



**@Mangotsfield United Reform Church Cossham St, Mangotsfield, Bristol
BS16 9EP
Tel 07803 124099 www.abacuspreschool.co.uk
abacusfh1@gmail.com**

REF:9/22

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

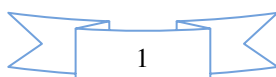
Home Tel no

Mobile no

Work Tel no

Relationship to child

Email



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 and address of dentist

Name of Health Visitor

Health visitor Contact No

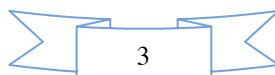
We will always endeavour to contact a parent, however in the event of an emergency, do you give permission for your child to receive first aid treatment in the event of an accident?

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

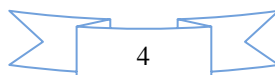
Address

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/is attending 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.

Yes/No

Abacus pre-school work in partnership with all receiving primary schools, nurseries and pre-schools and childminders to develop and enrich the children's play and learning environment. Information sharing is paramount to ensuring the children can access further opportunities benefited by our partnership working. We request your permission to share information between other settings and ourselves to further enhance the children and family's experiences.

Please indicate below your preference below

I agree/do not agree for abacus to request and share information with settings associated with my child.

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. This is the only system that Abacus use tracking your Childs development.

I/we agree for the submission of my child's observations online using the Tapestry Journal, please use the following email address. Only ONE email address can be used but you may share the journal with other family members if you wish. Tapestry will be our main source of communication so please check for any newsletters or updates that may affect you.

.....
Name Signed.....

IT IS IMPORTANT TO SUBMIT YOUR CHILDS 'ALL ABOUT ME' DOCUMENT PRIOR TO STARTING PRESCHOOL SO THE KEYWORKER CAN PLAN APPROPRIATELY. YOU MAY BE REFUSED ENTRY IF THIS HAS NOT BEEN COMPLETED ACCURATELY.

In the event your child leaves Abacus and moves to a different setting, or upon transition to Primary School to ensure a smooth transition we request your permission to share your child's journal with the receiving provision via secure exchange, once confirmation has been received from yourself.

I agree to my child's journal being shared with the receiving setting

Yes / No

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:- It is the responsibility of the Parent/Carer to provide the Pre School with pull ups, wet wipes and nappy sacks for any child who is not toilet trained. Please be aware we do not provide any of these. As we cannot dispose of used pull ups they will be returned to you.

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.

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. It is our responsibility to inform the transitioning primary school if your child has high absence.

Fees effective from October 2022



Abacus hourly rate is currently £6 for 2- 3 yr. olds and £5 for 3-4 yr. olds from the month after their 3rd birthday. Please note: prices are subject to change. We do not reserve sessions without payment prior to starting and as such cannot guarantee availability without full payment.

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.

Nursery education Grant hours can be used for the following sessions, 9am -3.00pm , 9am -12.30pm or 12.30pm-3.30pm. Early and late sessions 8.30-9 am and 3.00-3.30pm will incur additional charges except in the event of attending NEG grant hours inclusive of 12.30-3.30pm.

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.

Sessions

Please note we currently offer the following session time

Am 9.00am- 12.30pm

Pm 12.30pm-3.30pm

Full day 9.00am- 3.00pm

Also available are 8.30 am start and additional 3.30pm finish. These additional sessions are charged at our current rate. Please see Fee Policy for more details.

N.B Children who attend morning 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 start	8.30am start	8.30am start	8.30am start	8.30am start
9.00am-12.30pm	9.00am-12.30pm	9.00am-12.30pm	9.00am-12.30pm	9.00am-12.30pm
12.30-3.30pm	12.30-3.30pm	12.30-3.30pm	12.30-3.30pm	12.30-3.30pm
9.00am-3.00pm	9.00am-3.00pm	9.00am-3.00pm	9.00am-3.00pm	9.00am-3.00pm
3.30pm finish	3.30pm finish	3.30pm finish	3.30pm finish	3.30pm finish

Please indicate below if you would be interested in extended care during the school holidays

February Y/N Easter Y/N May Y/N August Y/N October Y/N

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 £1 charge for original certificates to be copied on site, thank you)

A registration fee of £50.00 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 £50.00 registration fee is required.

To help ensure your child is invoiced correctly can you provide us with your child's funding status;

I understand that it is my responsibility to ensure that my code is, and remains valid or I may receive an invoice to cover my child's hours.

My child is eligible for **two year old** funding their code is:

These codes are allocated to families dependant on economic status, so if you think this may apply to you we can assist you with applying.

My child is eligible for **30** hours funding their code

is: _____

If you think you may be eligible for funding but haven't applied yet, please visit www.childcarechoices.gov.uk and apply asap.

30 hour funding codes need to be confirmed 3 times per year (end of December, March, August) parents must do this within the allocated time frame to ensure there is no interruption to your child's funding. Parents should receive a reminder email from the government when their code is due to be confirmed. We cannot do this for you as it is a legal requirement.

Please be advised children eligible for 3 and 4 year old 15 hour grant funding do not require a code. All children are eligible the term after the child's 3rd birthday!

Preferred Start Date.....

Registration fee enclosed.....





Parent/Carer signature.....

Date.....

REF:9/22

Authorisation for Collection

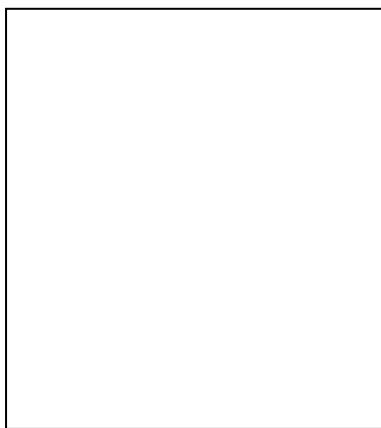
As you can appreciate, it may take us some time to get to recognise your faces when your child first starts with us especially at the beginning of a term when we may have a large intake of new children.

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 our safeguarding procedures are robust.

Childs Name.....

Collectors password.....





Name.....

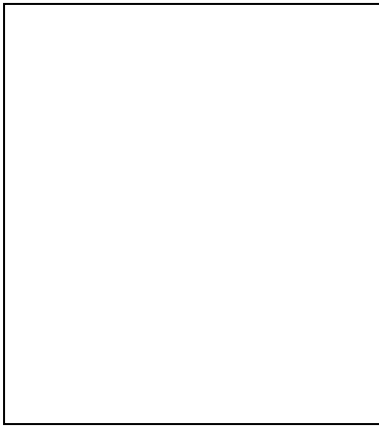
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Relationship
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Relationship



Name.....

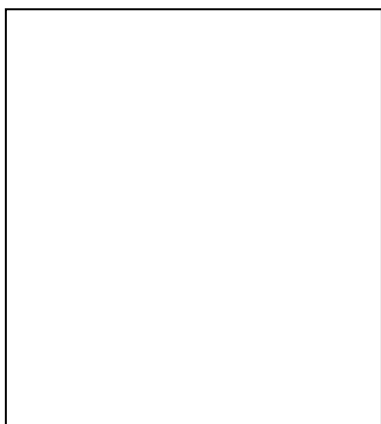
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