**Brant Broughton Preschool**

# ENROLMENT FORM

**Child's full name:**

**Name to be called at preschool:**

**D.O.B: Start date:**

 **PARENT / GUARDIAN DETAILS**

|  |  |
| --- | --- |
| Mother’s name: | Father’s name: |
| Home address: | Home address: |
| Home telephone number: | Home telephone number: |
| Work address: | Work address: |
| Job title: | Job title: |
| Work telephone number: | Work telephone number: |
| Mobile telephone number: | Mobile telephone number: |
| Do you have legal responsibility for the child? Yes/No | Do you have legal responsibility for the child? Yes/No |
| Email address | Email address |

**Details of any other people collecting your child (other than parents above).**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Person 1 | Person 2 | Person 3 |
| Name: |  |  |  |
| Relationship to child: |  |  |  |
| Address: |  |  |  |
| Telephone number: |  |  |  |
| Mobile telephone number: |  |  |  |

**BIRTH CERTIFICATE CHECKED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(photo copy will be taken for our records)

**SESSION REQUIREMENTS** – please tick as required:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| ALL DAY |  |  |  |  |  |
| AM SESSION |  |  |  |  |  |
| PM SESSION |  |  |  |  |  |

**VISITS TO park, church, nature walks around the village.**

Children will be taken on a regular basis to which the park, nature walks and church at the other end of the village, and sometimes this will be done spontaneously depending on weather. A risk assessment will be carried out before each visit.

I do/do not allow my child to visit the above on a regular basis

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUN CREAM**

Please supply labelled sun cream for your child for the summer months. In the event of your child not having we require your permission to apply nursery sun cream. Therefore we need to know if your child is allergic to any particular brands. ………………………………………………………………………………………………………

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANIMALS**

At Brant Broughton Preschool we have visits from Zoo Lab and on walks may see cats, horses, dogs,cows,horses and sheep. Children will have supervised access to these pets, all children will wash there hands after touching the pets there bedding or homes. I require your permission to enable your child to handle the pets. If you have any concerns please contact us.

I do/do not give my permission for my child to handle the pets at Brant Broughton Preschool

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to ensure we offer an equal opportunist provision for all our children and families, which are non-.discriminatory, please state your:

Racial Origin: ..........................................................................

First Language: ........................................................................ Religion: …...........................................

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

Have there been any recent family events which may affect your child: ........................................................

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

##### Absences

In the event of your child being poorly or not attending preschool please could you contact the us on **01400 279061** or email **brantbroughtonpreschool@googlemail.com**

If you are planning to take your child out of preschool for a family holiday please could you ensure you complete a holiday form.

##### Administering medicine

If your child requires medication whilst at preschool you will be required to complete a form authorising a member of staff to give your child the medicine, this consent will need to be given each day. For children who use an inhaler you will need to complete a permission form and health care plan for staff to administer it.

**Birth Certificates**

Before your child starts at preschool we will need to see a copy of the birth certificate, this is required for your child's records.

##### Clothing

At Brant Broughton Preschool there will be lots of messy activities with sand, water, glue, paint, gardening, playing with the pets, playing outside, so it is advisable that you send your child in clothes that can be washed easily and that are not their best. Clothes that your child can easily get on and off to go to the toilet would be advisable so your child can develop their independence. Uniform is compulsory and can be purchased from preschool, all details on the 'parents information board'. Children will need to bring a pair of labelled wellies to keep at preschool for use outdoors and a set of spare clothes left on their peg in a drawstring bag. When children arrive at preschool there will be storage for outside shoes should you wish to provide indoor shoes/slipper.

##### Complaints/Compliments/feedback Procedure

If you have a complaint, please speak to a member of staff or the manager, if you feel after this your complaint has not been resolved please read the complaints procedure to take the matter further. If you have a compliment you can just tell a member of staff or you could write a letter so we can put it on the notice board or you can leave a message on our face book page or website.

##### Computers and the Internet

We will use ICT equipment throughout the preschool to support the children’s learning. All use of computers and Internet will be as set out in the ICT Policy.

##### Confidentiality

All staff and committee will follow the Preschool Confidentiality policy.

##### Curriculum – Early Years Outcome and In the moment planning

The preschool curriculum is based on the Early Years Foundation Stage and is divided into six areas,

Personal, social and emotional development

Communication and language and physical development

Literacy Mathematical development

Understanding of the world

Expressive arts and design

All these areas of learning are taught to link into one another, they are equally important and depend on each other to support a rounded approach to child development. All the areas are developed through child’s interests and ‘in the moment’ planning with a child initiated activities both inside and outside the preschool. The activities are pitched at the children’s level of development enabling them to learn and succeed at a rate suitable to each individual.

##### First Aid

There will be a qualified paediatric first aider on duty at all times. Parents will be kept informed by phone of any head bumps other than small bumps and grazes, these will be shown at departure time and relevant forms signed.

In the event of an injury requiring medical attention we will follow the Emergency medical treatment procedure

Please ensure you complete the consent form for Emergency medical treatment

**Food and meal times**

At Brant Broughton Preschool we believe in the importance of promoting a healthy lifestyle to help growth and development. Children will have the opportunity of a home cooked meals using fresh and where possible locally sourced ingredients, meals will be cooked by a provision who cook for the school who hold relevant food hygiene qualifications. By introducing a variety of dishes from around the world we encourage children to taste new foods as well as ensuring they achieve their 5 a day. A copy of the week’s menu can be found on the Parent’s Information board and Website, in the event of a child not liking the menu choice they will have the opportunity to bring a healthy packed lunch from home. Children will be encouraged to drink water throughout the day **only** and will be offered milk and water at snack times. If you have any concerns regarding food and drink please speak to a member of staff. **Snack** is provided at an additional cost to all parents.

**How do I know how my child is doing at Preschool?**

Each child will have a special folder that will show their learning journey whilst at Brant Broughton Preschool this book will show samples of work by your child, photographs and written observations by staff and can be kept as a record of their achievements whilst at preschool. Key workers will keep records on their group’s progress in all areas of the curriculum. We use this information to provide activities that are suitable for the child **‘listening to the** **child’s voice’** and their level of development. As children move on to primary school parents will receive a report on their child’s progress, a Baseline when they start, and two unique reports through the year, plus a 2 year assessment around 2 years 5/6 months. We will also hold parent's evenings in February and June so that parents can discuss their child’s development with their key worker Each day there will be a chance for an informal chat at the beginning and end of the session with a member of staff, usually their key worker, if they are unavailable management will be available.

**Key Person**

Before your child starts they will be assigned to a key worker who will be responsible for helping your child to settle in ensuring that they become familiar, confident and feels safe at Brant Broughton Preschool. The key worker will

build a relationship with your child and with you to ensure the needs of your child are met and that records of development and progress are shared both ways.

##### No Smoking and No mobile phones

Brant Broughton Preschool has a No Smoking policy on site and would appreciate it if all parents/carers collecting children could abide by this, and also please could we ask No mobile phones to used around the preschool building, thank you.

**Parking**

There is a parking sign on the Parents Information Board showing areas to park safely and a ‘park and stride’ area at The Jubilee Village Hall, areas outside of school are not permitted during certain times of the day.

##### Policies and Procedures

A copy of all Policies are available on our website and in the front entrance area. – brantbroughtonpreschool.org.uk.

##### Settling in at Preschool

For some children starting at preschool or moving to a new preschool or nursery can be upsetting, our aim at Brant Broughton Preschool is to make this time as happy as possible. Parents will be given the opportunity to meet with staff prior to starting, we will arrange taster visits with the child giving parents the opportunity to fill in the 'getting to know your child' forms. Children can start immediately or have a phased start, it is up to the parent as each child is different.

##### Special needs

We may have children with special needs and in order to provide the best education for these children we will work closely with outside agencies such as Child Development Centre, Educational Psychologists and Speech Therapists. All children will play and learn together. Our Special Educational Needs Coordinator is Sally Harper and Michelle O Reilly and if you have any concerns or worries about your child please speak to a member of staff.

##### Staffing

Sally- Manager, Early Years Educator Child care Level 3 and Leadership and management Level 5, SEND coordinator, First aid Paediatric, Behaviour Manager.

##### Michelle- Deputy Manager, Early Years Educator Childcare Level 3, SEND coordinator, Paediatric First aid.

##### Emily – Early years Preschool Practitioner- Early Years Educator Level 3, Paediatric, First Aid

Tracy Wintin – Bank staff - Paediatric First aid, Safeguarding

##### Students

Any students or apprentices at Brant Broughton Preschool will be supervised and will not be left on their own with children, they will also have had all satisfactory DBS checks, we occasionally have work experience students.

**Visitors**

All visitors to the unit will be asked to sign the visitor book and will never be left unsupervised with any of the children.

Is there anything else we should know about your child in order to help understand him/her? For example:

Siblings, pets, fears, dislikes, special words ...................................................................................................

Does your child attend another setting yes or no ……………….

Name of the nursery or toddler group? ...............................................................

Which infant school do you intend your child to attend? ..............................................................................

Please provide a name and phone number of Health Visitor: ..................................................

Please provide name and phone number of Portage: ..............................................................

Please provide name and number of Occupational therapist: ........................................

Please provide name and number of Educational Physiologist: .....................................

Please provide name of Doctor and address: ..............................................................................................

…...........................................................................................

Please provide name and number of speech and language: ........................................

(Please fill in details of specialists above)

Are you happy for preschool to contact any of the above you have given contact details for: Yes or no (please circle)

**Photographs**

We also occasionally have visits from the local press who like to take photos and require first names and ages of the children who have photographs taken. The press will occasionally write an article with an accompanying photograph. Please indicate whether you wish your child’s first name, photo and age to be released to the press. Yes / no

**Child illnesses**

If a child arrives at preschool looks unwell, management will make the decision for the parent to take the child home. If a child becomes unwell during the day at preschool parents will be contacted to collect the child, if parents are not contactable emergency numbers will be contacted and if still no reply, procedures will be put in place to follow the non-collection and safeguarding policy and the Local Authority are informed.

##### Collection

Please inform the staff before the session if you know that another person will be collecting your child, other than persons on the ‘**collecting details’.**

If a matter arises that means you are unable to collect your child and you sending someone else or you will be late to collect your child, please call preschool as soon as possible.

You must inform the Preschool if an absent parent is **not** allowed to collect your child.

IF A PERSON COMES TO PICK UP YOUR CHILD WHO IS NOT ON THE LIST, THE STAFF WILL **NOT** RELEASE YOUR CHILD TO HIM OR HER.

If any of the people named are unknown to the preschool staff then they must bring identification with them as they may be asked to provide proof of who they are. To ensure extra security when other family or friends are collecting your child, please provide us with a unique password that the staff can ask for to ensure that we are allowing your child to leave with the right person:

My password is: ...................................................................................

(we will still make contact with you even if they have provided a password, and you have not spoken to us during drop off or phone call during the day)

If your child will be attending (Brant Broughton After school club) you will have to give a letter to school authorising them to collect your child from Brant Broughton Preschool and information can be passed over to a member of staff from preschool to school.

(copy to preschool........................... received yes/ no

I agree that all the information provided in this record is correct and I understand the information will be kept private and confidential.

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