **YES/NO**

Setting polices:

'I understand that we can access all setting polices via www.ticktonpreschool.co.uk '

'I understand that I can request paper copies at any time (including setting risk assessments)'

Signed parent: _____ Date:

Facebook

As many parents/carers are aware Tickton Pre-school and Play Pals has a Facebook page and website (www.ticktonpreschool.co.uk). We find this to be a fantastic way to share daily practice and information with parents and families. These pages are managed by Helen Turner in line with all setting policies and procedures. Please follow us.

*'I give my parental permission for my child's photograph to appear on Tickton Pre-school and Play Pals' Facebook page and setting website'. **YES/NO***

Signed parent: _____ Date:

Name of child's doctor:
Doctors address:
Doctors contact number:
Name of child's health visitor and contact details:
Do you (parents) give our staff prior consent for/to; <ul style="list-style-type: none">• Take your child to the local hospital in emergencies YES/NO• your child to receive first aid at the setting (including plasters/bandages) YES/NO
Signed parent: _____ Date: _____
Are there any other professionals working with your child (for example Speech and language/ Occupational health/ Physiotherapists) YES/NO If YES Please provide details:
Is your child attending hospital for any ongoing/long term health needs/illnesses: YES/NO If YES Please provide details:
Under the EYFS (Early Years Foundation Stage) we must have signed permission to seek any necessary emergency medical advice and/or treatment – please sign to consent to this statement: Signed parent: _____ Date: _____
Immunisation records: Diphtheria, Tetanus, HIB B, Meningitis, Mumps, Measles, Rubella, MMR, Polio. Has your child received all relevant age related NHS immunisations: YES/NO
Does your child have any allergies, dietary requirements? YES/NO If YES Please provide details:

Does your child have any additional needs and/or disabilities YES/NO If YES Please provide details:
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Do you wish to raise any concerns regarding your child's development **YES/NO**

If YES Please provide details:

Has your child ever attended another childcare setting or childminder: **YES/NO**

If YES please provide details:

Do you consent for us to request information and work in partnership with your other childcare provider/setting:

Signed parent: _____ Date:

Two year checks:

In childcare we have a legal obligation to complete a two-year check and to monitor your child's development to the best of our ability, this information will be shared with your child health visitor. This check will take place between the age of 24 Months - 36 Months.

Has your child had a two-year check completed by another setting or childminder: **YES/NO.**

If YES who completed the check:

For more information visit www.foundationyears.org

I give consent for my child to:

- Take part in 'Zoo Lab' activities (including handling animals) - **YES/NO**
- Take part in local trips in the surrounding village of Tickton including pond area/park/local shop/school/farm/church yard - **YES/NO**
- For staff at Tickton Pre-school and Play Pals to apply sun cream to my child should they need it. **YES/NO**
- For staff at Tickton Pre-school and Play Pals to apply nappy cream to my child should they need it (this should be provided by the parent) **YES/NO**
- To take part in the NHS brush bus scheme within pre-school – this involves your child brushing their teeth at Tickton pre-school (all equipment will be provided by the setting). **YES/NO**
- I understand that I will be contacted by the setting if my child bumps their head in any way, to discuss if you feel it is safe for your child to remain at the setting (this is a precautionary measure) **YES/NO**

I agree for information about my child to be shared with Early Support (ES) if required **YES/NO**

Signed parent: _____ Date: _____

Nominated person's details: (collection of your child).

If you are unable to collect your child from pre-school/Play Pals the staff team will only release your child to a nominated person (listed below). These are persons that may collect your child from Pre-school/Play Pals when you are unable. This list can be added to and amended by parents at any time.

Please note that a person under 16 cannot collect a child from pre-school or Play Pals (as recommended by the ERYC).

Staff will ask for conformation identification/passwords.

Parents must update staff of any changes:

<p>Name:</p> <p>Address:</p> <p>Contact phone number: Relationship to child:</p> <p>Please include photographs.</p>	<p>Name:</p> <p>Address:</p> <p>Contact phone number: Relationship to child:</p> <p>Please include photographs.</p>
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Password for collection: _____

Please provide a spoken password for collection of your child (other than yourself).

Tickton Pre-school and Play Pals recognises that parents are a child's first and primary educator. We operate a key person system and your child will be assigned a key person, who will share your child's educational development and take care of your child's specific needs at Tickton Pre-school/Play Pals, planning for the needs of your child. All our key staff are level 3 or above.

I give permission for:

- My child's work to be on display **YES/NO**
- Staff to make observations of my child and track their development **YES/NO**
- Staff to transition information to my child's primary school **YES/NO**
- Staff to take pictures of my child for their EYFS profile and for observational purposes **YES/NO**
- My child's photograph to be displayed within the setting **YES/NO**
- To share pictures of your child with the ERYC/Portage services for training purposes **YES/NO**
- My child's photograph to be used in local newspaper articles regarding the Pre-school/Play Pals **YES/NO**
- My child's key person to share relevant information with external agencies including health visitors/speech and language/Portage/Social care/Early support etc. as required **YES/NO**

Signed parent: _____ Date: _____

If you wish to be included in any of the following, please tick:

Be part of the parent management committee	<input type="checkbox"/>	Help with sessions	<input type="checkbox"/>
Help with fundraising events	<input type="checkbox"/>	Help with reading groups/sessions	<input type="checkbox"/>
Help with outings	<input type="checkbox"/>		

Mobile Phones.

It is Tickton Pre-school and Play Pals policy that children, staff and parents **must not** use personal mobile phones within our setting - to ensure the safety and safeguarding of children.

If your child has a mobile phone/ ICT device, for example; takes a mobile phone to school, parents/carers must make staff at Play Pals aware of this so it can be stored appropriately (out of setting) until collection times where the device can be safely returned to take home.

'I understand and will ensure this policy is met': _____ (parent/carers signature)

DATE:

Parent contact:

Parents must agree with the following:

- My administration fee is payable when I start Tickton Pre-school and Play Pals (£35).
- Parents are required to send their children in appropriate clothes that will allow them to explore all activities with confidence (including messy play activities/paint/sand/water/mud-pies!).
- If my child needs nappies/wipes I will provided these.
- I will provide a pack-lunch if my child is staying for lunch time sessions.
- We request that personal toys/items are left at home so they are not lost. Tickton pre-school and Play Pals cannot take responsibility for any lost items.
- I will ensure my child has sun cream provided when needed.
- Please clearly mark all children clothing, shoes and bags with their name.
- Parents must not send their children to Pre-school/Play Pals if they are ill/unwell. Children must be kept off after sickness for 48 hours (see policy).
- Fees are required to be paid by the following half term. We do except childcare vouchers. Payment plans can be set up - please ask the setting manager. We prefer fees to be paid by BACS or CHQ.
- Children are required to attend promptly and be collected on time. Parents will be charged for late collections. However, parent can request that pre-school children stay into Play Pals sessions (wrap-around care).
- Parents must give Tickton pre-school and Play Pals 4 weeks' notice if leaving setting. Fees must be paid to this date.
- Please inform us if your child will be absent from a session/s.
- We promote healthy eating and parents must respect this when providing pack lunches for children.
- All parents must complete a ER funding contract if taking up free childcare (30 Hour funding, 15 Hour funding, two-year funding). Parents will need to register on-line to receive their childcare PIN code. Our manager is happy to help parents do this.

I agree to the above terms and conditions.

Signed Parent:

DATE:

Signed setting manager:

DATE: