

Barleylane Pre-School

The Parish Church & Community Centre of St. Paul's Goodmayes
Barley Lane, Goodmayes, Ilford, Essex IG3 8XE
Tel: 020 8503 8662
Email: barleylane2010@hotmail.co.uk



Admission Form

Full name of Child:

Term of qualification:

Date of birth: / / Proof of DOB seen: Yes No

Current Age:

Gender: Male Female

Times: AM: 8:40am – 11:40am PM: 11:50pm – 14:50pm

Full name of parent/carer:

Relationship to child:

Full name of parent/carer:

Relationship to child:



Name/Address of parent/carer child lives with:

Post Code:

E-mail:

Telephone Numbers:

Mum:	<input style="width: 250px; height: 30px;" type="text"/>	Home	Dad:	<input style="width: 250px; height: 30px;" type="text"/>
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Mum:	<input style="width: 250px; height: 30px;" type="text"/>	Mobile	Dad:	<input style="width: 250px; height: 30px;" type="text"/>
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Mum:	<input style="width: 250px; height: 30px;" type="text"/>	Work	Dad:	<input style="width: 250px; height: 30px;" type="text"/>
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Emergency Contact 1:

Full name:

Relationship to child:

Address:

Postcode:

Tel no;

home:

work:

mobile:

Emergency Contact 2:

Full name:

Relationship to child:

Address:

Postcode:

Tel no;

home:

work:

mobile:

Child's Doctor:

Name:

Address:

Telephone number:

Child's Health Visitor:

Name:

Address:

Telephone number:

Number of younger siblings

Number of older siblings

Sibling's names/ages:

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Settings attended by siblings:

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Family's religion or faith: (optional)

Main language spoken at home:

Child's first language:

Does your child have any disability/medical condition/special requirements?

Yes No If yes, please give details:

Does your child require regular medication?

Yes No If yes, please give details:

Does your child have any allergies?

Yes No If yes, please give details:

Does your child have any specific dietary requirement (food they must not have)?

Yes No If yes, please give details:

Does your child have any special educational needs?

Yes No If yes, please give details:

Outing Consent

Child's Name: _____

Parent/Carer's Name: _____

As part of our practice we take the children on outings in the local community.

We always ensure a ratio of 1 adult to 2 children on these walks.

We need your prior consent for your child to join us on these walks as they will not be prearranged with you.

If we are going on an outing that involves transport to a further destination we will contact you for separate permission.

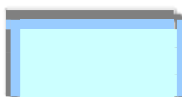
I do give my permission for my child to be taken on trips within the local community.

I do not give my permission for my child to be taken on trips within the local community.

(Please tick above as appropriate)

Parent/Carer Signature: _____

Date: ____/____/____



Photograph/Video Consent

In our setting we take photographs of the children for display and to provide evidence for child's assessment (if more than one child is in the photo it may be shared for assessment).

There may also be circumstances when we wish to video the children and share it with the children themselves and their families.

We also use photographs/video as evidence and illustration for our quality improvement scheme (Quality Improvement in Learning and Teaching) and that is shared with Redbridge Local Authority.

We would not be sharing photographs/video beyond the setting, other than for quality improvement, without prior specific consent.

We need prior consent for your child to be included in this.

I do I do not give my permission for my child to be photographed.

I do I do not give my permission for my child to be videoed.

I do I do not give my permission for such images of my child to be seen on our own website. (Barleymont will not share these with anyone else.)

(Please tick above as appropriate.)

Parent/Carer Signature: _____

Date: ____/____/____

Emergency Medical Consent

In the case of your child needing emergency medical treatment while attending this setting we need your prior permission for us to seek treatment and for a member of staff to accompany your child to hospital.

In all such cases we will always try to contact the parent/carer using the telephone numbers provided on the Admissions Form. However it may prove necessary to act in place of the parent/carer if we are unable to contact you and/or to arrange to meet you at the hospital.

I do give my permission for a member of staff to accompany my child to seek emergency medical treatment at hospital

I do not give my permission for a member of staff to accompany my child to seek emergency medical treatment at hospital.

(Please tick above as appropriate.)

Parent/Carer Signature: _____

Date: ____/____/____

DENTIST

Is your child registered with a dentist?

Yes

No

If yes:

Name:

Address:

Telephone number:

SUN CREAM

I will supply sun cream to be administered to my child when necessary.

Signed Parent/Carer: _____

OTHER INFORMATION

Has your child attended any other Pre-school/Toddler groups? Please give details.

When and where is your child expected to attend Primary School?

Do you have any special requirements about religious observance, food, clothing, health or other matters which we should observe?

Are you able to be a parent helper? Please put your name on our parent helper rota?

Yes No

Please give details of any other ways you are able to help:

PRE-SCHOOL CONTRACT

Our Pre-School offers supporting services as outlined in our prospectus, however parents are the first and most important educators of their young children and the work of the group cannot be fully effective unless pre-school and parents work together in the child's interests.

Parents are asked to read and sign the statement below as an expression of their shared commitment.

POLICES

I/we have read the pre-schools policies and prospectus and accept that the group will run in accordance with these.

PARENT PARTICIPATION

I/we will join in the life of the pre-school for as long as our child attends. I/we would be particularly interested in:

- | | |
|--|--|
| <input type="radio"/> Helping during the session | <input type="radio"/> Working on the committee |
| <input type="radio"/> Making/mending equipment | <input type="radio"/> Taking part in outings |
| <input type="radio"/> Helping with fundraising | <input type="radio"/> Other (please specify) |

(Please tick all that apply)

SHARED RECORD-KEEPING

I/we will contribute to the record of the child's development created jointly by parents and the group, working with the staff to identify and meets the child's educational, personal and social needs and to implement decisions taken in the interest of the child.

FEES

I/we will pay fees in the amounts and at the time specified by the pre-school if I do any top up hours, outside the funded hours.

PUNCTUALITY

I/we will try not to be late in collecting the child at the end of their session and will warn both the staff and the child on any occasion when this might happen.

TRANSFER REPORTS

I agree for End of Pre School Transfer Reports to be given to the Lower School my child will attend. (You will also receive a copy.)

Signed Parent/Carer: _____

Signed on behalf of the Pre-school Club: _____

Non- Funded Pre-School Session:
Registration fee (Non-Refundable) **£50**

Barley Lane Fees based on Pre-School Sessions attended for Non-Funded 2 year and 3 year olds

Session Fees	Per Session
AM or PM	£18

Days and Session Required

Session	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Snacks will be provided for Children Attending AM or PM Session

Barley Lane Fees based on Pre-School Full Days attended

We are open from 7am to 7pm Monday to Friday

Session Fees	Per Day
Pre-School Full Day (Non-Funded)	£40
Pre- School Full Day (Funded)	£31.37

Days Required

Monday	Tuesday	Wednesday	Thursday	Friday

Meals and snacks will be provided

Siblings of children already in the Centre will be offered a discount of 10%

Barley Lane Pre-school Terms and Conditions

Late Comers:

Children must be collected on time at the end of the club your child is attending. Parents who are late collecting a child on a third occasion will be charged £10.00 for every 15 minutes.

Termination of Pre-school Place

We require one month's notice, **in writing**, should you wish to terminate your child's place for any reason. Parents remain liable for fees throughout the notice period. If a parent withdraws their child during the notice period, the fees remain payable in lieu of notice. However, this only applies when using more than the 15 funded hours.

We reserve the right to terminate a Pre-school place with immediate effect if a parent, carer or child displays abusive, threatening or inappropriate behaviour of any kind.

Change of Booked Days / Sessions

If a parent wishes to amend their child's days / sessions they must request this in writing providing one week's written notice and complete the necessary form - 'Change of Days / Sessions' or alternatively requests can also be sent through the email which is barleylane2010@hotmail.co.uk.

Personal Belongings

The Pre-school cannot be held responsible for the loss or damage to any items of children's property. We will make every reasonable effort to avoid any loss or damage to personal belongings. We strongly advise all pre-school parents to dress their children in practical inexpensive items of clothing, clearly labelled with their name and to leave toys, books etc at home unless they are of a strong comfort to the child when settling in.

Medication

Prescribed medication will be administered by a Pre-school Manager, nurse, or senior staff member providing that a parent has completed and signed the 'Medication' form, indicating times and dosage of each course. All medication must be kept within their original bottles with the child's full name clearly marked on the label. No medication will be administered without prior authorisation from the parents and a fully completed medication form. Written consent must also be given for the application of creams and lotions. The Pre-school will not be held responsible for any adverse reactions to any medication given. Please refer to our Medication Administration Policy for full details.

Activities / Routines

Within their daily activities children follow a balance between a structured routine and an element of free choice, based around their areas of development. The pre-school follows government guidelines like 'EYFS' to plan activities and parents are regularly provided with evidence of their work. Activities are carefully planned to match the age range and ability of each group. The layout of pre-school is also based around these areas of development.

Equal Opportunities

All children will be equally provided with an experience and opportunity, irrespective of race, gender, creed, religion or belief.

Children develop an understanding that all people are equal, and any differences are to be enjoyed.

All staff will be appointed on the grounds of qualifications, experience and suitability for the position.

Dietary / Medical Requirements

Parents must inform the pre-school prior to their child attending of any special dietary or medical requirements. The pre-school must also be informed in line with all allergies and any known cause of adverse reactions from; food, medication, activities etc. Parents must keep staff updated in line with any changes through written notification when they become aware.

Accidents and Illness

Parents will be informed of all accidents and asked to sign an 'Accident / Incident Form'. In the event of a more serious Accidents involving hospital treatment, the Pre- school will make every attempt to contact the parents. If unsuccessful, the Pre-school will contact the person listed as emergency contact. The Pre-school reserves the right to allow medical experts to act on behalf of the parents and authorise any necessary treatment should no successful contact be made. The Pre-school will ensure that a member of staff always accompanies the child to the hospital and awaits the arrival of the parents or carers. In the event that a child appears unwell, or has recently been suffering from any contagious disease / infection and there remains a danger of other children being at risk of contracting such diseases / infections, we may require their parents to collect them from the Pre-school. Children are not permitted back to Pre-school following an illness until they have passed the exclusion periods highlighted within our 'Period of absence form'.

We accept no responsibility for any child contracting contagious diseases / infections during Pre-school hours.

Parents are informed of all head injuries as a matter of course.

If a child does not attend for two weeks without any contact from parents we are obliged to inform Social Services with respect to the welfare of the child.

Behaviour and Sanctions

The Pre-school aims to create a positive atmosphere where children learn what behaviour is acceptable. The Pre-school policy is to try and encourage acceptable behaviour by rewarding it with praise and attention. Children will also be encouraged to understand why they are being praised, thus encouraging them to repeat this behaviour.

When managing unwanted behaviour the Pre-school will aim to use positive preventative strategies. All staff are aware that it is an offence to use any form of physical punishment. Equally no child will face humiliation, be shouted at or demeaned in any way. For full details on managing behaviour please refer to the 'Behavioural Management Policy'.

The Pre-school reserves the right to terminate the contract of a child when the Pre-school Manager considers the child to be disruptive or displaying inappropriate behaviour.

We will not tolerate children, carers or parents speaking to any member of Pre-school staff using inappropriate language or in a threatening or abusive manner. This will result in the termination of a Pre-school place.

Security

Children will only be released to adults authorised to do so by the parents on the correct form.

A password will be required if that person is not known to the staff.

We only release children into the care of an adult.

In an emergency situation, where the authorised adult cannot collect the child, the person who does collect the child will need to provide evidence that he/she has the authorisation of the parent/carer. The child's safety will be the primary concern at all times.

The Pre-school will contact the parents by phone if an unexpected person comes to collect the child. We reserve the right to refuse to release a child until the parent arrives.

Liability

We accept no responsibility for any child whilst in the care of a parent or guardian on Pre-school premises.

We will not be liable for any loss suffered by parents, arising, directly or indirectly, from Pre-school closure or the non-attendance of a child for any reason; i.e. sickness, holidays, Bank Holidays etc.

We accept no responsibility for any damage or loss to the child's or parents property; however every effort will be made by Pre-school staff to prevent this.

Complaints

The Pre-school accepts that every parent/carer has the right to express their views if they are unsatisfied with issues involving their child care or the Pre-school as a whole. Should such a situation arise we ask that parents raise the issue with the Senior Pre-school Nurse or Manager. If parents feel unable to raise the matter in this way, they may approach Director of the Pre-school.

A copy of all complaints will be kept at the Pre-school and parents will be kept informed throughout. However in the event of parents wanting to speak to someone unconnected with the Pre-school they can contact

Ofsted**Piccadilly Gate****Store Street****Manchester****M1 2WD****Tel: 08456404040**

I/we agree that I/we have received a copy of prospectus. I/we have read all of the included policies and procedures and Terms and Conditions and agree to work in partnership with the Pre-school at all times to follow and abide by these.

I/we have also completed and signed the registration form which forms a part of this contract and all documents within the parents' permission form. I/we are also aware that the Pre-school will be pleased to arrange meetings to discuss problems, children's work and records at any mutual agreeable time.

Signed: _____ (Parents/Carers)

Signed: _____ (Pre-school Manager)

Date: ____/____/____

Barley Lane Pre-school Contract



THIS AGREEMENT IS BETWEEN:

Pre-school Provider: Barley Lane Pre-school

Address: Barley Pre-school
@ St. Pauls Community Centre
Barley Lane, Goodmayes, Ilford, Essex , IG3 8XE

AND:

Parent/Guardian: _____

For the care of (child's full name): _____

Child's Address: _____

Child's D.O.B: ____/____/____

Start Date: ____/____/____

I agree that if I cancel my child's placement, fail to attend or amend the original start date indicated above, without providing the Pre-school with one month written notice, I will be liable to pay if attending over 15 hours.

Signed by parent: _____ Name: _____

Signed by Pre-school Manager: _____ Date: ____/____/____