

ENROLMENT FORM / PARENTAL CONTRACT

CHILD'S SURNAME _____ FORENAME _____

CHOSEN NAME _____ DATE OF _____
(if different to forename) BIRTH

ADDRESS OF CHILD _____

POST CODE _____ TEL NO: _____

Who does the child live with _____

Do they have legal responsibility for the child _____ (Yes/No)

CONTACT DETAILS

(Please give details of persons who can be contacted in an emergency. Please list in order of priority.)

CONTACT 1 _____ RELATIONSHIP _____
TO CHILD

DAYTIME TEL: _____ DAYTIME PLACE: _____

MOBILE TEL: _____ EMAIL ADDRESS: _____

HOME ADDRESS (if different from child) _____

_____ POST CODE _____

DOES THE ABOVE HAVE LEGAL PARENTAL RESPONSIBILITY FOR THE CHILD? _____ (Yes/ No)

CONTACT 2 _____ RELATIONSHIP _____
TO CHILD

DAYTIME TEL: _____ DAYTIME PLACE: _____

MOBILE TEL: _____ EMAIL ADDRESS: _____

HOME ADDRESS (if different from child) _____

_____ POST CODE _____

DOES THE ABOVE HAVE LEGAL PARENTAL RESPONSIBILITY FOR THE CHILD? _____ (Yes/ No)

CONTACT 3 _____

RELATIONSHIP _____
TO CHILD

DAYTIME TEL: _____

DAYTIME PLACE: _____

MOBILE TEL: _____

EMAIL ADDRESS: _____

HOME ADDRESS (if different from child) _____

_____ POST CODE _____

DOES THE ABOVE HAVE LEGAL PARENTAL RESPONSIBILITY FOR THE CHILD? _____(Yes/ No)

HOME LANGUAGE

ETHNICITY: _____

ENGLISH

RELIGION / FAITH

OTHER _____
(Please state)

(Voluntary information. Please discuss specific requirements for your child with the Adele)

DOCTOR'S DETAILS

SURGERY'S NAME _____

ADDRESS _____

POST CODE _____ TEL NO: _____

MEDICAL DETAILS

IMMUNISATIONS (Please tick if your child has been vaccinated against the following)

Diphtheria	<input type="checkbox"/>	Polio	<input type="checkbox"/>	Whooping Cough (Pertussis)	<input type="checkbox"/>
Tetanus	<input type="checkbox"/>	Hib	<input type="checkbox"/>	Men C	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	Pneumococcal disease	<input type="checkbox"/>
Measles	<input type="checkbox"/>	Mumps	<input type="checkbox"/>	Rubella (German measles)	<input type="checkbox"/>

MEDICAL CONDITIONS/ ALLERGIES: _____

LONG TERM MEDICATION: _____

SPECIAL DIETARY NEEDS: _____

PARENTAL PERMISSION FORMS

(Please note that **only a person who has parental responsibility for the child** can sign these forms!)

1. EMERGENCY MEDICAL TREATMENT or ADVICE

May we give your child emergency treatment that may be necessary? _____ (Yes/ No)

(Unfortunately, the playgroup can not accept your child unless your consent is given.)

(print name of parent/ carer)

(contact telephone number)

(signed)

(date)

2. DAY-TO-DAY TRIPS

In order to make full use of the facilities for young children in the local community, the children may be taken on short walks and trips to venues such as the park, shops or the library accompanied by a responsible adult from Roundabout Pre-School. Could you please sign below giving permission for your child to participate in local visits for the period of time they attend Roundabout Pre-School.

I give my permission for _____ (full name of child) to visit venues in the local community with a responsible adult from Roundabout Pre-School as part of day-to-day activities.

(print name of parent/ carer)

(contact telephone number)

(signed)

(date)

3. PERMISSION FOR PHOTOGRAPHS

Our staff takes photographs of all children in order to document their experience and progress in our playgroup. There is no public access to this information. Could you please sign below giving permission for your child to be photographed for use in playgroup files for the time they attend Roundabout Pre-School.

I give my permission for _____ (full name of child) to be photographed for use in playgroup files.

(signature / print name of parent/ carer)

(date)

4. SAFEGUARDING YOUR CHILD

(Please give names of people authorised to pick up child from playgroup.)

NAME	DAY	PASSWORD

Please list any particular instructions for playgroup leader below:

5. WORKING IN PARTNERSHIP WITH RONDBAOUT

It is our practice at Roundabout to work closely with our families and carers to provide the most thorough and inclusive care possible for our children. In order for this partnership to be effective it is very important that parents and carers have read, and have an understanding of, our policies and procedures – a copy of which can be found on our website (www.roundaboutpreschool.org.uk).

Please sign to say that you are willing to be an active partner in your child’s learning with Roundabout, and that you have read/will read Roundabout’s policies and procedures.

signature of parent/carer

date

OTHER INFORMATION

- a) Has your child/ have your children attended a nursery or pre-school before? Yes
- No

If 'Yes' which nursery/ pre-school: _____

from: _____ to: _____

reason for leaving: _____

- b) Does your child also attend another nursery/ pre-school/ childminder? Yes
- (this information is essential for children over 3 years who receive funding)* No

If 'Yes' name of childcare provider: _____

hours per day : _____

days per week: _____

DATA PROTECTION

Your child's developmental journal on 'Tapestry' is administered online by our Early Years Practitioners. It is practice at our setting for your child's/ children's keyworker to up-date your child's/ children's profile during session times only. For data protection, all data is password protected and access to the children's files is monitored. A copy of Tapestry's data protection policy is displayed at Roundabout and forms part of our policies. In line with latest government guidelines, we request your written consent for your child's/ children's data to be stored in this way.

signature of parent/ carer

date

Under data protection law, individuals have a right to be informed about how our pre-school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

We only collect and use children's personal data when the law allows us to. Most commonly, we process it where we need to comply with a legal obligation and/ or where we need it to perform an official task in the public interest.

We do share data with other schools, agencies and Horsforth Children's services in order to access support and guidance for children and families in our pre-school.

Where we have obtained consent to use children's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reason listed above for collecting and using children's personal data overlap, and there may be several grounds which justify our use of this data.

Further details of how we collect, store and use personal data of our children can be found by reading our Privacy Notice. For further information please speak to Adele Laycock, the Pre-School Manager or Maren Swift, the Office Manager.

TERMS & CONDITIONS

General

If your child is to be absent from Roundabout Pre-School, please inform your key worker or the Pre-School leader as soon as possible.

Roundabout Pre-School will be closed in line with Newlathes Primary School's Training Days and Statutory Bank Holidays. Every effort is made to remain open when Newlathes Primary School is affected by industrial action. The decision will be made by the Committee considering the health, safety and well being of our children.

You are required to inform us immediately of any change of circumstances on your child/ children's Enrolment Form, such as address, mobile phone numbers, health information, emergency contact details etc.

Fees

A non-refundable bond of £ 20.00 is due upon registration of your child for a place at Roundabout Pre-School.

You will be invoiced for the sessions our Pre-School leader has confirmed for your child. Please be aware you pay for the place we hold for your child in each session, not your child's actual attendance, i.e. you will be charged for any absences.

Fees for your child/ children's sessions will be invoiced half termly and are due within 14 days of the receipt of you invoice. All fees must be paid before the end of the half term they relate to.

Non payment of fees will result in your child/ children losing their place at our playgroup. Any outstanding fees are still payable together with a further £35.00 to cover administrative costs.

Extra sessions can be requested at any time with the Pre-school leader or deputy. Payment for these will have to be made before the extra session starts.

If the Pre-school is forced to close because of an emergency, fees will not be refunded for closures of up to a week (5 pre-school days over the academic year). After this period, the Committee will meet to review the situation and to assess how long the closure might continue. This does not imply that fees will be refunded for closures that are longer than a week.

Policies

Places are allocated according to our Admission Policy. Preference is given to children who are in their pre-school year (at the start of the academic year). Places that are left will be offered to younger children, however only one or two sessions may be offered to two year olds depending on spaces available.

Please consult our policies for details of how we operate at Roundabout Pre-School, for example our 'Procedure for late collection/ uncollected children', 'Settling in pre-school Policy' and 'Parental Involvement Policy'. A copy of all policies is on display and our staff will be happy to discuss these or answer any questions you may have.

Termination of contract

One month notice is required if you wish to withdraw your child or change the session arrangements. You will be charged for any notice period not correctly given unless we could fill the place, i.e. Roundabout Pre-School suffered no financial loss.

I confirm that I have read and understood these terms and Conditions set out by Roundabout Playgroup and agree to abide by them.

SIGNATURE(s) of persons who have legal parental responsibility for this child

(sign and print name)

(sign and print name)

(Date)

SESSIONS

(TO BE COMPLETED BY PARENT)

(TO BE COMPLETED BY PLAYGROUP)

REQUESTED
START DATE _____

CONFIRMED
START DATE _____

REQUESTED SESSIONS:

CONFIRMED SESSIONS:

- MONDAY AM
- TUESDAY AM
- TUESDAY PM
- WEDNESDAY AM
- WEDNESDAY PM
- THURSDAY AM
- THURSDAY PM
- FRIDAY AM

- MONDAY AM
- TUESDAY AM
- TUESDAY PM
- WEDNESDAY AM
- WEDNESDAY PM
- THURSDAY AM
- THURSDAY PM
- FRIDAY AM

PLEASE RETAIN THE FOLLOWING COPY OF OUR TERMS AND CONDITIONS FOR YOUR RECORDS

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