



## MORTIMER HALL PRE-SCHOOL



### REGISTRATION FORM

#### Your Child

Child's First Name:

Child's Last Name:

Name known as:

Date of Birth:

Parent\* 1:

First Name:

Last Name:

Does this parent have parental responsibility?

Yes/No

Address of parent 1:

Telephone:

Mobile:

Email:

Parent\* 2:

First Name:

Last Name:

Does this parent have parental responsibility?

Yes/No

Does this parent have legal access to the child?

Yes/No

Address of parent 2 (if different from above):

Telephone:

Mobile:

Email:

Would you like Tapestry photos to be sent to both parents?

Yes/No

#### Emergency Contact Details

In the event of an emergency, we will contact parent 1, then parent 2. If neither are available, we will contact the person named below.

First Name:

Surname:

Daytime telephone:

Mobile:

Relationship to child:

#### Collection password

In the event that you arrange for someone not known to us to collect your child, please write a password on the line below. We will not release your child to anyone who does not know this password.

\*Parent or guardian

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**Doctor's surgery – where child is registered**

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Name of doctor:

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Address of surgery:

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Telephone:

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**Dental practice – where child is registered**

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Name of dentist:

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Address of surgery:

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Telephone:

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**Personal details of child**

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Does your child have any medical conditions or allergies (including food allergies)? Yes/No

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If yes, please give details.

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Does your child have any special dietary needs or preferences? Yes/No

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If yes, please give details.

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How would you describe your child's ethnicity or cultural background?

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What is the main religion in your family?

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Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting? Yes/No

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If yes, please give details.

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What language(s) is/are spoken at home?

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If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes/No

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If yes, give details below and discuss and agree with the key person how you will support the child when settling in.

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Does your child have any special needs or disability? Yes/No

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If yes, please give details.

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Will he/she require additional support in our setting?

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NB If the child is on the child protection register, please inform Manager/Deputy Manager for private discussion. If this is required, please indicate. Yes/No

Date starting at pre-school: \_\_\_\_\_

Agreed hours:

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

Offered over 38 weeks per year.

Will you be paying for any of the sessions?

Are you entitled to two-year funding? Yes/ No If yes, please provide code \_\_\_\_\_

Will you be entitled to early education funding in the term after the child's third birthday? Yes/No

Will you be entitled to 30 hours funding in the term after the child's third birthday? Yes/No. If yes, please provide code if you have it \_\_\_\_\_

Name of key person: \_\_\_\_\_

Name of back-up key person: \_\_\_\_\_

Has the settling in period been agreed? Yes/No

If so, detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed by:

Parent 1: \_\_\_\_\_

Key person: \_\_\_\_\_

Manager: \_\_\_\_\_

Please turn over for contractual agreements and signatures

**Mortimer Hall Pre-School Committee asks all parents/carers to read and consider the declarations below. Please sign each one. If you are unable to sign or do not agree with the content please speak to a member of staff.**

**1. Pre-School Fees**

I/we agree to pay my child's pre-school fees and/or provide the necessary completed paperwork to claim funding until further notice. I/we understand that we may be asked to pay fees if funding paperwork is not completed and returned in a timely manner. I/we understand that fees paid are not returnable whenever my child is ill or absent for any reason.

To cancel a child's place, four weeks' notice must be given. If notice is not given, the four weeks will be charged for.

Signature parent/s/carer/s/: \_\_\_\_\_

**2. Emergency Treatment**

I/we give my consent to Mortimer Hall Pre-school staff to seek emergency medical advice or treatment for my child \_\_\_\_\_ (child's name) and/or take my child to the nearest Accident and Emergency Unit to be examined, treated or admitted as necessary, on the understanding that every attempt has been made to contact me or I have been informed and am on my way to the hospital. A member of staff from Mortimer Hall Pre-school will accompany my child and stay with them until my arrival.

Signature parent/s/carer/s/: \_\_\_\_\_

**3. Consent for local trips from Pre-School**

Occasionally small groups of children are taken out for walks, i.e. to the park, to St Nicholas School, to the shops etc. We always maintain high adult to child ratios. Your consent is asked to enable Mortimer Hall Pre-school staff to do this.

I/we agree to my child being taken out of pre-school on short, local trips.

Signature parent/s/carer/s/: \_\_\_\_\_

**4. Consent for photographs, videos and observations**

**Photographs**

Photographs may be taken by:

1. Staff/committee members/volunteers
  - as evidence of work for courses they are attending
  - pre-school records
  - to show parents the activities that children have participated in
  - at events such as Sports Day, Christmas Sing Along, Christmas Party

- for use on our website.

All photos are stored by the pre-school on disc or memory card. These may be retained after your child has left and may be used for displays, history of the pre-school and in publications such as this.

2. Parents

- at events such as Sports Day, Christmas Sing Along, Christmas Party.

3. The Press

- when invited to do so by the pre-school committee.

**Observations and Videos**

As part of courses that staff are attending they may wish to do observations and/or make videos of your child to assist with their course work.

If you do not agree to the above or have any concerns, please do speak to your key person, Janet or Caroline.

I/we give permission for photographs, videos and observations to be taken of our child as described above.

Signature parent/s/carer/s/: \_\_\_\_\_

**4. Sunscreen**

I give permission for staff at the setting to apply sunscreen supplied by me/the setting to my child (named overleaf)

Signature parent/s/carer/s/: \_\_\_\_\_

**5. Ofsted Registration and Complaints Procedure**

I have seen the Ofsted Registration Certificate at Mortimer Hall Pre-school.

I have been directed to Mortimer Hall Pre-School's complaints procedure, which includes an address and telephone number for Ofsted, via either their website or prospectus.

Signature parent/s/carer/s/: \_\_\_\_\_

Parent/Carer of: \_\_\_\_\_ (child's name)

Date of signing the above \_\_\_\_\_