



**@ Stoke Gifford, The poplar rooms  
North road, Stoke Gifford, BS34 8PE  
www.abacuspreschool.co.uk  
Registration Form and Child's Personal Record**

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. We may use the parents NI number to check for eligibility for funding from South Gloucestershire.**

1. Name

National Insurance number

Date of birth

Address

Postcode

Home Tel no

Mobile no

Work Tel no

Relationship to child

Email



2. Name National Insurance No  
Address Date of birth  
Postcode Home Tel no  
Mobile no Work Tel no  
Relationship to child  
Email

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.

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.

**Medical Details**

Name and address of child's G.P

G.P Contact No

Name of Health Visitor

Health visitor Contact No

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

Yes/no

Does your child have any allergies or health problems that may affect their time in pre-school, including asthma? You will be required to provide an inhaler clearly named. Please give details.



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.**



### Emergency Contact Details

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.

Name Relationship to child

Address

Postcode

Contact no Home

Work

Mobile

Name Relationship to child

Address

Postcode

Contact no Home

Work

Mobile

### Additional information

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



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

### Parental permission

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 for us to complete their learning journal, observations will be carried out by the staff in the form of photographs and written observations. These observations help us to record your child's progress and plan to extend their learning to help them achieve their full learning potential in partnership with yourselves.

Abacus Pre School currently carries out these observations in the form of online learning journals through a secure system called Tapestry. This system is hosted in the UK on secure servers. These servers conform to very high environmental standards and are 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 keyworker 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.....

As part of your child's learning journey with us we may plan for them to go out into our local environment, i.e. the local shops, library, post office etc. Please indicate if you are happy for your child to be taken off site for such occasions without prior notice.

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.....

**Jewellery**







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

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

### **Safeguarding**

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, professionals, outside agencies 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.

In line with the June 2015 'Prevent duty' we implement 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.

### **Attendance**

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 of irregular attendance.



## 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 3<sup>rd</sup> 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 government funded hours they are entitled to you will be charged at our current hourly rate.

Our Pre-school 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 during the autumn term.

Parent/Carer signature..... Da-  
te.....

## Sessions

Please note we currently offer the following session times

Am	9.00am-12.00pm	8.30am- 12.00pm
Pm	12.00pm-3.00pm	12.00Pm - 3.30pm
Full day	9.00am-3.00pm	8.30am- 3.30pm

**N.B Children who attend afternoon or full day sessions must be able to sit for lunch and feed themselves.**

Please complete the chart below to indicate your preferred hours of attendance for your child. Please note these will be subject to availability.



Monday                      Tuesday                      Wednesday                      Thursday                      Friday

8.30am-9:00	8.30am-9:00	8.30am-9:00	8.30am-9:00	8.30am-9:00
9.00am-12.00pm	9.00am-12.00pm	9.00am-12.00pm	9.00am-12.00pm	9.00am-12.00pm
9.00am-3.00pm	9.00am-3.00pm	9.00am-3.00pm	9.00am-3.00pm	9.00am-3.00pm
12:00-3:00	12:00-3:00	12:00-3:00	12:00-3:00	12:00-3:00
3:00-3:30	3:00-3:30	3:00-3:30	3:00-3:30	3:00-3:30

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)

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 their maximum grant entitlement or less.

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

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

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



**Authorisation for Collection**

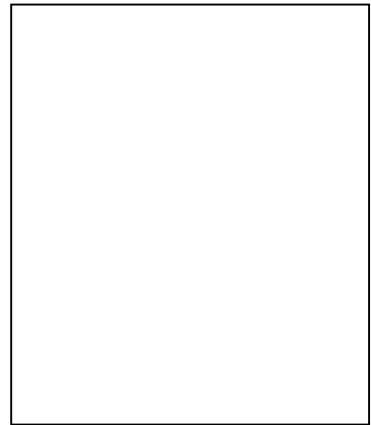
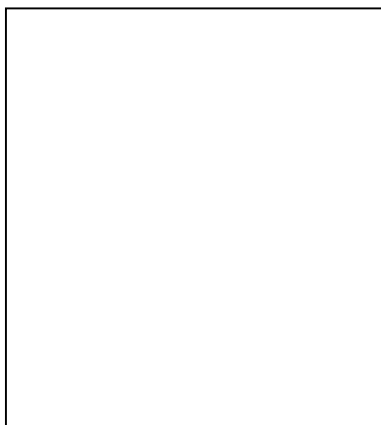
As you can appreciate, it may take us some time to get to recognise your faces when your child first starts with us especially at the beginning of a term when we may have a large intake of new children.

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 a signature of each person including the child's main carers, i.e both parents of the child.

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

Childs Name.....

Collectors password.....

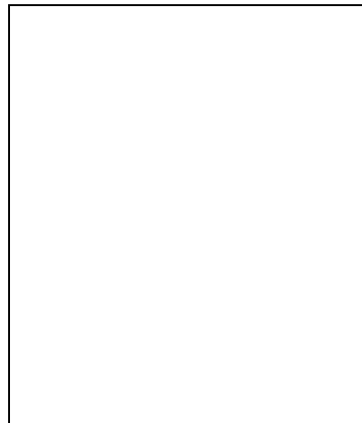
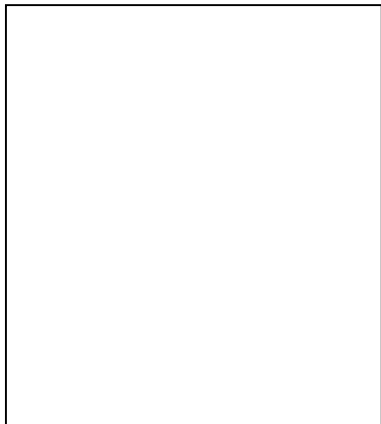




Name..... Name .....

Signature ..... Signature .....

Relationship ..... Relationship .....



Name..... Name .....

Signature ..... Signature .....

Relationship ..... Relationship .....

