

**MERLEY COMMUNITY PRE-SCHOOL**  
**REGISTRATION AND CHILDCARE AGREEMENT FORM**

**Strictly confidential**

PLEASE SUPPLY PROOF OF CHILD'S DATE OF BIRTH AND HOME ADDRESS (BIRTH CERTIFICATE & UTILITY BILL / DRIVING LICENCE) THESE MUST BE PROVIDED PRIOR TO YOUR CHILD STARTING AT PRE-SCHOOL.

<b>Full name:</b>	<b>Date of birth:</b>	<b>Gender:</b>
<b>Preferred name:</b>	<b>E-mail contact:</b>	
<b>Home address:</b>	<b>Place of birth:</b> (town & country)	
	<b>Birth weight:</b> Full term / premature (please delete)	
<b>Home phone number:</b>	<b>Religion:</b>	
<b>First language:</b>	<b>Other languages spoken:</b>	
<b>Mother:</b>  (home details if different from above)	<b>Father:</b>  (home details if different from above)	
<b>Nationality:</b>	<b>Nationality:</b>	
<b>Mobile no:</b>	<b>Mobile no:</b>	
<b>Workplace:</b>	<b>Work place:</b>	
<b>Work hours:</b>	<b>Work hours:</b>	
<b>Work tel no:</b>	<b>Work tel no:</b>	
<b>Mother's signature:</b>	<b>Father's signature:</b>	
<b>Legal parental responsibility yes / no (please delete)</b>	<b>Legal parental responsibility yes / no (please delete)</b>	
<b><u>Emergency contact 1:</u></b> <b>Name:</b> <b>Relationship to child:</b> <b>Address:</b>	<b><u>Emergency contact 2:</u></b> <b>Name:</b> <b>Relationship to child:</b> <b>Address:</b>	
<b>Tel no:</b>	<b>Tel no:</b>	
<b>Mobile no:</b>	<b>Mobile no:</b>	
<b>G.P:</b> <b>Address:</b>	<b>Health visitor:</b>	
<b>Tel no:</b>	<b>Tel no:</b>	
<b>Carer, childminder or other person authorised to collect:</b> <b>Address:</b>	<b>Tel no:</b>  <b>Mobile no:</b> <b>Days &amp; times of care:</b>	

**MERLEY COMMUNITY PRE-SCHOOL**  
**REGISTRATION AND CHILDCARE AGREEMENT FORM**  
Strictly confidential

Any other Support Workers or Agencies involved in the Child's Care:									
Any person (s) NOT allowed to collect your child? (Section 8 of the Children Act 1989) Legal confirmation will be required.									
Please give details of all inoculations with dates:									
Do you have any concerns about your child's health or development?									
Has your child <u>ever</u> had a serious accident or injury that required medical attention such as an emergency stay in hospital? If so please provide dates & outcome of any investigations.									
Special dietary requirements:									
Is your child on any regular medication? Please supply details:  Please note that pre-school must be notified immediately if there is a change to medications.									
Any known allergies? (e.g. foods, animals, medication etc )									
Details of any other setting or childcare attended or <u>attending</u> : <u>This information is essential if you require funding for your child.</u>									
Please supply a password, to be kept on file, to ensure that only authorised adults may collect your child.									
<b>Childcare requirements:</b>					<b>Please indicate preferred days</b>				
AM Session 9-12 noon (8.45 start available by prior arrangement)					Mon	Tues	Wed	Thurs	Fri
Lunch 12-12.30pm									
PM Session 12.30-3.30pm									
Required start date?									

## MERLEY COMMUNITY PRE-SCHOOL

### REGISTRATION AND CHILDCARE AGREEMENT FORM - Terms and Conditions

**Admission:** A completed & signed Registration & Childcare Agreement form is required to secure your child's place and MUST be returned prior to your child starting at pre-school. Identification and proof of your child's date of birth is required before your child starts pre-school.

**Fees and invoices:** We are registered with the Local Education Authority (L.E.A.) to provide 2, 3 & 4 year old free entitlement of up to 15 hours per week. Hours provided in addition to the free entitlement will be charged at the current hourly rate. Parents are required to inform the pre-school if their child's free entitlement is to be split between providers.

Childcare accounts are payable half-termly in advance. Accounts are payable within 14 days of issue, by standing order, cash, workplace vouchers or cheques made payable to "**Merley Community Pre-School**". **Failure to settle accounts within the given time, without prior agreement will incur a standard additional charge of £20 per week until the outstanding fees are paid in full.**

Any fees remaining unpaid may result in your child's place being withdrawn. Any payment cancelled or returned by the bank will incur a £25 administration charge. All booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed.

In the case of default on payment the pre-school reserve the right to apply a £50 administration charge for preparing court papers and interest will be charged at 8% above the bank's prevailing base rate. The pre-school is not responsible for collecting fees from any third party except in the case of 2, 3 & 4 year old free funding. The pre-school will review fees annually.

**Termination, Cancellation & Change of Sessions:** One half term's written notice is required by either party for any change of sessions or termination of agreement. If the notified start date is changed by the parent, the pre-school reserves the right to charge from the original start date notified on the placement voucher or this registration document.

The pre-school reserves the right to terminate the Agreement with immediate effect in the case of non-payment of fees, or if a parent or carer displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination of the Agreement. In other cases the standard notice period of one month will apply.

**Opening times:** The pre-school is open between 9.00am and 3.30pm during term time only. Care prior to 9.00am is by prior arrangement only.

**Insurance:** The pre-school has extensive and comprehensive insurance cover for pre-school based activities and outings. The Certificate of Insurance is displayed on the pre-school notice board.

**Personal Property and Belongings:** The pre-school cannot be held responsible for any loss or damage to any parent's, carer's or child's property or belongings. Reasonable effort will however, be made to ensure property is not damaged. **Please ensure that ALL property, including clothing, lunch boxes and drinking cups are clearly labelled. We suggest that special toys or belongings are left at home.**

**Liability:** The pre-school accepts no responsibility for any losses suffered arising directly or indirectly, as a result of the pre-school being temporarily closed or the non-admission of your child for any reason. We accept no responsibility for children whilst in their parent's or carer's care on pre-school premises.

**Accident and Illness:** The pre-school reserves the right to administer first aid or emergency treatment as required. **Parents will be informed of all accidents and asked to sign an accident record form.** If emergency treatment is required, the pre-school will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and act in the best interests of the child.

We will only administer prescribed medications if the parent had completed a "Medicine Consent" form.

**We may require parents to withdraw their child from pre-school if it is considered that the child is unwell or is suffering from or has suffered from any communicable disease of infection and there remains a possibility that the other children may contract such a disease or infection.** Please refer to our policy documents. **Parents must inform the pre-school if their child is suffering from any illness, sickness or allergies so that it can be recorded in the register.**

**Parents must notify pre-school by 3.30pm of reasons for absence relating to all booked sessions for that day. All absences and reasons for absence are recorded in the register.**

**Agreement:** These terms and conditions represent the entire agreement between the parents (including other carers) and the pre-school. Any other undertakings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update or amend these Terms and Conditions at any time.

**MERLEY COMMUNITY PRE-SCHOOL**  
**REGISTRATION AND CHILDCARE AGREEMENT FORM – OUTINGS PERMISSION**

The pre-school believes in encouraging all attending children to learn about and explore their local environment. The benefits of outdoor play, exploration and discovery can be seen most obviously through development in Communication and Language and Physical development. Many of The Early Years Foundation Stage Prime and Specific areas will be covered by allowing the children access to different environments.

The pre-school will undertake outings to Wimborne and Merley to places such as:

Merley and Wimborne Minster shops and garden centre

Merley estate (e.g. for number hunts,, looking for changes in seasons, collecting leaves etc)

Merley 1<sup>st</sup> School

Wimborne library

Merley mobile library

Local parks, play areas and nearby Trailway and woods

Attractions in Wimborne Minster

Local bridges to audit traffic and the river to see changes in the local landscape due to weather and seasons.

This list is not totally inclusive as there are many areas to visit in the local vicinity.

The children will walk; go by buggy or by bus. Staff will not transport children in their own vehicles unless there is a medical emergency and parents will be contacted immediately.

All staff are aware of the emergency procedures relating to outings, these procedures are reviewed annually or earlier if necessary.

Risk assessments covering the various aspects of outings will be made and reviewed quarterly.

Adult : child ratios will be reviewed according to the destination of and anticipated activities relating to the outing. The children will be fully supervised at all times.

Parents may be asked to accompany their own children where possible to day trips to help staff meet the necessary ratios. Parents would not be responsible for any child other than their own.

The staff will take a day bag containing a charged mobile phone, emergency contact details for children and adults, first aid kit, child and adult medication as required, health care plans as required, accident records, wet wipes, pull-ups and plastic bags.

Where children are toilet training and may be prone to toileting accidents they will be encouraged to carry their own bag with spare clothes in it.

Where outings are for more than 2 hours, the pre-school will provide a drink of water and a snack.

All children must have footwear and clothing that is appropriate to the weather and the activities undertaken by the pre-school i.e. no flip-flops or loose fitting shoes.

I give / do not give permission (delete as appropriate) for my child .....  
to go on outings with Merley Community Pre-School.

Signed:.....Please print name:.....

Relationship to child:.....

**MERLEY COMMUNITY PRE-SCHOOL**  
**REGISTRATION AND CHILDCARE AGREEMENT**

- I have read and agree to abide by the Pre-School Policy Documents, paying particular attention to the Safeguarding Policy.
- I have read, understand and agree to abide by the pre-school Terms and Conditions.
- I understand that records relating to my child's progress and development will be kept and shared with their chosen first school. There will be regular parent consultations and the records will be available on request, they can be taken away for perusal however they must be returned return to the pre-school and remain with the pre-school until your child starts first school or transfers to another setting. Staff may take Learning Journey files off the premises by key worker to complete development records or for consultations with other agencies.
- I give permission for Merley Community Pre-School to liaise with any other settings or childminder I may use to share development records and details of hours attending. I also give permission for Merley Community Pre-School to liaise with any settings or childminders that my child may have previously attended in order to share previous development records and details of previous attendance.  
I agree for Merley Community Pre-School to have access to any observations or records undertaken by any county, district or borough Early Years or Education Team.
- I have read and understand the E-Safety requirements the pre-school adheres to. I understand that the pre-school may take photographs of my child to illustrate development, progress and daily routines. Any such photographs may be used to illustrate the work of the setting or as part of the children's portfolios. Any photographs will not be used in advertising or the setting's website without prior authorisation from parents. I understand that my child may also feature in photographs with other children illustrating social interactions.
- I give permission for the pre-school to seek medical attention for my child in the event of an emergency or accident as detailed in the pre-school Terms and Conditions.
- I consent for the setting to liaise with all agencies who may be involved in the care of my child **such as** and not limited to, Health Visitor, Speech and Language therapist, medical consultant, Social Services. I consent for Merley Community Pre-School to be able to request advice and support from Poole Borough Council Early Years Team regarding my child's progress and development.
- I will give at least a half term's written notice should I decide to change my child's attendance.
- I agree to the pre-school taking my child out into the community e.g. nature walks, visits to the park etc and have completed a separate outings permission form.
- I agree to pay fees relating to additional hours supplied over and above my child's free entitlement as detailed in the pre-school Terms and Conditions.
- I confirm that the information provided in my child's registration documentation is accurate and will advise Merley Community Pre-School as soon as possible after any change. In the event that any information has been omitted I will provide the pre-school with the information on request. I agree to share with Merley Community Pre-School any information that may be relevant to my child's development, social, emotional or physical.
- I give permission for Merley Community Pre-School to liaise with my child's First or Primary school once a school place has been allocated.
- I will ensure that my child has appropriate footwear and clothing for pre-school activities. My child will NOT wear flip-flops or loose fitting shoes to pre-school.
- I understand that if I do not supply my child with spare clothes and they need to be changed, the pre-school will provide my child with clothes which I will wash and return to the pre-school.
- I will label all property relating to my child, including drinks bottles, lunch boxes, coats, shoes and wellingtons.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
(Person with Legal Parental Responsibility)

Please print name: \_\_\_\_\_

How did you hear about Merley Community Pre-School?

Why did you choose Merley Community Pre-School?

**MERLEY COMMUNITY PRE-SCHOOL**  
**REGISTRATION AND CHILDCARE AGREEMENT – PRE-SCHOOL USE ONLY**

For Pre-School Use Only

	Tick when seen	Date when seen	Member of staff
Evidence of date of birth of child			
Confirmation of address			
Confirmation of identity			
Name of person supplying documents			
Proposed start date			