

Chesil Bank Pre-school



PARENT PACK

**REGISTRATION FORM
PARENTAL AGREEMENT
PARENT INFORMATION
CONSENT FORM**

REGISTRATION FORM

Child's Name.....D.O.B.....

Address.....

Postcode.....

Telephone Number..... e-mail

Parents name and Address if different from above

Mother.....

.....

Father.....

.....

Please name all adults with parental responsibility for your child

.....

Religion.....

Child's first languageOther language spoken.....

EMERGENCY CONTACT

Mother (work).....(mobile)

Father (work)..... (mobile)

OTHER (name).....(number).....

OTHER (name).....(number).....

MEDICAL INFORMATION

Child's N.H.S.number

Doctor

Surgery address.....

Telephone number

Health visitor (name).....Tel.....

IMMUNISATIONS (please tick if your child has received the following)

Diphtheria () Polio () Hibs ()

MMR () Measles () Tetanus ()

Whooping cough ()

Record of any infectious diseases

Has your child had any illnesses / operations (dates).....

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Has your child got any ongoing health problems.....

.....

Record of child's allergies/ dietary requirements.....

.....

Are there any other people involved with your family? Eg Health Visitor, Portage, Children's Centre, Social Worker

.....

Has your child ever been through any traumatic experiences?

.....

OTHER INFORMATION

SPECIAL ARRANGEMENTS FOR THE COLLECTION OF YOUR CHILD

Name of person(s) other than yourself who have permission to collect your child

.....

.....

(NO CHILD WILL BE RELEASED TO AN UNAUTHORISED PERSON)

SESSIONS YOU WOULD LIKE YOUR CHILD TO ATTEND (please tick)

		Am session 9.30-12.30	Pm session 12.30 - 3.30
Monday			
Tuesday			
Wednesday			
Thursday			

Name

Signed
(parent/carer).....

Date.....

PARENTAL AGREEMENT

Partnership between the Chesil Bank Pre-school and staff, working with parents and carers to meet the needs of the children, both individually and as a group.

Information given to parents:

- The play opportunity is open from 9.30am to 12.30pm and from 12.30 to 3.30pm to children between the ages of 2 and 5 years old and has the essential policies available for inspection by the parents (see page one of Policies & Procedures file).
- Staff will pass information to parents via the notice board, letters home or email (if appropriate) on a regular basis and prompt action will be taken if any concerns are raised.
- Parents are requested to read Chesil Bank Pre Schools Policies and Procedures. Any queries or comments should be discussed with the pre-school leader or the Chair of the pre-school committee.
- Our primary responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance that may come to our attention. As such the Pre-School has a duty to report any suspicions around abuse to Local Authority Children's Services (Social Care) whether this stems from allegations against staff, volunteers, carers or the general public. The Children Act 1989 (Section 47(1)) places a duty on to Local Authority Children's Services (Social Care) to investigate such matters. The Pre-School/Nursery will follow the procedures set out in the Local Authority Children's Services (Social Care) Child Protection Documents and as such will seek their advice on all steps taken subsequently.

Fees

Fees are £12 per 3hr session (9.30-12.30 or 12.30-3.30)

All fees to be paid half termly in advance to the play leader / treasurer.

- We accept cheques made payable to Chesil Bank Pre School.
- Our on line banking details are as follows: ~
Chesil Bank Pre School Account no 40953284 sort code 09 01 53
- Cash or childcare vouchers are also accepted.

Children are funded for 15 hours a week from the term following their third birthday.
(These funded hours can also be split between settings the child may attend).

Fees continue to be payable if a child is absent. In cases of prolonged absence, parents should contact the Treasurer about fee payment. Any reduction in sessions requires two weeks' notice.

Each child's attendance at the group is conditional upon continued payment of any necessary fees.

In cases of hardship parents are advised to discuss the situation in confidence with the Pre School leader or the Chair of the committee.

- Parents are asked to support the setting in a variety of ways e.g. cleaning resources, helping at fund raising events. Parents are invited to join the management committee.
- All parents/guardians of children using the group are requested to be supportive to the supervisor and the management group.
- Children should be collected promptly at the end of a session.
- Children are not allowed to leave the pre-school, unless accompanied by their parents/guardian or nominated other adult.
- If a parent/guardian is unable to collect his/her child/children, they must inform the supervisor of the nominated other responsible adult. No child will be allowed to leave the premises with person or persons unknown.

- Parents are requested to behave in a polite and appropriate manner when dropping off or collecting their children. Failure to do so could lead to their children being excluded from the group.
- Persistent disruptive behaviour by a child would result in the incidents) being reviewed and an action plan developed. In extreme circumstances the child may be excluded from the group.
- Any problems which cannot be satisfactorily resolved between parents and staff may be referred to the management committee, in line with the organization's complaints procedure.
- All staff are aware of the need to maintain confidentiality about matters concerning families and children.
- Records will be kept containing details about the child, including relevant health, religion and diet information, parents and /or emergency contact details, child protection records if applicable and any appropriate signed consent forms. **It is the Parent's responsibility to update the relevant information as and when necessary i.e. contact details, medication needs (and to particularly inform the Pre-school if the child has been given new medication at any point before coming into Pre-school.)**
- Parents have access to all written records about their child/children and can ask to see their Learning Journey
- Children's records will be stored in a locked cupboard in the pre-school.
- We will pass any records drawn up by us in respect of a child to any Pre-school /school that a child moves on to. Providing the child's parents have given their consent prior to the records being passed on.

The essential policies and procedures are available for inspection by parents (see page one of Policies and Procedures file). The file can be found at the kitchen hatch, next to the signing in register. We would ask that each parent reads through this file and signs to say that they have done so.

I have read the parental partnership agreement and acknowledge the information.

Name.....

Signed.....

Date.....

Parent information

Starting at pre-school

The first few days....

Parents are encouraged to stay with their child during the first session at pre-school to help them feel secure in a new environment. Some children find it easier than others to be left to enjoy new situations and experiences and pre-school staff will work with parents to help each child feel confident and secure as quickly as possible. It is not unusual for children to show some "distress" when a parent leaves during the first few days but this is generally short lived. We would never allow a child to be distressed for a long period of time.

What to wear

It is best to send your child in clothes that are easily washable. This allows your child to feel relaxed when exploring and experimenting with all kinds of materials including messy ones.

We encourage children to be independent and simple clothing will help when they are going to the toilet and taking outdoor clothing on and off.

Suitable clothing for the weather e.g. waterproof tops and trousers, Wellington boots, sun hat. We sell Chesil Bank Pre School polo shirts for £6 and Sweatshirts for £8.

What to bring

We ask that all children have a warm jumper/fleece/coat to put on during outdoor play. A pair of slippers will help to keep their feet warm as outdoor shoes are not worn inside. During the summer months children will need to bring a hat and sun cream (unless this has been applied at home). We suggest you leave a complete change of clothes at pre-school in case of accidents. Please name all your child's clothing, footwear, bags, sun cream and lunchbox.

Lunch

We encourage an awareness of healthy eating at pre-school. Please could you provide a lunchbox which contains foods your child likes to eat. We would ask you to avoid sugary/fizzy drinks, chocolate and crisps. We also provide healthy lunches for the children on Tuesdays and Thursdays at a cost of £2 each.

Drinks and snacks

Children are provided with a drink of milk or water mid morning along with a snack. There is normally a choice of fruit, breadsticks and toast to eat.

ADDITIONAL NEEDS

Chesil Bank pre-school has an additional needs policy. Does your child have additional needs that you would like to discuss with the pre-school leader?

YES / NO

Please explain

.....

.....

.....

.....

SPECIAL REQUESTS

Religion, food, clothing, health or other matters that we should be aware of?

.....

.....

.....

.....

Has your child previously attended any other pre-school?

.....

Does your child attend any other pre-school? (if so which one)

.....

Which primary school will your child attend?

.....

CONSENT FORM

We complete regular observations of the children to assess our activities and to record the stages of development of each child and to plan their next steps.

I do/do not give my consent for my child to have observations done (learning journey)

We sometimes take photos of the children as evidence to assess their learning and also to produce wall displays.

I do/do not give my consent for my child to have his/her photo taken.

We take the children on a walk in the local area during the session one day a week (adult/child ratio 1:3 minimum).

I do/do not give my consent for my child to take part in these walks

In the event of an emergency

In the event of all contacts / emergency contacts being unavailable we may need to take your child to the doctor or casualty by ambulance if the injury is severe. At least one member of staff would accompany your child and at least 50% of staff hold current first aid qualifications.

I do/ do not give my consent for my child to be taken to the doctor/ or casualty without my prior knowledge if necessary.

Child Welfare

Please inform us of any accidents or problems that occur outside of pre-school. The welfare of your child is of primary importance, so should we have any reason to be concerned we will mention this to you in most cases. However we have a duty to pass on any more serious concerns to social services.

I understand that any serious concerns will be passed on to social services

Name

Signed

Date.....

