



#### Vision Statement

Here at Ridgewood Preschool our vision is to provide the highest quality care, whilst creating a nurturing and supportive community of children, parents, carers and highly skilled staff. Through a play-based programme that attends to the whole child, we seek to enrich every child's experience and to empower them to joyfully develop at their own rate. Through the co-operative partnership of parents, carers, staff and our Board of Trustees we provide a model of community that will sustain and enrich our children throughout their lives.

Office use only

# Registration Form

Date  
received:

<b>Child's details</b>					
Full name:				<b>Ethnic Code:</b> <i>See page 2</i> 	
Preferred name:		Home language:			
Preferred start Date:		Gender:		Password:	
Date of Birth:		Exact age on preferred start date:		yrs      months	
Home Address:		Postcode: _____			
		<b>Parent 1</b>		<b>Parent 2</b>	
Name:					
Address:					
Phone No:					
Email Parent 1					
Email Parent 2					

<b>My child is entitled to:</b> <i>Please tick</i> <input type="checkbox"/> 2-year Funded entitlement (15 hours) <input type="checkbox"/> 3-year Funded entitlement (Universal 15 Hours) <input type="checkbox"/> EYPP <input type="checkbox"/> 30 hours funding (working family's eligibility)		<b>Original Birth Certificate included with this registration form?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No We will photocopy this to claim the Funded Entitlement.	
<b>Parent 1</b>  National Insurance No.: _____  DOB: ____/____/____		<b>30 Hours Code</b> (working family's eligible):  _____  <b>2-year funding code:</b>  _____	
<b>Parent 2</b>  National Insurance No.: _____  DOB: ____/____/____			

Please tick your preferred sessions. We will try to accommodate your request where possible:

Sessions:	Mon	Tue	Wed	Thu	Fri
AM session					
Lunch session					
PM session					

We will confirm which sessions we can offer to your child.

**Additional persons who can collect your child – in order of priority:**

Name:	Relationship to child:	Contact Tel No.:	Address:

**Persons who legally CANNOT collect your child:**

Please provide evidence

Name:	Relationship to child:

**Ethnic Codes** (for use on page 1)

WBRI	White British	WIRI	White Irish	WIRT	Traveller of Irish Heritage
WROM	Gypsy/Roma	WOTH	White any other white background	MWBC	Mixed, white and black Caribbean
MWBA	Mixed, White and Black African	MWAS	Mixed, White and Asian	MOTH	Mixed, any other background
AIND	Asian, or Asian British, Indian	APKN	Asian, or Asian British, Pakistani	ABAN	Asian, or Asian British, Bangladeshi
AOTH	Asian, Asian British, any other Asian background	BCRB	Black or Black British, Caribbean	BAFR	Black or Black British, African
BOTH	Black or Black British, Any other Black background	CHNE	Chinese	OOTH	Any other ethnic background
REFU	Did not wish to be recorded	NOBT	Not obtained		

# Important Health Information

<b>Name of child's Doctor Surgery:</b>	
<b>Doctor's Surgery Address:</b>	
<b>Telephone No:</b>	
<b>Name of Health Visitor:</b>	
<b>Is your child up to date with all immunisations:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:

Does your child have any special diet, allergies or ongoing health problems? Please give details

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**Please inform us below of any health professionals that are involved in your child's development** e.g. Health Visitor, Paediatrician, Dietician, Speech and Language Therapist, CAMHS, Educational Psychologist, Social Worker etc

I give permission for Ridgewood Preschool to contact and/or share information with any other agencies/professionals	
<b>Signed:</b>	<div>Parent 1</div> <div>Parent 2</div>

Has your child had any major illness or recent operations?

Please give details

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<b>First Aid:</b>	
Do you give permission for your child to be administered First Aid by a qualified member of staff? This includes the application of hypoallergenic plasters.	<input type="checkbox"/> Yes <input type="checkbox"/> No Signed: _____
Do you give permission for your child to receive medical emergency treatment in the event of an accident/illness?	<input type="checkbox"/> Yes <input type="checkbox"/> No Signed: _____

# Contract

Parents/carers are asked to read and sign each statement as an expression of this shared commitment

## Absent Child Policy and Procedure:

I/We have read, understood and accept this policy (given at registration) and will always make contact in the event of my/our child's absence. I/we understand that attendance is monitored for safeguarding purposes.

**Signed:**

Parent 1

Parent 2

## GDPR General Data Protection Requirements:

I/We understand that Ridgewood Preschool use the information gathered during my/our child's time at preschool appropriately.

Ridgewood Preschool only share data with South Glos Council to apply for the Funded Entitlement (Universal, Extended, 2 year and 30 hours funded childcare).

Ridgewood Preschool use 3<sup>rd</sup> party suppliers of software (e.g. Tapestry) to manage the children's progress and invoicing.

Data will only be shared with health and educational professionals who need to be involved in the care and development of my/our child.

Ridgewood Preschool will only use the data gathered during the time my/our child will be at preschool. Ridgewood Preschool only keep relevant data for the length of time legally required.

Ridgewood Preschool will request updates/or changes to the data collected as required.

I/We understand that if there are changes to our contact details/circumstances relating to the Early Years Education for my/our child, we will update Ridgewood Preschool accordingly.

I/We understand that I/we have the right to withdraw our consent to Ridgewood Preschool using this data, however this will result in Ridgewood Preschool being unable to provide Early Years Education or Funded Entitlement from South Glos. Council.

**Signed:**

Parent 1

Parent 2

## Policies:

I/We have read, understood and accepted the policies available (on request) by email or uploaded to Ridgewood Preschool's website.

**Signed:**

Parent 1

Parent 2

## My/our child attends another setting/childminder.

Setting/Childminder 1 - details

Setting/Childminder 2 - details

I/We give permission for information to be shared between other settings (as necessary).

**Signed:**

Parent 1

Parent 2

## Snack contribution:

I/We agree to contribute towards fruit/healthy savoury snack payments (invoiced).

**Signed:**

Parent 1

Parent 2

**Donating materials:**

From time-to-time parents/carers are asked to donate materials to support topics being covered at preschool. You will be notified via the notice board or newsletter when these are required. I/We agree to support and contribute to these activities.

**Signed:**

Parent 1

Parent 2

**Help with outings:**

Occasionally we like to take the children on a local outing and therefore we need parent helpers. Would you be able to help us? ☐ Yes ☐ No

**Signed:**

Parent 1

Parent 2

**Changes to Sessions:**

I/We understand that any changes to our child's sessions must be requested via the 'change of sessions' form and can only commence at the start of the following term, subject to availability. Ridgewood Preschool reserve the right to charge an administration fee for excessive changes to your child's sessions.

**Signed:**

Parent 1

Parent 2

**Collection of Children:**

If your child attends an afternoon session and you need to collect your child early, please note that there is a cut off time for early collection which must be before 3:10pm. After this time, children are often having whole group time on the carpet and collections of children can be disruptive and unsettling to the other children. Furthermore, the staff are removed from the group session to open the door causing disruption to security and preparing the other children for going home. I/We understand that on the rare occasion we need to collect our child earlier than 3:30pm we will do so before 3:10pm.

**Signed:**

Parent 1

Parent 2

**Payment of fees:**

Fees are due on the 1<sup>st</sup> of each month. Failure to pay the invoice, your child's place may be offered to another child on the waiting list. 4 weeks' paid notice is required should you no longer require the place. If there are any queries with this, please speak to Miss Sokell. I/We will pay our invoice by the 1<sup>st</sup> of each month.

**Signed:**

Parent 1

Parent 2

**Late collection of children:**

I/We understand the collection policy and will try not to be late for collection at the end of the session. I/We understand that a fee of £20 will be charged if this happens. On the rare occasion I am/we are running late I/we will contact preschool immediately.

**Signed:**

Parent 1

Parent 2

**Outings:**

I/We agree for our child to go on brief local outings from the preschool.  
(Please note that specific consent will be sought for any major excursions)

**Signed:**

Parent 1

Parent 2

### Pupil Premium:

Ridgewood Preschool is able to claim extra funding for some children who are eligible for Early Years Pupil Premium (EYPP). This funding enhances learning experiences to enable best possible outcomes for children. The criteria is listed on the South Glos website for Early Years funding including Pupil Premium.

[https://find-information-for-adults-children-](https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=Htkd47QfvpU&familychannel=1-3&channel=family)

[families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=Htkd47QfvpU&familychannel=1-3&channel=family](https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=Htkd47QfvpU&familychannel=1-3&channel=family)

☐ my/our child may be eligible.

Please tick the above box if you think this may apply to your child, we can then apply on your behalf. Ridgewood Preschool will keep this information strictly confidential.

### Funded childcare for 2- to 4-year-olds:

The government provides funding for some 2-year olds and all 3-4 year olds to attend an Ofsted registered early years provider. This is known as the **Funded Entitlement**.

A child's funded entitlement begins at the start of the term following their 2<sup>nd</sup> or 3<sup>rd</sup> birthday and lasts until they reach statutory school age (the term after their 4<sup>th</sup> birthday).

The terms are as follows:

Term 1 – 1<sup>st</sup> September (qualifies if birthday falls on or before 31<sup>st</sup> August).

Term 3 – 1<sup>st</sup> January (qualifies if birthday falls on or before 31<sup>st</sup> December).

Term 5 – 1<sup>st</sup> April (qualifies if birthday falls on or before 31<sup>st</sup> March).

[https://find-information-for-adults-children-](https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=MhAR11WPSQ0&familychannel=1-3&channel=family)

[families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=MhAR11WPSQ0&familychannel=1-3&channel=family](https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=MhAR11WPSQ0&familychannel=1-3&channel=family)

I/we will sign the South Glos. **Funded Entitlement Form** (on a termly basis) to apply for the funded childcare. On registration, I/we will provide the child's birth certificate to apply for the Funded Entitlement. Failure to do so will result in Ridgewood Preschool being unable to claim the hours and will result in the hours being charged to me/us.

**Signed:**

Parent 1

Parent 2

### Internet/Use of Technology:

Staff/Parents/Student Helpers/Volunteers/Trustees will NOT be permitted under any circumstances to use their mobile phone in the rooms occupied by children. If you are a parent helper, your phone can be secured in the office.

Ridgewood Preschool accept that photographs/videos can be taken at social gatherings (e.g. picnics, presentation sessions etc) but I/we understand that photographs/videos/containing children other than my/our own will NOT be used in any form of publication, or any internet/social networking sites, this includes photographs/videos on Tapestry which I/we have access to.

**Signed:**

Parent 1

Parent 2

### Office use ONLY

### Approved by Early Years Manager:

I have read through this registration form and discussed any queries or requested further information where necessary.

**Signed:**

Early Years Manager

**Print:**

**Date:**