



@Mangotsfield, Cossham St, Mangotsfield, Bristol
BS16 9EP Tel 07803 124099
www.abacuspreschool.co.uk

Registration Form and Child's Personal Record

If you have any queries regarding the running of the Pre-school or would like to check availability, please do not hesitate to contact us and we will be happy to assist you.

Childs Full Name

Name child is known by (if applicable)

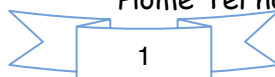
Male/Female

Date of Birth

To fulfil the requirements of the Children Act 1989 we require the names of those persons who have legal responsibility for, or care of the above named child.

- | | |
|-----------------------|---------------------------|
| 1. Name | National Insurance number |
| Address | Date of birth |
| Postcode | Home Tel no |
| Mobile no | Work Tel no |
| Relationship to child | |
| Email | |

- | | |
|----------|---------------------------|
| 2. Name | National Insurance number |
| Address | Date of birth |
| Postcode | Home Tel no |





Mobile no

Work Tel no

Relationship to child

Email

At Abacus pre-school we encourage our children and families to reach their full potential and recognise that individual pupil premium is a successful scheme to enhance children's learning and development, this can be used to source training, resources and equipment. Abacus use a process of reflection and evaluation to ensure that the funding given to each child is used effectively, monitoring the child's progress and recognising the effects of the additional support.

If your child is eligible, your child's setting will receive an extra 53p per hour.
I give permission for Abacus pre-school to apply for the Pupil premium on my behalf.

Signed Date.....

In the event your child does not live with both parents, please provide us with the following details.

Name of parent with whom the child does not live

Address

Contact no

Does this parent have legal access? Yes/No

Does this parent have parental responsibility? Yes/No

Are there any residence orders in place? Yes/No

If yes please provide written details separately to the Pre-school manager of any relevant information.



To help us settle your child into our Pre School and plan effectively for their learning we require the following information.

My child lives with the following person(s). Please include any siblings or family pets so we are able to talk to your child about their home environment to help them settle.

Does your child have any identified additional needs or disabilities?

If yes, please provide details below.

Has your child experienced any hearing, visual or speech difficulties?

If yes, please give details

Does your child or family have any support from outside agencies?

i.e. Social Worker, Dietician, Family Support Worker, Speech Therapist etc? Yes/No

If so, please provide us with the following details:-

Type of outside agency/Professional involved

Contact Name

Contact No

Reason for involvement. (Please do not include details on this form if the child is subject to a child protection plan but indicate that there is a plan and ensure a Manager receives a confidential letter outlining the case.)

Please note, if your child has involvement with any outside agencies, we may invite you in for a brief discussion regarding your child's needs to ensure we are able to meet their requirements, prior to offering your child a place with us.



The safeguarding and welfare of all children in our care is paramount to the Pre School and is reflective in many of our policies and procedures. Our pre-school works with children, parents and the community to ensure the safeguarding of children and to give them the very best start in life. In the event we have a concern regarding your child's welfare we may seek advice/ make a referral without parental consent to ensure the welfare of the child at all times.

The prevention of radicalisation

In line with the June 2015 'The prevent duty' document we will implement the following procedures to ensure that we monitor children in our care to ensure they are not vulnerable to radicalisation. In the event we believe a child is in potential danger of radicalisation we would follow the correct procedures in line with our Safeguarding Policy.

Name of Child's Doctor

Address

Contact No

Health Visitor

Contact No

Does your child have any **allergies** or health problems that may affect their time in pre-school, including asthma? Please give details.

Please describe your child's ethnicity or cultural background.

What is your child's main religion? (If applicable)

Are there any festivals/special occasions celebrated in your culture that you would like to see acknowledged and celebrated whilst in our setting?



What is your child's first language spoken at home?

Are there any additional languages spoken at home?

Is this your child's first experience of being in an English speaking environment?

Do you have any special requests/requirements regarding religious observance, food, clothing or any other matters that we may need to aware of?

If your child has attended another Nursery/Pre School or childminder previously please provide us with the following details

Name

Address

Tel no

We will always endeavour to contact a parent, but in the event of an emergency, do you give permission for your child to receive treatment in the event of an accident?

Yes/No

Do you give permission for your child to be photographed for Pre-School purposes or for use on our Website and our social media sites? Please note we do not name any children.

Facebook

Yes/No

Twitter

Yes/No

Website

Yes/No

Media

Yes/No



The EYFS framework requires us to observe your child during their time at pre-school in order to complete their learning journal, observations may be photo's children's artwork and written observations made by staff. These observations help to track your child's progress and highlight any concerns. Tapestry Learning Journal

Tapestry is an online learning journal. This system is hosted in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques.

Please note we will be using this system for all children in the setting. By signing below you agree to your child's journal being submitted online for you to view.

If you do not sign the permission form entries will still be submitted to your child's journal using the Tapestry system, however these will not be submitted online. An appointment can be made with your child's key worker to view the journal within the setting!

I/we agree for the submission of my child's observations online using the Tapestry Journal, please use the following email address

.....

Name Signed.....

Name Signed.....

Attendance Policy

Abacus pre-school support further improvements to the wellbeing of all children in the EYFS, we work in partnership with parents and carers to support and encourage good attendance and time keeping. We recognise the positive effects and follow our policy and procedures regarding any concerns. Yes/No

Toilet training

Please note:- We do accept children at Pre School who are not toilet trained. It is the responsibility of the Parent/Carer to provide the Pre School with pull ups, wet wipes and nappy sacks. Please be aware we do not provide any of these, thank you.

Signed Parent/Carer..... Date.....



We operate a no **jewellery policy** for all children as there is a risk of injury to the child. We request all jewellery is removed prior to them coming to Pre School, however, in the event your child attends Pre School wearing any jewellery, ie ear rings, necklace, bracelet, we do not accept responsibility for loss, damage or injury to your child.

Signed Parent/Carer..... Date.....

A registration fee of £30.00 is not required with return of the child's registration form if your child is in receipt of the Nursery Education Grant and attends 15 hours or less per week.

If your child is not in receipt of the Nursery Education Grant or attends more than 15 hours per week, a £30.00 registration fee is required.

Although we will endeavour to fulfil your requests for sessions, we are unable to guarantee this and will therefore allocate spaces on availability. Your registration fee will only be refunded to you in the event of us being unable to offer your child any sessions.

We do not accept children under 2 and 1/2 years of age for full day sessions, however they can attend for morning or afternoon sessions.

Children who attend morning or full day sessions must be able to sit for lunch and feed themselves.

Parent/Carer signature..... Date.....

Fees

Abacus hourly rate is currently £5.80 for 2- 3 yr olds and £4.80 for 3-4 yr olds from the month after their 3rd birthday. Please note: prices are subject to change.

Please note: we accept Nursery Education Grant for children eligible to 2, 3 or 4yr old funding. If your child is not eligible for Nursery Education Grant or your child attends more than the 15 government funded hours they are entitled to you will be charged at our current hourly rate.

Our Preschool is open for 39 weeks of the year. In the event that your child attends grant funded hours only and they do not incur any private fees, they are not obligated to attend for the non-funded week. If you wish for them to attend all 39 weeks you will be charged accordingly at our hourly rate. For children that attend additional hours to the grant or who are not registered for nursery education grant with us, it is



compulsory for them to attend all 39 weeks. This week will be charged to you in October.

Parent Carer signed.....

Date.....

Please note we currently offer the following session times

Am 8.30am-12.30pm 9.00am- 12.30pm
 Pm 12.30pm-3.00pm 12.30am - 3.30pm
 Full day 8.30am-3.30pm 9.00am- 3.00pm 9.00am to 3.30pm 8.30am to 3.00pm

Please complete the chart below to indicate your preferred hours of attendance For your child.

Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-12.30pm	8.30am-12.30pm	8.30am-12.30pm	8.30am-12.30pm	8.30am-12.30pm
9.00am-12.30pm	9.00am-12.30pm	9.00am-12.30pm	9.00am-12.30pm	9.00am-12.30pm
12.30- 3.00pm	12.30- 3.00pm	12.30- 3.00pm	12.30- 3.00pm	12.30- 3.00pm
12.30- 3.30pm	12.30- 3.30pm	12.30- 3.30pm	12.30- 3.30pm	12.30- 3.30pm
8.30am-3.30pm	8.30am-3.30pm	8.30am-3.30pm	8.30am-3.30pm	8.30am-3.30pm
8.30am-3.00pm	8.30am-3.00pm	8.30am-3.00pm	8.30am-3.00pm	8.30am-3.00pm
9.00am-3.00pm	9.00am-3.00pm	9.00am-3.00pm	9.00am-3.00pm	9.00am-3.00pm
9.00am-3.30pm	9.00am-3.30pm	9.00am-3.30pm	9.00am-3.30pm	9.00am-3.30pm

Preferred Start Date..... Registration fee enclosed.....

Parent/Carer signature.....Date.....



Please provide your child's **original birth certificate** along with a copy upon registration, the original will be immediately returned and the copy held on site.
(There is a 20p charge for original certificates to be copied on site, thank you)

Authorisation for Collection

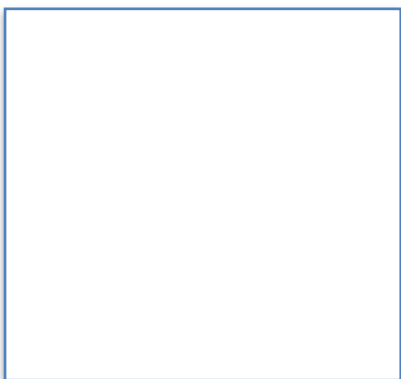
As you can appreciate, it may take us some time to get to recognise your faces when your child first starts with us, especially at the beginning of a term when we may have a large intake of new children.

To help our team pair your child to you or any other person you wish to authorise to collect, please provide us with photographs and signatures of each person. Please include your child's main carers, i.e. both parents of the child.

Please also provide us with on generic password to be used by all collectors to ensure our safeguarding procedures are robust.

Childs Name.....

Collectors password.....



Name

Name

Signature

signature



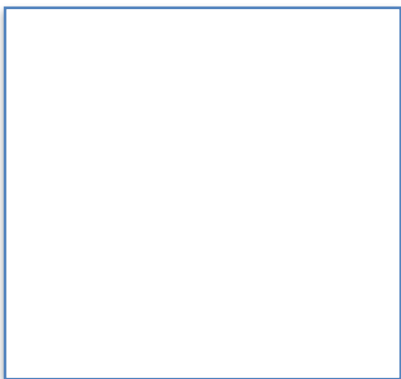
Name

Signature



Name

signature



Name

Signature



Name

signature



Parent/carer signature..... Date.....

In the event of an emergency we will contact the parents/carers listed as having legal responsibility. Please provide us with details of any additional adults who may be contacted in the event of an emergency. Persons authorised to collect your child must be over 16 years of age.

Emergency Contact Details

Name Relationship to child
Address
Postcode
Contact no Home
Work
Mobile

Name Relationship to child
Address
Postcode
Contact no Home
Work
Mobile