



Hendreds Pre-School

Snells Hall, Church Street, East Hendred, Oxon OX12 8LA
Tel: 01235 831555 / 07956 911413 Email: info@hendredspreschool.org.uk
Web: www.hendredspreschool.org.uk Registered Charity No: 1023329

Application Form

Child's Full Name..... Date of Birth.....

Address (inc. postcode).....

..... Postcode.....

Name of Parent(s)/Guardian(s).....

Address (if different from child's).....

Home Telephone No..... Mobile No.....

Work Address (if applicable).....

Work Telephone No.....

Child's first language..... Other language(s) spoken at home.....

Email address.....

(If you would like to receive newsletters about the pre-school, we do not disclose to any other party.)

Name of any parent who should not have legal access to your child.....

Persons authorised to collect your child if different from above:
(Please include anyone who will regularly collect your child i.e. childminder or grandparent)

Name & Relationship ☎.....

Address

We produce a telephone list for all parents, please indicate if you are interested in being included.

We **would like** / **would not like** to be included on the telephone list.

Emergency Contacts

Please provide alternative contact details in case you are unavailable e.g. a grandparent or friend

Name & Relationship ☎.....

Name & Relationship ☎.....

Name & Relationship ☎.....

Medical Details

Name of Doctor..... 

Address.....

Does your child have any medical conditions? *(please list)*.....

.....

Does your child have any allergies or intolerances? *(please list)*.....

.....

Does your child require any prescription drugs or medicines e.g. Ventolin? *(please list)*

.....

Please note pre-school staff cannot administer drugs or medicines. If this will prevent your child from attending pre-school please let us know and we will try to make special arrangements.

Personal Care

Does your child have special dietary needs or preferences?

.....

What is the main religion in your house?.....

We have a special needs policy. Does your child have any special need, which you would like to discuss with staff?.....

Are any of the following in place for your child? *(They refer to special educational needs):*

Early Years Action? Yes/No *(delete as applicable)*

Early Years Action Plus? Yes/No *(delete as applicable)*

Statement of special educational need Yes/No *(delete as applicable)*

We welcome children who are still wearing nappies, having occasional 'accidents' or needing support with personal care. More information for parents will be available in the joining information sent out before your child starts pre-school, alternatively please contact the membership secretary if you have any questions regarding our personal care policy.

Names of any professionals involved your child (e.g speech therapist etc.)

Name 1 & Role

Agency 

Name 2 & Role

Agency 

Do you have a health visitor? Yes/No (*delete as applicable*)

Name & based at..... 

Does your family have a social worker for any reason? Yes/No (*delete as applicable*)

Name & based at..... 

What is the reason for the involvement of the social care department with your family?

.....
.....
.....

NB If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social care worker named above and keep these securely in the child's file.

Sessions

Please tick the sessions and fill in the start date you would prefer. Please be aware that although we aim to accommodate, this is only a request from you and we will confirm days closer to your starting date depending on the waiting list. We recommend that your child attends 2 or 3 sessions per week to begin with. This can be increased as your child settles in. Sessions begin at 9.00am and finish at 12 noon.

2011/12 Term Sessions

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>9.00 – 12.00</i>	<i>9.00 – 12.00</i>	<i>9.00 – 12.00</i>	<i>9.00 – 12.00</i>	<i>9.00 – 12.00</i>

Preferred start date.....

Lunch Club

As well as the above sessions we can also offer your child 'lunch club' which runs on Tuesdays and Thursdays 12 – 12.30pm. If lunch club falls within your 15 grant funded hours per week, it will be free. Otherwise the sessions cost £1.76. Any hours over and above the 15 hours are £3.55 per hour. It will be invoiced at the start of each term. Your child will need to bring a packed lunch. The running of these sessions will be reviewed at the start of term, depending on numbers, but if you are interested please indicate below.

I **would / would not** be interested in the 'lunch club'.

Afternoon Sessions

From September, the pre-school is open from 9:00am - 12:00 noon Monday to Friday. As the year progresses and if numbers increase, we add one or two afternoon sessions which run from 12:00 – 3:00pm. Children are able to do two sessions in a day and remain at pre-school from 9:00am – 3:00pm bringing their packed lunch. If your child only attends an afternoon session, please also bring a packed lunch.

Has your child previously attended a parent & toddler group, another pre-school or nursery?

(please give details).....

In order to help your child settle in we would like to ask for a few more details:

Does your child have a favourite toy or interest e.g. train track, playdough, painting?

.....

Does your child have any siblings?

.....

Finally where did you hear about the pre-school?.....

Parent's Declaration **(please read carefully)**

I understand that from *after* (see below) my child is three, he/she is entitled to 15 hours of early education per week funded by the Local Authority (LA). Until that time I will be charged **£3.55 per hour (£10.65 per 3-hour session)**. I understand that the fees are charged whether or not my child attends a particular pre-school session whilst their name is on the pre-school register.

Children who turn three between 1 April – 31 August are eligible for free funding in September

Children who turn three between 1 September – 31 December are eligible for free funding in January

Children who turn three between 1 January – 31 March are eligible for free funding in April

I will give **one term's notice** in writing to have my child's name removed from the register. If the required notice is not given I will be liable to pay **one term's fees** (if my child is not LA funded).

I agree not to bring my child to pre-school if he/she is obviously unwell or suffering from an infectious disease, or has been in contact with someone suffering from an infectious disease.

I understand that pre-school go out in all weathers and I will provide appropriate clothes. Pre-school staff may take the children for walks around the villages of East and West Hendred, to the shop, to the playground or to the mobile library. Children will be fully supervised when away from pre-school premises. The ratio of adults to children will be no less than 1 to 6 in accordance with legal requirements. I agree that my child may participate in these activities.

I confirm that the above details are complete and correct to the best of my knowledge. In the unlikely event of illness or accident I give permission for any necessary medical treatment to be given. In an emergency and if I cannot be contacted, I am willing for my child to receive hospital treatment, including anaesthetic and blood transfusion if necessary. I understand that every effort will be made to contact me as soon as possible. A member of staff from the pre-school will accompany my child and stay with them until my arrival.

I would like my child to join the Hendreds Pre-School and agree to abide by the constitution of the pre-school (*available on request*).

I enclose the registration fee of £10 payable at enrolment; I understand that this will be deducted from the first fees' bill or refunded if the child receives nursery education grant straight away.

Policies and Information Sharing

I have been provided with the list of the pre-school's policies and procedures, including the Information Sharing policy and understand that there may be circumstances where information is shared with other professionals or agencies without my consent. (*Any policy including the Information Sharing policy is available on request to the pre-school chairman.*)

Signed.....Name.....

Copyright Release and Use of Images - Photographs and Videos

The pre-school may produce web pages, presentations, educational or interest articles for magazines or similar. Your child's work will never be used without your permission. Photographs (these may be as group shots or photographs of the individual child) are often used in various in-house publications such as our prospectus and also form an important part of our displays in school and our record keeping. We require parental permission to be able to publish these. Your child's safety will always be of paramount importance therefore under no circumstances will personal information be made public. We currently do not use photographs of children on our website.

Please sign below if you are happy for your child's work/image to be shared in this way.

I give consent to the pre-school to publish my child's work or image subject to strict confidentiality of personal information.

Signed.....Name.....

Monitoring

As an Ofsted registered pre-school we want to be sure that we are reaching the full range of local families. Please help us to do that by answering these few questions *in confidence*:

Your child's date of birth.....Your child's gender.....

Please describe any special need your child may have.....

Please indicate below the ethnic origin of you child. Tick just **ONE** box
(Categories supplied by the Commission for Racial Equality)

- White** – British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other White background

- Mixed** – White and Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background

- Asian or Asian British**
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

- Black or Black British**
- Caribbean
- African
- Any other Black background

- Chinese**

- Any other ethnic background.** Please state.....

Parental Help

As a registered charity there are inevitably times when we ask parents for help in order to minimise our running costs. Please indicate if you would be willing and able to help with any of the following areas or let us know if you have particular skills that may be useful. Thank you.

- Working on the committee
- Helping with fundraising, e.g. cake-making or running a stall at the fete
- Solving computer problems/ installing new IT equipment
- Assembling flat-pack furniture or play equipment
- Taking part in outings
- Other.....

Data Protection

The Hendreds Pre-School processes personal data about its attendees and is a “data controller” under the Data Protection Act 1998. It holds and processes this data to:

- provide appropriate pastoral care
- support attendees’ individual needs, and
- administer the pre-school.

This data includes contact details, attendance information, characteristics such as ethnic group, special educational and care needs including medical information.

This data may only be used or passed on for specific purposes stated by law. From time to time the pre-school may be required to pass on some of this data to public bodies such as Ofsted, who is also a data controller, in respect of data received and who are subject to the same legal constraints in their use of this data.

Please be assured that data will be held in the strictest confidence and under the terms of the Act. If you wish to have access to any of the personal data held on you or your child, please submit any requests in writing to the Chair of the Pre-School Committee.

Signed.....Name.....

Relationship to child.....Date.....

Please return the completed form to: Shalu Patel, 4 Littleworth Hill, Wantage, OX12 9AG

 **01235 768088 / 07852 959538**

Last updated
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