



APPLICATION TO JOIN

I/we would liketo start at Codicote Pre-School.

Date of birth:...../...../.....

Current school/nursery/childcare:.....

Name and address Parent/carer/guardian making application:

Name:.....Relationship:.....

Address:.....

Land-line:.....Mobile:.....

Email:.....

Name:.....Relationship:.....

Address:.....

Land-line:.....Mobile:.....

Email:.....

I/we would like them to start: As soon as possible/from.....

How many sessions would you like to start with? (We have a minimum of 2 sessions a week).....

If we no longer need the place, we will inform the setting as soon as possible.

I/we agree to abide by the settings policies and procedures (copies on our website)

Signatures:.....Date:.....

Your child will need to have a visit to the setting before their start date. This will be arranged between you and the office once paperwork is completed.



CODICOTE PRE-SCHOOL

ST. GILES PARISH CENTRE, BURY LANE, CODICOTE SG4 8XX +44 (0)7542 285 412

It would be really helpful to know a little more about your child. This helps us prepare for their induction and also aids their key-worker, in knowing more about them.

ALL ABOUT.....

Have you got a favourite nursery rhyme or song?

.....
.....

Can you speak/ understand any other languages?

.....
.....

Name:.....
Age:.....

What is your favourite thing to do at home?

.....
.....

Do you have any pets (if not what would you have if you could)?

.....
.....

Who are your special people?

.....
.....

What is your favourite snack?

.....
.....

Do you have a nickname?

.....
.....

Do you have a favourite toy?

.....
.....

Does anything frighten you?

.....
.....

Have you ever been to A&E?.....



BACKGROUND INFO

PEOPLE AROUND YOUR CHILD

Full name of your child:.....

What name do you wish your child to be called at Pre-School (Sue, Susan, Susie...).....Gender:.....

NAME OF PARENT/S WITH WHOM THE CHILD LIVES:

(Parent 1).....Occupation.....

(Parent 2).....Occupation.....

Which parent has parental responsibility? Parent 1/Parent 2

Primary email address for contact:.....

Telephone:.....Mobile:.....

Address:.....

.....Postcode:.....

Name of any parent with whom the child does not live:.....

Does they have parental responsibility? Yes/No Occupation:.....

Address:.....Postcode:.....

Does this parent have legal access to the child? Yes/No



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Name of any other contact:.....

Relationship:.....Number:.....

I can confirm that contact can be made to any of the people mentioned:

Yes/No

EMERGENCY CONTACT DETAILS

Parent 1 - Work/daytime number:.....

Parent 2 - Work/daytime number:.....

I confirm that I give consent for my information on this form to be held in line with Codicote Pre-School's Data Protection and Privacy Policy: Yes/No

Please give details below of any other persons authorised to collect your child

(NB. They must be over 16 years of age)

Person A:.....

Person B:.....

PREVIOUS EDUCATION

Is your child attending, or has previously attended, another setting? Yes/No

If yes please give dates and details below:

Childcare provider:.....

How long/often attended:.....

RELIGION

What is the main religion of your family?.....

As a family we celebrate/would like my child to learn about:.....

.....



LANGUAGE

What language/languages are spoken at home?.....

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

PERMISSION

Do you consent to your child accompanying staff on short walks in the Pre-School grounds? Yes/No

Do you consent to photos of your child being displayed in the setting and used for publicity poster to advertise open days etc? (A separate form applies to our website and facebook page) Yes/No

Do you consent to staff writing observations of your child and gathering information/photos to support their needs whilst at Pre-School? These will be put on Tapestry and shared with you at regular intervals. Yes/No

Do you consent for staff to share your contact details with Tenterfield Children's Centre? Yes/No

I understand that I cannot use a mobile phone or any other recording device whilst on the Pre-School premises. Yes/No



SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

We try and take account of any additional needs which a child may have. It is important to us that all children feel cherished in our care and treated equally. Below are a few questions that can help us define how we might better aid or adjust our planning to accommodate your child if necessary.

Was your child born prematurely? Yes/No

If so, please state how many weeks early:.....

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

If yes, please give details and details of support required at Pre-School:

.....
.....

Do you consider your child to be/have a disability? If yes, please provide details.

.....
.....

Are any of the following in place for your child or are in the process of getting?

SEN Support? Yes/No/Pending Educational Plan? Yes/No/Pending

Are you in receipt of/in the process of Exceptional Needs Funding (EFN)?
Yes/No

Do you have a Health Visitor? Yes/No

Name:.....Based at:.....

Contact details:.....

Does your family have a Social Worker for any reason? Yes/No



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If yes, please give reasons and details:.....

(Find out more about our 'local offer' at www.directory.hertfordshire.gov.uk)

Name of professionals involved with your child (speech and language therapist, Advisory teacher, paediatrician, physiotherapist etc.)

Professional 1:.....Agency:.....

Role:.....Contact Details:.....

.....

Professional 1:.....Agency:.....

Role:.....Contact Details:.....

.....

EQUALITIES MONITORING FORM

White - British

- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other white background (please state).....

Mixed - White and Black Caribbean

- White and Black African
- White and Asian
- Any other mixed background (please state).....

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (please state).....

Black or Black British

- Caribbean
- African
- Any other Black background (please state).....

Chinese

Any other ethnic background (please state).....



MEDICATION

Does your child have any other medical issues that we need to know about?

.....
.....

Does your child currently have medication/s?

.....
.....

If yes, do they require these to be stored on site? Yes/No

If yes, please provide details of dosage etc./when to administer:

.....
.....

Do you consent for your child to be taken to hospital in an emergency? Yes/No

Can staff administer simple first aid to your child if needed? Yes/No

Can staff apply a plaster if required? Yes/No

What is your child's NHS number:.....

I sign below to confirm I am happy for Codicote Pre-School to administer medications as detailed above if/when required and provide any information/training required to be able to do this safely:

Full Name:.....

Signature:.....Date:.....



SNACK

We follow a healthy eating policy offering fruit and veg options as our snacks. If you have any suggestions, especially if you have any awareness of dietary issues, please state below. Milk is offered to the children at snack time. For those who are dairy intolerant, there is also water. Children can be sat at a separate table if needed. Please notify us if this is. We ask that no nuts are brought in!

Some of the snacks we offer:

Apple slices	Red Peppers	Strawberries	Raisins	Pear
Pineapple	Grapes	Popcorn	Melon	Cucumber
Watermelon	Clementine	Banana	Humus	

Suggested snack:.....

.....

Brand/where it can be purchased:.....

.....

Does your child have any dairy intolerant/food/drink you need to avoid:.....

.....

ALLERGIES

To help us keep all children safe, it is imperative we know about any allergies/dietary sensitivities/requirements. It is also useful to know of any situations that may cause problems, such as contact with animals/certain materials such as latex.

Please state any know allergies:.....

.Please state any material/item that needs to be avoided:.....

.....



TYPICAL BEHAVIOURS

To ensure that the experience we offer your child are developmentally appropriate and challenging enough, it is helpful if you can tell us about your child's development so far.

COMMUNICATION AND LANGUAGE DEVELOPMENT

LISTENING

Tell us about your child's listening skills:.....

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

UNDERSTANDING

Tell us about your child understanding of language:.....

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

SPEAKING

Tell us about how your child communicates:.....

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



PHYSICAL DEVELOPMENT

MOVING AND HANDLING

Tell us about your child's physical skills. How do they move and use their co-ordination to handle toys and equipment:

.....

.....

.....

HEALTH AND SELF CARE

Tell us about how you encourage your child to eat well and stay fit? How independent are they in keeping themselves healthy?

.....

.....

.....

How does your child manage their own self care (dressing, washing, toileting)?

.....

.....

.....

PERSONAL, EMOTIONAL AND SOCIAL DEVELOPMENT

SELF CONFIDENCE AND SELF AWARENESS

Tell us about how your child copes with familiar and new places and people:

.....

.....



MANAGING FEELINGS AND BEHAVIOUR

Tell us about how your child expresses their feelings. How do they respond to your expectations of good behaviour?

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

MANAGING RELATIONSHIPS

Tell us about how your child interacts with other children and adults in familiar and new places:

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

Are there any particular areas you would like us to support your child with developmentally?

.....
.....

Parent/carer Signature:.....

Child's name:.....Date:.....



SESSION ALLOCATION

We are open Monday to Friday 9:25-12:25pm.

Up until the term after your child turns 3 (or is eligible for government funding) our standard session rate is £15.75. We try, where possible, to give requested sessions, however, this isn't always possible. We will advise you at the beginning of each term as to which days are yours. Any problems, speak with the office and we can discuss.

ADHOC DAYS

One-off sessions are available (space permitting). Speak with office to discuss.

MINIMUM SESSION POLICY

We operate a 2 session a week minimum policy. We strongly recommend this as it allows the children to have a better chance at settling in.

LUNCH CLUB

We offer lunch clubs on Tuesdays, Thursdays and Fridays from 12:25-1:25pm. It is £5.30 per hour and children need to bring their own pack lunch. When your child is in receipt of their 3 and 4 year old funding.

SESSION REQUEST FORM

Child's name:.....Date:.....

How many sessions do you require? (We have a min of 2sessions per week).....

Any particular days you would like:.....

Reason for requested days:.....



TAPESTRY PERMISSION

I give permission for Codicote Pre-School to create an online Tapestry Learning

Journal for.....Date of birth:.....|.....|.....

The email address I would like to link with the account to so I have access to my child's Learning Journal is;

Your email:.....

Additional name:.....Relationship:.....

Additional email:.....

If you do not have access to email, please let us know and you will be able to view your child's Learning Journal using Pre-School equipment by appointment.

I agree to uphold the Pre-Schools request not to share or upload any photographs showing other children YES / NO

I agree to keep my login details secure YES / NO

I agree to my child's key person working on their Learning Journal at home and in line with the setting policies YES / NO

Full Name:.....

Signature:.....Date:.....



CLOTHING

We ask that you provide a named bag (not drawstring) with spare clothing/underwear (nappies and wipes if appropriate). We do have limited spares just in case.

We love to go outside as much as possible so it is important that your child has appropriate clothing for the weather; sun hats, scarf, gloves and warm coat etc.

Your children will get messy (this is an important part of growing up) so please don't put them in their best outfits! We do have puddle suits but accidents happen!

Branded Pre-School tops are available to buy for £5 each. They're not compulsory. All profits made from the purchase of these go straight back into the Pre-School.

NAME LABELS

You can help us raise money and easily label your child's clothes by ordering from <http://www.mynametags.com> and using the **school ID 96931**. **20%** of your total will be matched and sent to the Pre-School at no extra cost to yourselves!

BRANDED TOP ORDER FORM

Child's name:.....Date:.....

Quantity:.....Size 1-2 / 3-4/ 5-6

Paid by: Cash/Bank transfer (reference transaction: (child's surname)/top)

Our bank details: Acc: 20163324 Sort: 20-92-54

Date of transaction:.....



GDPR CONSENT

With the introduction of the General Data Protection Regulations (GDPR 2018), Codicote Pre-School needs your consent if we are to continue some of our communications with you. We use emails to inform of adverse weather closures, sickness, special events. Please consider the options below and tell us how you would like to the Pre-School to act.

GDPR CONSENT

I would like to be informed of future events and other news from Codicote Pre-School, and consent to the Manager/Administrator holding and processing my personal data for this purposes.

I would like to be contacted by:

Name:.....

Address:.....

Tel (Mobile):.....

Tel (Home):.....

Email Address:.....

Signed:.....Date:.....

You can find out more about how we use your data from our 'Privacy Notice' which is available from our website. You can change or withdraw your consent at any time by contacting the office - info@codicotepreschool.co.uk

PLEASE NOTE: If you do not complete and return this form, you may miss out on future news items from Codicote Pre-School.



PAYMENT CONTRACT

Child's legal surname:.....Child's first name:.....

Address and postcode:.....

.....Date of birth:.....

Term of attendance: Autumn / Spring / Summer

Terms and conditions of payment contract:

- To register your child for Codicote Pre-School you need to fill in an Application to Join Form.
- Session fees are £15.75 for each morning session and £5.25 for each lunch club.
- Fees must be paid by the date specified on the invoice
- Fees must still be paid if a child is off sick, takes holiday or the setting has to close in case of an emergency.
- Half a term's notice must be given in writing for any reduction in the number of sessions.
- Codicote Pre-School must be in receipt of fees owed for your child to attend sessions.
- The fees are annually reviewed by the committee.
- Bank transfer/Childcare vouchers / Government childcare scheme are accepted for payment of fees.

AGREEMENT

This agreement dated:.....is between Codicote Pre-School and

.....(parent/guardian of child named above).

I agree to the above terms and conditions.

Signed (parent/carer):

Print name:.....



GIFT AID

Gift aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer. You can boost your donation by 25p of Gift Aid for every £1 you donate.

We currently do not regularly use Gift Aid, but on occasion we do for charity events. Please fill in this form below for when appropriate:

GIFT AID - CODICOTE PRE-SCHOOL - CHARITY NUMBER 293715

Please treat as Gift Aid donations all qualifying gifts of money made:

◇ Today ◇ In the past 4 years ◇ In the future

I am a UK taxpayer and understand that if I pay less income tax and/or capital gains tax than the amount of Gift Aid claimed on all my donations in that tax year, it is my responsibility to pay any difference.

Title:..... First Name:.....Surname:.....

Address:.....

.....Postcode:.....

Signature:.....Date:.....

PLEASE NOTIFY US IF YOU

1. Want to cancel this declaration
2. Change your name or home address
3. No longer pay sufficient tax on your income and/or capital gains.

If you pay income tax at the higher/additional rate and want to receive the additional tax relief due to you must include all your Gift Aid donations on your self-assessment tax return or ask HMRC Please ask Revenue and Customs to adjust your tax code accordingly.



PHOTO PERMISSION

Codicote Pre-School would like to add some photography of the children enjoying typical activities that are available to them at the setting. Please could you read and complete this form and return to us for reference.

Website & facebook and photo permission form

I.....give/do not give

Codicote Pre-School permission to use my child's
(name).....photo on the Pre-School website
www.codicotepreschool.co.uk and the Pre-School Facebook page. (No children's
names or personal information will be posted).

Signature:.....Date:.....