



All About Me

Name:

Date of Birth:

Start Date:

My Key person is:

Policies and procedures

(By signing you agree to all our policies and procedures including what is in the main 'Policy and Procedure' folder at the main entrance, read during and after the induction process).

Fee Payment in Advance

Two weeks fees plus a twenty pound registration fee needs to be paid in advance before starting at the Pre-school. If you are going to be in receipt of the 15/30 hours of Government funding for 2 and 3/4 year olds (go to <https://www.childcarechoices.gov.uk>) you do not need to pay any fees in advance. However if you plan to take up more than 15/30 funded hours, then a two weeks advance payment of the additional hours without the registration fee applies. All fees must be paid in advance at the start of each term thereafter where applicable.

Notice to leave

A notice of at least two weeks' before taking your child out of the Pre-school needs to be given prior to a child being taken out of the Pre-school. The two weeks advance payment will not be refunded but will cover the two weeks' notice made in advance. However if you do take your child out without any notice the two weeks fees will be forfeited.

Government closure of schools and reasons to close relating to their guidelines will not affect the payment of fees.

Lunch Boxes

All lunch provided for your child should comply with Ofsted's requirement for all children to have healthy food provided for them. Therefore we are obligated to bring it to your attention that your child should have a lunch pack with very little salt, sugar and fat content. We also have a 'No Nuts' policy. It will be under our discretion to withhold food or drinks deemed unhealthy under the Ofsted guidelines after consultation with a child's parents/carer. This is for the long term health benefits for all children.

Medication

If a child has been prescribed medication for certain ailments, the child must stay at home as we do not administer some short term medication. Exceptions are however made where cream needs to be applied due to skin allergies or if the child has an inhaler/epipen to be administered. The 'health' form in your child's application needs to be filled in (prior to your child starting the Pre-school) and a doctor's signature is required before we can draw up a health care plan. In this instance where a child needs such treatment due to a long term condition, staff will administer medication according to a doctor's prescription. Please also refer to the 'Sickness and Diseases' poster on the notice board by the Pre-school entrance door. This gives you legal information about procedures and time taken out for certain ailments.

Tapestry Website

Tapestry is a site that covers the Early Years Foundation Stage Curriculum encouraged by the Early Years Forum. It is a safe site where you will be given a password and the use of your personal email to access your child's learning journey while at the setting. The journal will have photo and video evidence as well as assessment of your child's development.

Correspondence will be added by the key person as well as yourself as a progressive online Learning Journal of your child. However no information on this site should be posted on any form of Social Media or for any other use besides for your perusal and as another means of communication with the setting.

You agree and sign the Policies and Procedures folder of the setting including the Privacy Policy (relating to General Data Protection Rights Acts 1998) and Contract with St Andrew’s Pre-school on enrolment.

PLEASE SIGN BELOW TO ACKNOWLEDGE, ACCEPT AND AGREE TO OUR POLICIES AND PROCEDURES:

Name:..... Signature:.....
Date:.....



Get the kids interested in healthy lunches!

Please avoid food with ‘nuts,’ in case there is a child with a nut allergy in the setting. Instead of chocolates, sweets and crisps please try some of the above healthy options as well as pure fruit juices or water. We do not warm food for safety reasons. If you wish your child to have warm food please put their lunch in a Food flask to keep warm till lunch.

Medical Consent Forms if applicable

In the interest of your child's welfare if he/she has been prescribed with medication that has to be administered in the case of medical emergency/or under long term prescription, we would require the following two forms to be filled in and a signature from your child's doctor before your child can start the setting. Once consent has been confirmed please provide your child's inhaler, two epi-pens or other medication as prescribed before your child starts. Please fill in where applicable.

Health Care Plan for:

Date:

Pupil Information

Surname:	Gender: Male/Female
First name:	Date of birth:
	UPN
School:	Who transports the pupil to & from School?
School contact:	LBB parent/carer Other <small>(Please specify)</small>
Parent/carer:	Key health professional supporting this pupil
Address:	Name: Telephone No:
Contact numbers:	Doctor: Signature: & Name:
Medical Condition:	
Description of the medication for this pupil and application procedure:	
Every child, regardless of their medical condition has a right to their health details being kept confidential. In most instances these details will be known to the head teacher/manager and will only be shared on a need to know basis, e.g. when disclosure would enhance the child's ability to access the curriculum or if there are issues of safety to be considered including the use of transport. Staff working directly with a pupil are deemed to have a need to know.	

Health Care Plan for:

Date:

Consent to treatment

I agree to my child receiving medication and/or treatment as documented in the health care plan whilst in the care of education staff or transport staff. In the case of emergency an ambulance will be called.

I understand this is a service which the school is not obliged to undertake if appropriate information has not been supplied.

I understand I am responsible for ensuring the appropriate medication is available to the school.

I understand that I must provide an up-to-date prescription from my child's doctor.

I authorise the Pre-school to contact my GP and other health professionals involved with my child.

I confirm I am the parent/carer for this child and I am able to give authority for the administration of the medication.

Signed: (Parent/Carer)	Date:
Signed (Manager/staff)	Date:
Signed: (Doctor or C&F Nurse)	Date:
Sent SEN Budget & Contract Manager	Date:

ANNUAL REVIEW OF CONSENT TO TREATMENT

The treatment/medicines prescribed for my child for use in school remain unchanged:

Signed:
(Parent/carer)

Date:

LB Barnet cannot be responsible for any treatment given or not given when the child's full and up to date health care plan has not been divulged at the parent's request.

Review Date:				
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Your child's first day

How long should you stay?

Please try to stay for the amount of time agreed upon at the meeting with your child's key person. If your child needs extra settling time your key person will help you with this.

What should you bring?

- A piece of fruit and a bottle that we can refill for water daily and a box of tissues.
- A set of spare clothes (with your child's name in). If your child is still in nappies please include nappies/pull ups and wipes.
- A comforter or toy or anything that your child wants to share but not of great value.

What should you do when you first arrive?

- Support your child to give the piece of fruit and water bottle to the staff at the entrance.
- Support your child to identify their named coat peg and hang up his/her coat/bag.
- Find your child's key person who will introduce your child to the activities on offer.
- If your child wants you to play, then join in at first, talk to the other children with your child.
- Once your child is settled at an activity or with a staff, try to move away, but keep within sight.
- Gradually move out of sight of your child.
- Once your child seems happy to play without you present, (for more than 5 minutes) inform your child you are going to go out of the room for a minute but will be back.
- If your child accepts, leave the room and wait in the foyer, your child's key worker will support your child and where necessary, call you back. Feel free to talk to us about any concerns or worry you may have that may help the process.

This settling in process may take a little while but will work in the end, do not worry.

What should you expect?

Your child may not want to take part in any activities, particularly story time, circle time, singing or tidy up time. Please do not worry; it takes time for children to be comfortable to do these things with unfamiliar people. Some children settle in quite quickly and may become unsettled later but we can always go back to the initial settling in process. The first induction usually takes thirty minutes before formally starting.

Prospectus explaining the Early Years Curriculum and information about the setting

Please ask for the Prospectus of the setting and information on the Early Years Curriculum for more information on the management of the Pre-school. This information can also be found in the Policy Folder which you will need to read and sign during your child's induction.

Getting to know you



You may add a family photo. This also helps during the settling in period.

Name:

Birthday:

All about me

Getting to know my family and me...

My age on starting at St Andrew's Pre-School is:

I like to be called:

My first language at home is:

Other languages in my family are:

Who lives in my house?:

My experience of playing with other children:

Special people in my life:

My family and I celebrate:

Important events in my life:

Interests and preferences

Things that excite me and make me happy:

My favourite books, rhymes, activities, toys and places to go:

.....

Things I like doing outside:

My weekly routines:

.....

Things that comfort me:

Things that upset me:

Please underline activities I have experience with:

Water play, sand play, painting, drawing, material modelling, construction, computer, sharing stories, puzzles, games, cutting/sticking and singing.

Please underline the following that best describes me:

Sensitive, friendly, adventurous, shy, kind, anxious, sociable, funny, curious, lively, strong willed, quiet.

Food and drink

I usually eat:

My favourite foods:

I do not like:

Health and development

Medical info:

.....

Does your child have any allergies (please refer to the Policy Folder to fill in the Allergy form if your child has an allergy)?:

.....

Does your child have regular contact with health professionals or agencies?:

.....

Healthcare:

What is your child good at?

What does your child need help with?:

How does your child communicate?:

How does your child respond to new people or situations?:

Do you have any concerns about your child’s development?:

.....

Sleeping and toileting routines

When does your child sleep?:

Nappy changing / toileting info:

Goals

What would you like your child to achieve?:

What would your child like to achieve (their main strengths):

.....

St Andrew's Pre-school – Parents/carers involvement with children's learning

Dear Parents/carers,

St Andrew's Pre-school is committed to investing in all parents/carers children's learning and development experience. To this end we currently offer:-

- An open door policy
- Starter 'All about me' pack/transition settling in and prepare for the next level
- Daily informal and formal (when needed) discussions about your child
- Key person meetings
- Shared learning journeys (Tapestry)
- Progress reports
- Fundraising events/shows to meet other parents and share information
- Annual General Meetings and other parents/carers meetings (normally in October)
- Regular newsletters
- E-mail correspondence
- Outings
- There is also a Parent and Toddler group (3Bs) each Thursday in the hall for younger siblings. Their leader liaises with the Pre-school which supports transition.

If you have any suggestions to extend this parental involvement please comment below.

We thank you for your cooperation in advance.

I am happy with current procedures

I would like to suggest the following:

.....

Sign: _____ Date: _____

Supporting Children with a Second Language and adding another language to the Curriculum

Kindly assist in translating the following words into your own language of origin.

Country of Origin: Your Child's name:

English Words

Your language translation

Yes

No

I want

Snack time

Milk

Water

Fruit Juice

Story time

Outside

Thank you

Please

Toilet

Home time

Mum

Dad

Funding and termly registration form

Dear Parents/carer,

In order to plan for the forthcoming term, please could you confirm the sessions that you would like your child to attend by completing the slip below and return it to a member of the Pre-school staff. 30 hours funding is also accepted.

The fees are £21 per morning and same per afternoon session payable monthly in advance (£7 per hour). Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, talk to the Pre-School Manager. For your child to keep her/his place at the setting, you must pay the fees. Government lockdown of schools and their guidelines will be adhered to however this will not affect fees unless prior agreement has been made with the manager.

May I take this opportunity to remind you that your child may be eligible for 15/30 hours of the free early year's provision for all 3-4 years and 15 hours for some 2 year olds. Please use the information below to see when your child will be eligible:

- A child born between 1 April and 31 August will be eligible for the 15/30 hours of funding from the autumn term following the child's third birthday
- A child born between 1 September and 31 December will be eligible for the 15/30 hours funding from the spring term following the child's third birthday
- A child born between 1 January and 31 March will be eligible for the 15 hours funding from the summer term following the child's third birthday.

If your child is eligible, Barnet Council will pay for 15/30 hours per week towards your child's sessions and the Pre-school will not charge you any top up. However you may want additional hours which will be charged at seven pounds per hour. You could also apply for the '2 Year old 15 hours Funding' from Barnet the term before they start if you are eligible depending on your circumstances.

In order to qualify for 15/30 hours of funding Barnet Council have requested that the Pre-school are provided with the following information (unless your child has already been awarded the '2 Year old funding') please provide proof of this for eligible 3-4 year olds:

For 30 hours funding, register and provide code - go to: www.childcarechoices.gov.uk Once you get a code please supply the following information for us to make the claim for your child's funding:-

Code:..... Your National Insurance number:.....

Date of Birth:..... Name used:.....

- Child's birth Certificate and two proofs of address from where the child resides (such as utility bills)
- By signing this form you also acknowledge and agree to the obligation to the Barnet free early years provision if you are eligible for any childcare, Government funding.
- If your child already attends the Pre-school this form also allows you to register your child for the next academic term/year.

Please ask for more information if required. We look forward to hearing from you soon.

Yours sincerely

NEThakur

Nalini Thakur

Pre-School Manager.



To: The Manager, St Andrew's Pre-School

I, the parent/carer of(child's name), would like my child to attend the following sessions. I acknowledge and give full consent to the above funding if applicable with reference to his/her application/Registration forms.

Write in the times required: 8.00/9.00/11.45am – 12.00/2.45pm/4.00pm (over 33 hours in total)					
	MON	TUES	WEDS	THURS	FRI
AM					
PM					

Signed:

Print Name:

Date :.....



St Andrew's Pre-school

Address: St Andrew's Church, Lynford Gardens, Edgware, HA8 8TZ

Telephone: 0208 958 1279 / **Mobile:** 07914 683 581

Email: standrewspreschool@hotmail.co.uk

Charity Number: 1032082

Dear Parents/Carers

Thank you for choosing St Andrew's Community Pre-school. The school has been running for over 50 years and still provides a warm and caring environment.

We have very strong links with our community and encourage good partnership with parents/carers. All major decisions are made by a committee of parents/carers. You can join this committee by participating in all meetings and events.

We encourage our parents/carers to choose a day to spend in the Pre-school at least once a term. This may enable you to share different cultural beliefs and traditions with the children. It also gives you the opportunity to ask questions and learn more about how we operate. Please also check the notice boards to learn about our Vision.

We offer the Early Years Foundation Stage curriculum in line with all Pre-schools and nurseries and we have added Drama, Dance, Music and French weekly, as an extracurricular activity. If you need more information on the EYFS please look up the following link on 'What to expect' at: www.foundationyears.org.uk or ask within. For information on accessing the 30 hours free government funded 30 hours please check it out on: www.childcarechoices.gov.uk

We allocate a Key person (this information is displayed on the notice board) for each child. You can speak to your child's key person at any time. We operate a Parent/Carers Cake rota which can be filled in on the notice board. This gives you the opportunity to bring in and sell cakes to the children every Thursday. As we are a community Pre-school our fees are reasonably low and we therefore rely on fundraising events to subsidise the Pre-school.

We kindly urge all parents/carers to pay their fees promptly. Late payments not received may lead to none attendance, unless there is prior warning or exceptional circumstances.

We take this opportunity to wish you and your child every success during your time at St Andrew's Pre-School for our Community. Further information about the Pre-school including your contract and Privacy policy will be emailed to you.

Yours Faithfully

[NEThakur](#)

Nalini Thakur, BA, EYPS

Pre-School leader

Guide to claiming the Government Early years funding Free 15/30 hours funding for 2 and 3-4 Years old application

Some 2 year old children are eligible for Free Early Education Funding. This funding supports families on low income and some other benefit allowances and for children in care. To check if your child is eligible for the 15 hours free FEE2 funding please call 0800389 8312 or go to: www.barnet.gov.uk/free-childcare. Once you have your 15 hours funding for your two year old, please provide us with this evidence to make the claim for the fee.

Free 15 hours funding for 3-5 year old. Application

All children between the age of 3-5 years old are automatically eligible for 15 hours free funding. As long as they turn three years old before the start of term. You do not need to claim, we will do the claim on their behalf.

Free 30 hours funding for 3-5 years old Application

Most children who are three to five years old before the beginning of a term are entitled to 30 hours funding from the Local Education Authority. To be eligible you need to be earning between £125 per week to £100,000 a year. To apply please go to <https://www.childcarechoices.gov.uk> or call: 0208 359 2958. You will be given a code to give to us. A reminder will be sent to you to re-confirm your continued eligibility. Please ensure you re-confirm to maintain the credit of their funding to us.

There is also funding for the Early Years Pupil Premium (EYPP) which is available to the main benefit holder. By filling in this form and signing this application we can make the claim for your child. Once you have been allocated with the 30 hours code please supply us with the following details to cover your child's fees.

YOU DO NOT NEED TO FILL IN THIS PART IF YOU HAVE ALREADY DONE SO IN THE PREVIOUS FORM.

30 hours Eligibility Code: _____

Your National Insurance number used for the claim: _____

Your full name used to make the claim: _____

Signature: _____

Your Date of Birth: _____

Is your child eligible and in receipt of Disability Living Allowance (DLA)?

Yes: No:

If your child is splitting their free entitlement across two or more provisions please let us know if the nominated setting is not St Andrew's Pre-school.

By signing this form you come into agreement with St Andrew's Pre-school for the claims you have made and the claim we make on your child/children's behalf.

Books about going to pre-school or nursery

My School Bag

Board book
9780751359442

My First Day at Preschool

Board book
978184332143

My First Day at Preschool

Board book
978184332143

Going to Playgroup

Laurence Anholt
Picture book
9781841210513

Spot Goes to School

Eric Hill
Picture book
9780723249733

Lucy and Tom go to School

Shirley Hughes
Picture book
9780140544152

Nursery School with Teddy Bear

Jacqueline McQuade
Picture book
9781856024211

Splat the Cat

Rob Scotton
Picture book
9780007284542

Rosie Rabbit goes to Playschool

Patrick Yee
Picture book
9781860394256

Lets Go to Playgroup

Pamela Venus
Picture book
9781870516563

Freddie Goes to Playgroup

Nicola Smee
Picture book
9781843622116

Michael

Tony Bradman
Picture book
9781842709115

Tiddler

Julia Donaldson
Picture book
9781407106212

Daydream Dan

Sarah Garson
Picture book
9781842707210



Childcare and early education registration form

It is helpful for expected key persons or setting managers to complete this form with the parent(s) when the child starts at the setting.

St Andrew's pre-school Childcare and early education registration form

Child's details

Child's first name(s)		Last name	
Name known by			
Child's full address			
Gender		Date of birth	Birth certificate seen and copy made Yes <input type="checkbox"/> No <input type="checkbox"/>
Family details			
Who does the child live with?			
<i>Contact details 1 (including emergency information):</i>			
Parent/carer full name			
Relationship to child			
Daytime/work telephone		Mobile	
Email			
Home address			
Work address			
Does this parent have parental responsibility for the child? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Parent NI number		(for funding purposes only)	
<i>Contact details 2 (including emergency information):</i>			
Parent/carer full name			

Relationship to child			
Daytime/work telephone		Mobile	
Email			
Home address			
Work address			
Does this parent have parental responsibility for the child? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Parent NI number		(for funding purposes only)	
<i>Contact details 3 (including emergency information):</i>			
Parent/carer full name			
Relationship to child			
Daytime/work telephone		Mobile	
Email			
Home address			
Work address			
Does this parent have parental responsibility for the child? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Parent NI number		(for funding purposes only)	
Other person(s) with legal contact <i>To be completed where those persons with parental responsibility are separated and/or an S8 Order is in place.</i>			
Name			
Address			
Contact telephone numbers			
Relationship to child			
Please give details of the legal contact arrangements that we need to be aware of			

Ethnicity data gathered for monitoring purposes only. Parents are not obliged to give this information.			
Ethnic origin is classified as a special category of data under data protection legislation and we require your consent in order to process and store this information. The Privacy policy explains how the data provided in this form will be processed and explains your rights with respect to the information given.			
Privacy Notice			
I confirm that I have received a copy of the Privacy Notice and give my consent to the processing of special category data.			
Signed		Date	
White British	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White other	<input type="checkbox"/>	Asian other	<input type="checkbox"/>
Black British	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Chinese other	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	White and Black Asian	<input type="checkbox"/>
Other (please state)			

Collection permission authorisation (other than parents) *Please note that if the authorised person is not the person indicated on the daily signing in/out sheet, we will check before releasing the child. Only those over the age of 16 years can be named as authorised persons.*

Authorised Person 1 (parent/carer) – Name

Relationship to child _____

Full address _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Authorised person 2 (other family member) - Name

Relationship to child _____

Full address _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Authorised person 3 (other family member)- Name

Relationship to child _____

Full address _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Password for the collection of child by authorised persons

No Access – Name

Full address _____

Relationship to the child _____

Reason: e.g. court order or other? _____

Evidence seen Yes No

Copy provided Yes No

Emergency contact details for two named contacts – if parents are not available *Only those over the age of 16 years can be named as emergency contacts. Please ensure emergency contacts are local and their consent has been given.*

Contact 1 - Name

Relationship to child _____

Address _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Contact 2 -
Name

Relationship to
child

Address

Daytime/work
telephone

Home
telephone

Mobile

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 and emergency services will be called as necessary. I understand that my child may be taken to hospital accompanied by the manager or authorised deputy for emergency treatment. I understand that health professionals will be responsible for decisions about medical treatment in my absence.

Signed

Date

Name

For inhalers/auto-injectors (e.g. Epipens) only

I give permission for a named member of staff who has been trained to administer the inhaler/Epipen or

Anapen (supplied by me) to _____ (*name of child*).

Signed

Date

Printed name

Medical details

Has your child received the following immunisations, this enables us to effectively manage any special education, health or medical needs of your child (please confirm and date);

Two months 5-in-1 (DTaP/IPV/Hib) vaccine – diphtheria, tetanus, Yes No Date:

whooping cough (pertussis), polio and Haemophilus

influenzae type b (known as Hib); Pneumococcal (PCV)

vaccine; Rotavirus vaccine; Men B vaccine

Three months 5-in-1 (DTaP/IPV/Hib) vaccine, second dose; Men C Yes No Date:

vaccine; Rotavirus vaccine, second dose

Four months 5-in-1 (DTaP/IPV/Hib) vaccine, third dose; Yes No Date:

Pneumococcal (PCV) vaccine, second dose; Men B

vaccine second dose

12 to 13 months Hib/Men C booster, given as a single jab containing
 meningitis C (second dose) and Hib (fourth dose);
 Measles,
 mumps and rubella (MMR) vaccine, given as a
 single
 jab; Pneumococcal (PCV) vaccine, third dose; Men
 B
 vaccine third dose

Yes No Date:

Eligible paediatric age groups Children's flu vaccine (annual)

Yes No Date:

Three years and four months to five years Measles, mumps and rubella (MMR) vaccine,
 second dose; 4-in-1 (DTaP/IPV) pre-school
 booster, diphtheria, tetanus, whooping cough
 (pertussis) and polio

Yes No Date:

For internal use: Has the child's health record book been seen to confirm immunisation dates?
 Yes No

Health and development	
Was your child born prematurely, if so how many weeks early?	
Special notes:	
Does your child have any on-going medical conditions? If so, please specify:	
If yes, please specify which external agencies are involved e.g. paediatrician, consultant, dietician, speech and language therapist, etc:	
Does your child require a health care plan? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Special notes	
<i>If yes, complete health care plan with parents.</i>	
Does your child have care or mobility needs that may mean they are eligible for, or are in receipt of Disability Living Allowance? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Special notes:	
Do you have any concerns about your child's learning and development? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, special notes:	
Is your child known to have any allergies or food intolerances? If so, please specify:	
Special notes:	
<i>A risk assessment is completed and kept on the child's file for any known allergies or food intolerance as mentioned above.</i>	

What are your child's dietary requirements? Please specify:

Is our usual practice to provide both a meat and vegetarian option. If this is not in keeping with your child's dietary requirements please discuss this with the setting manager to ensure that we are working in partnership with you to meet your child's needs. Please refer to our nutrition procedures.

Details of professionals involved with your child

GP

Name _____ Telephone _____

Address _____

Health Visitor (if applicable)

Name _____ Telephone _____

Address _____

Social Care Worker (if applicable)

Name _____ Telephone _____

Special notes _____

Dentist (if applicable)

Name _____ Telephone _____

Address _____

Any other professional who has regular contact with the child

Name _____ Role _____

Agency _____ Telephone _____

Address _____

Two year old progress check/Integrated health check

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and to share it with your child's health visitor. Please note that where a local authority has arrangements in place we complete an integrated check with you and your child's health visitor.

If your child is aged between 24-36 months, has a two year old progress check already been completed for your child? Yes No

Setting completing check _____ Date completed _____

Parental permissions

E:safety (staff and children)

There are procedures in place that govern the use of IT equipment on site. Where ipads or similar are used by staff to record children's learning and development or as a management tool, a risk assessment is completed and only equipment owned by the Alliance is used.

Visitors to the setting using IT equipment, such as Ofsted or Social Care, are advised of the procedure for its use and must seek prior permission from the setting manager.

In some instances children will use ICT equipment to promote their learning and development under the supervision of staff. Children do not normally have access to the internet and never have unsupervised access to the internet.

I give permission for my child to use ICT equipment for the purposes stated above. I understand that there are procedures and risk assessment in place to govern its use and that staff and visitors may also use ICT equipment to record and monitor children's learning and development.

Signed _____ Date _____

Teething gel (babies)

I give permission for staff to administer teething gel (supplied by me) to my child when required in accordance with the manufacturer's instructions and to record and inform me of when it was administered. (*Medication Administration Record*)

Name of child:

Signed		Date	
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Nappy cream

I give permission for non-medicated nappy cream (supplied by me) to be administered to my child when required in accordance with manufacturer's instructions. If medicated nappy cream is supplied by me, I give permission for it to be applied as above and to record its use and inform me of when it was administered. (*Medication Administration Record*)

Name of child:

Signed		Date	
--------	--	------	--

Paracetamol or Ibuprofen based medicine (e.g. Calpol or Nurofen for babies under two years old only)

I give permission for staff to administer paracetamol or ibuprofen based products to my child in the case of a raised temperature and on the understanding that I will be making arrangements for my child to be collected as soon as possible in accordance with the setting's policies and procedures./

Name of child:

Signed		Date	
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Suncream

I give permission for staff to administer hypoallergenic suncream (supplied by me) to
(name of child) when necessary and to record its use.

Signed		Date	
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Short trip - general outings

I give permission for my child to take part in short trips or general outings. I understand that individual risk assessments are carried out for each type of trip or outing and are available for me to see as required.

Name of child:

Signed		Date	
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Photographs and videos

To record aspects of our curriculum and for children’s individual development records, staff often take photographs or videos of children during their play. Only equipment supplied by us is used for this purpose and images taken are for display and for your child’s learning records. We may be able to supply duplicates if requested although this might incur a small charge to cover our costs. Images are saved and stored on our equipment securely, and only kept for the period your child is with us. If we wish to use any images of your child for publicity or marketing purposes we will seek your written consent for each image we wish to use.

I give permission for my child to be photographed/recorded as per the conditions above.

Name of child:

Signed		Date	
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Animals

We may occasionally have supervised visits of animals to our setting or have pets on site. We will ensure that our pets are healthy and are inoculated as appropriate and that animals showing any signs of disease are treated. Risk assessments will be carried out for visiting animals and will be made available to parents on request. Please state here any known allergies or aversion your child has to animals

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Name of child:

Signed		Date	
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Key persons

Your child will have a key person assigned to them. It is the key person’s responsibility to ensure your child receives the best possible care and attention and to ensure that their records are kept up to date whilst they are with us. Your child’s key person may change as they progress through the setting, but you will be notified of these changes in advance. The key person should be the first point of contact for anything you wish to discuss about your child.

Your child’s key person is:

Your child’s back up key person is:

About your child

The following information will tell us a little more about your child.

Does your child have previous experience of attending an early years setting? If so, please give details:

Does your child have difficulty with walking, talking or socialising? If so, please give details:

Is your child disabled? Yes No

Does your child require a care plan? Yes No

What languages does your child speak at home?

What religion does your family follow (if applicable)?

How would you describe your family's cultural background?

Are there any religious or cultural festivals that your child takes part in?

What is your child's usual sleep pattern?

Does your child have a feeding routine (for children under 2 years)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your child have any food preferences?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your child have a pacifier i.e. dummy or thumb?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your child have a special toy or object they might bring with them?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

What sort of things does your child enjoy doing at home, i.e. drawing or cooking?

Is there any other background information about your child that may be useful for us to know? For example, how do they prefer to be comforted when they are upset?

Transfer of records

With your consent we will transfer your child's records to the receiving school when they leave our setting. This will enable the school to continue to effectively manage any special education, health or medical needs, and to continue with their development.

I agree for my child's records to be transferred to their receiving school

Name of child:

Signed		Date	
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Further information

I confirm that information about the setting's policies and procedures has been made available and explained to me, and I understand I can find more information as to how my personal data is handled through the Privacy policy.

For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign this form on your behalf. The agreement would therefore be between the setting, you, and the guarantor.

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

Parent's name:

Signed		Date	
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Guarantor's name (if app)

Signed		Date	
Relationship to the child			
Daytime/work telephone		Mobile	
Email			
Home address			
Key person's name:			
Signed		Date	
Setting manager's name:			
Signed		Date	

Please note that the information on this form is stored and maintained confidentiality at all times.

09.1d Childcare and early education terms and conditions

St Andrew's pre-school Terms and Conditions

This document and the terms and conditions within it govern the basis on which [name of provider] (referred to here as 'we' / 'our' / 'us' agree to provide childcare and early education services to parent(s)/guardian(s) (referred to as 'you').

Only a parent/guardian with parental responsibility for a child can register that child for a childcare and early education place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Our details:

St Andrew's pre-school

Ofsted Registration number: 147619

Charity number: 1032082

St Andrew's pre-school, St Andrew's Church, Lynford Garden's, Edgware HA8 8TZ

Telephone: 07914683581

Email: standrewspreschool@hotmail.co.uk

Insured by: Pre-School Learning Alliance

Insurance policy number: 29860

Your details:

Full name of parent/guardian (1) _____

Address _____

Telephone _____

Email _____

Full name of parent/guardian (2) _____

Address _____

Telephone _____ Email _____

Full name of child _____ Date of birth _____

Our offer for a childcare and early education place for your child:

Expected start date of child's place _____

Settling in period _____

Agreed hours: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Agreed times of attendance					
Total daily hours					

Offered over [number of weeks] weeks per year.

OR

We will offer your child a place consisting of between [min hours] and [max hours] hours per week. The hours of childcare and early education provided may vary from week to the next, You will need to provide us with your weekly schedule at least [insert number of days] days in advance.

[Term/holiday] dates: You will be given the yearly calendar _____

We are not open on bank holidays.

Deposit received Yes No First payment due Date:

Will the child receive nursery education funding Yes No

Details of any other funding provided by other third parties (e.g. employers childcare vouchers)

Childcare and early education terms and conditions

The following terms and conditions govern the basis on which we agree to provide childcare and early education services to you.

Our obligation to you

- 1.1 We will inform you as soon as we know whether your application has been successful. You are required to confirm that you still wish to take up a place within one week of receiving notification from us. If you fail to notify us then the offer of a place may be withdrawn. Once you confirm a fee-paying place a deposit payment is required to hold the place for your child. The monetary value of the deposit is published as part of the setting's schedule of fees. This is available on request. The deposit is refunded on payment of the final invoice at the end of your child's attendance at the setting. Please note your child's deposit will be taken on completion of the application form. If you fail to take up a place, an administration fee will be charged.
- 1.2 We provide agreed childcare and early education facilities for your child during the official opening hours. If we change the opening hours, we will give parents as much notice as possible, and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.3 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare and early education.
- 1.4 We will notify parents as early as possible when the setting will be closed.
- 1.5 We will provide you with regular updates about your child's progress.
- 1.6 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

2.1 Your obligation to us

- 2.2 You are required to fully complete and return the *Childcare and Early Education Registration* form to us before your child can start.
- 2.3 You are required to inform us immediately of any changes to your contact details or other changes to the information on your child's registration form.
- 2.4 The *Childcare and Early Education Registration* form includes medicine consent and emergency treatment authorisations which you are required to complete before your child attends.
- 2.5 You are required to immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. We need to protect other children at the setting so you cannot bring or allow your child to attend at these times. When your child is contagious they pose a risk to other children during normal daily activities.
- 2.6 You are required to inform us of the identity of the person(s) who will be collecting your child. We will require proof of identity if a person collecting your child is not usually responsible. You should let us know in advance about these changes. If we are not reasonably satisfied that the person collecting your child is expected, we will not release your child into their care until we have checked with you.
- 2.7 You are required to inform us immediately if you are not able to collect your child by the official collection time. You should make arrangements for an authorised person (recorded on your registration form) to collect your child as soon as possible and

confirm who they are. A late collection charge will be applied. Please refer to the current fee schedule for details. If you fail to collect your child by the official collection time and we have reason to be concerned about your child's welfare we will contact the local authority.

- 2.8 You are required to inform us as far in advance as possible of any dates when your child will not be attending.
- 2.9 You are required to provide at least one month's notice of your intention to decrease the number of hours your child attends and similarly, should you decide to withdraw your child completely and end this Agreement. If you give insufficient notice, you will still be required to pay full fees for one month from the date of notice. If you would like to end this Agreement, please speak to the setting manager.
- 2.10 If your child is the subject of a court order, you are required to inform us and provide a copy of the order on request.
- 2.11 You should read our policies and procedures provided for parents - available for you at the setting.
- 3.1 **Payment of fees**
- 3.2 Our fees (£7.00 per hour) is payable if you are not in receipt of the Government funding (you may check if your child is eligible for your two year old or 3 / 4 year olds by going to www.childcarechoices.gov.uk Before your child starts, we will notify you of the payment required. We may review the fees at any time but will inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end the Agreement by giving us one month's notice.
- 3.3 Fees are required to be paid in advance and are based on your weekly fee. Fees are calculated by multiplying the weekly fee by the weeks that the setting is open, divided by 12. Discounted rates do not apply to funded places or part-funded places. Additional hours will be charged at the full rate.
- 3.4 All payments made under this Agreement should be made by standing order (or direct debit where the facility is available) or by direct debit/credit card using the setting's chip and pin machine or by cash where agreement in advance is made with the setting manager. All payment regardless of method shall be made by the parent/guardian in advance, or make an arrangement with the manager on regular installments/full payment. If the payment is made by cash or debit/credit card, it is your responsibility to obtain a receipt from the setting manager as proof of payment. Late payments will incur a late payment fee of £20.00. In addition, a charge of £20.00 will be made for each occasion of re-presented payments and on the issue each late payment letter issued to you. If further action is required to recover unpaid fees, additional charges may be made in lieu of any costs of recovery incurred.
- 3.5 If the payment of fees referred to in 3.3 is outstanding for more than 14 days then we may terminate the Agreement. Once the contract has been terminated, the child shall cease to be admitted, and the notice of termination shall be regarded as a formal demand for outstanding monies.
- 3.6 If you require additional sessions or have been unable to collect your child by the official collection time, we will inform you of the extra amount payable and add these additional charges to your regular fees. In the event of late collection of your child, we reserve the right to charge a late collection fee of £7 for the first 15 minutes and £10 every five minutes thereafter.

- 3.7 No refund will be given for periods when children do not attend a session due to illness or holidays. Please note that we are closed on bank holidays and our team has 5 training days per year. This helps support our team's continuing professional development which benefits the children and families. No refunds are given for these closures as they are already taken into account when setting fees.
- 3.8 If you are in receipt of any funded entitlement such as two-year-old or 3/4 year old, 15-30 hours funding you will not be charged for the cheapest funded hours taken.* If any part of your booking includes an extended session which is offered at a discounted price when compared to the cost of the sub-sessions that make up that extended session (for example where a full day session is priced at a discount compared to the cost of sessions which make up a full day) the funded entitlement will be applied to the full, undiscounted cost of the sub-sessions. Funded entitlement will normally be spread across the year.
- 3.9 Where your child is in receipt of funded early years entitlement and/or extended entitlement (additional 15 hours) the full weekly fee is payable during periods where the early years funding does not apply. We may also ask for additional information recorded on your child's registration form that will assist HMRC in making a decision about eligibility for certain entitlements.
- 4.1 **Suspension of a child**
- 4.2 We may suspend providing childcare and early education to your child at anytime if you fail to pay any fees due.
- 4.3 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice. This takes effect on receipt of the notice.
- 4.4 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend childcare and early education while we try to address these issues with you. It may also be necessary to share our concerns with other external agencies as appropriate. The decision to suspend your child will be made with the agreement of St Andrew's pre-school.
- 4.5 During any period of suspension for behaviour-related issues, we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.6 If your child is suspended part way through the month, under the conditions stated in clause 4.3, we will give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.
- 5.1 **Termination of the Agreement**
- 5.2 You may end this Agreement at any time, by giving us at least one month's notice.
- 5.3 We may immediately end this Agreement if:
- 5.3.1 You fail to pay your fees.
 - 5.3.2 You breach any of your obligations under the Agreement and you have not or cannot put right that breach within a reasonable period of time.
 - 5.3.3 You behave unacceptably; we do not tolerate any physical or verbal abuse or

threats towards staff or other parents.

- 5.3.4** We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- 5.4 It may become apparent that the support we can offer your child is not sufficient to meet his or her needs. Under these circumstances we work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.5 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach in a reasonable period after you draw it to our attention.
- 6.1 **General**
- 6.2 If we close or take the decision to close due to events or circumstances beyond our control such as extreme weather conditions, Virus outbreak (closure following Government guidelines), the weekly fee will continue to be payable in full. We will be under no obligation to provide alternative childcare and early education to you. However, if the closure exceeds three consecutive days in duration (excluding any days when we would otherwise be closed), we will credit you with an amount that represents the number of days closed in excess of three days (except whereby Government guidelines allows childcare settings to claim fees for all the days they have asked settings to close).
- 6.3 If you have any concerns about the childcare and early education we provide, please discuss them with your child's key person. If your concerns are not resolved to your satisfaction, please contact the setting manager. Your satisfaction with our service is very important to us and any concerns or complaints will be reported to the appropriate line manager for review.
- 6.4 From time to time we may take images or video of the children who attend. These images or video may be used by the setting for promotional purposes. If you do not wish your child to be included in these images or videos, you should record this when you complete the registration form.
- 6.5 While food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. Every effort is made to follow recommended food preparation guidance and to ensure that all setting staff involved in the preparation and serving of food are suitably trained.
- 6.6 Normally we will seek your consent before sharing information about your child with another professional or agency. We are required to share any information with the local authority and other relevant agencies if there are any safeguarding concerns about your child. In certain situations, we may not seek consent prior to sharing information, or we may, in certain specified circumstances override a refusal to give consent.
- 1.1** You must avoid making any social media communications that could damage our business interests or reputation, even indirectly or link us to any political movement or agenda.
- 1.2** You must not use social media to defame or disparage us, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate staff members of the setting or other related third parties.

- 6.7 We reserve the right to vary the terms and conditions contained in this Agreement giving at least one month's notice.
- 6.8 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of the Agreement except to the extent that we vary terms from time to time.
- 6.9 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

* For an illustrative example of the sessions you require, please discuss with your manager.

Acceptance of our offer of a childcare and early education place

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptance of a childcare and early education place with us for your child.

For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between St Andrew's pre-school, you and the guarantor.

You may request a copy of this completed and signed contract.

Parent name 1 _____
 Signed _____ Date _____

Parent name 2 _____
 Signed _____ Date _____

Guarantor name (where applicable) _____
 Signed _____ Date _____

Relationship to the child _____

Home address _____

Daytime/work telephone _____ Mobile _____

Email _____

Signed on behalf of [name of provision]: _____
 Signed _____ Date _____

Name _____

Role (owner, director or trustee) _____