



## REGISTRATION FORM

Charity No. 1034100  
Ofsted Registration No. EY366991

Date.....

Child's Name.....

Preferred Name.....

Date of Birth.....

Birth Certificate? **Yes/No**

(If possible, please provide your child's original birth certificate with two photocopies For Early Years Education Funding.)

Ethnicity.....

Home Language.....

First Language.....

### Parent's/Carer's Names'

Father.....

Mother.....

Home Address:

Home Address (if different)

Telephone No.....

Telephone No.....

Mobile No.....

Mobile No.....

Work Address:

Work Address:

Telephone No.....

Telephone No.....

Do you have Parental Responsibility? Yes/No

Do you have Parental Responsibility? Yes/No

Can we contact you by email – save on printing, and send newsletter etc? Yes/No

Email Address: .....

Email Address:.....

Doctor's Name:

Health Visitor's Name:

Surgery Address:

Has your child had any infectious diseases, e.g. Chicken Pox? YES/NO

Has your child been immunised against the following diseases? (Please Tick)

**Diphtheria      Polio      Tetanus      Whooping Cough      MMR      HIB**

Does your child have any allergies or health problems which playgroup ought to be aware of, e.g. asthma, epilepsy?  
YES/NO .....If yes, please specify:

*Example: Can we use band-aids (non-hypoallergenic) to cover "small-hurts" as a comfort aid? YES/NO*

### Emergency Medical Intervention

We are required to ask you for your permission for your child to receive emergency medical treatment should it be required. In the event of any serious accident we would contact you as soon as possible.

I give permission for my child.....(name) to receive emergency medical treatment should it be required during my child's time with The Kennford Playbox.

Signed..... (Relationship).....Date.....

## Regular Carers'

Please tell us if someone, other than yourself will be collecting your child on a regular basis e.g. child minder, grandparent etc. Please give their name, contact no and relationship to child.

1. Name.....(Relationship).....Telephone No.....

2. Name.....(Relationship).....Telephone No.....

## If you are unobtainable, whom can we contact in an emergency?

Contact 1. (Name).....(Relationship).....Telephone No.....

(Address).....

Contact 2. (Name).....(Relationship).....Telephone No.....

(Address).....

## Sunscreen Permission

Young children's skin is very vulnerable to burning. During hotter weather, we encourage children to be sun aware (slip/slap/slop) – dress in clothes that cover their shoulders – wear a sun hat or cap, AND apply a high factor sun-cream to any bare skin **BEFORE** you bring your child to pre-school.

The Preschool has a high factor sun-cream lotion available which we will, with your permission **REAPPLY** for your child's protection...however, we can't do so without written permission from a guardian.

I give permission to the staff members of The Kennford Playbox to apply a Child's Sun cream Formulation Factor 30+ on my child.....(name) as and when appropriate.

Signed.....(Relationship).....Date.....

## Sessions

Please indicate which session(s) you would prefer your child to attend the Kennford Playbox

Each morning session starts at 9.15am and ends at 12.45pm (incl. Lunch)

Each afternoon session starts at 12.45pm and ends at 3.15pm

**Minimum of 2 sessions required**

Monday - AM	Tuesday - AM	Wednesday - AM	Thursday - AM	Friday - AM
Monday-PM	Tuesday - PM	Wednesday - AM	Thursday - PM	Friday - PM

We are always looking towards further expansion – opening breakfast clubs; after school provision, holiday clubs etc– please let us know if you would be interested in any of these – or, have you any suggestions?

## Toileting Requirements

We recognise that some children may not be completely “dry” when they start at The Kennford Playbox. Please let us know what your child toileting requirements are – and talk over any concerns that you may have with a staff member.

## Children’s Records

This registration form is part of your child’s records. We keep samples of your child’s work; observations; photographs, etc. and these form your child’s record of achievement whilst at The Kennford Playbox.

From time to time, it is necessary to allow suitably vetted educational and healthcare officials to access to your child’s records or share information with other Practitioners (e.g. childminders’) whilst your child attends The Kennford Playbox

This may happen during OfSTED Inspections; when officials come to advise us on a particular matter pertaining to a child; between The Kenn Primary School and The Kennford Playbox Playleader as part of the transition process of children leaving the Playbox to attend school; and to aid children’s progress toward the Early Years Foundation Stage by sharing information with your child’s other settings e.g. childminder or nursery in order to further your child’s developmental needs.

As a matter of courtesy, we would like to ask you for your permission for these processes to happen.

Signed.....

Dated.....

## Data Protection

We need your permission to use the data you have given on this form, and other data & photos gathered, during the general operation of the Pre-school.

E.g.

Providing a named pouch for your newsletters;

Using information regards your child’s age, to work out your invoice and claim funding on your behalf;

Using your child’s name displayed on the notice board. Etc.

Informing your child’s attainment records.

Signed.....

Dated.....

## Press Photos/TV appearances - See dedicated form.

## Face Painting

From time to time, we make learning fun by including face painting activities e.g. to change our facial appearances during dressing up; painting whiskers on; or, during party times – as we are unable to apply anything to your child’s skin without your prior permission, and to avoid a situation where your child might not be able to participate, we now ask for your permission to apply face paints when the occasion arises.

Signed.....

Dated.....

## Please use this space

For any further information you feel it is important we have about your child

## **Your Help is Required!**

### **Kennford Playbox Committee**

The Kennford Playbox is a registered charity **run by parents and carers** for the benefit of the children attending the group. It is a community pre-school.

It is extremely important that parents and carers of children attending The Playbox understand that the Playbox can **ONLY** continue if a valid committee is elected each year in September.

The parents and carers of the children attending the Kennford Playbox and Kenn Valley Tots are automatically members of the group and have a right to attend the annual AGM and vote. Parents have the right to serve on the committee which is elected annually in September. Members serve 1 year at a time. Members can serve as committee members or more proactively as an officer.

Would you be willing to consider becoming a committee member and help run The Playbox?

Yes/No

Do you require more information?

Yes/No

## Kennford Playbox – Agreement Of Timetable & Charges

(Correct As of September 2010)

Provision	Availability	Rate	Effective Date	Payment Terms
<b>Normal Session</b>  (where child eligible for EYE funding but not claimed by parent)	Mondays to Fridays (inclusive)  9.15am – 12.45am  (to include lunch period – packed lunch to be supplied by parents/carer)  Mon/Tues/Wed afternoons 12.45pm - 3.15pm	£3.62/hour Or Equivalent to Early Year's Funding.	01 April 2010 (set by DCC)	Payable half-termly in advance
<b>Normal Session</b> 2 ½ - 3 years  (where child not yet eligible for EYE Funding)	Mondays to Fridays (inclusive)  9.15am – 12.45am  (to include lunch period – packed lunch to be supplied by parents/carer)  Mon/Tues/Wed afternoons 12.45pm - 3.15pm	£3.62/hour Or Equivalent to Early Year's Funding  5% (discounted 2 <sup>nd</sup> child rate: when 2 siblings paying non-EYE funded rate attend preschool )	01 September 2010	Payable half-termly in advance
<b>Normal Session</b> 2 – 2 ½ years 1 <sup>st</sup> term settling rate.  (where child not yet eligible for EYE Funding)	Mondays to Fridays (inclusive)  9.15am – 12.45am  (to include lunch period – packed lunch to be supplied by parents/carer)  Mon/Tues/Wed afternoons 12.45pm - 3.15pm	£3.75 /hour  5% (discounted 2 <sup>nd</sup> child rate: when 2 siblings paying non-EYE funded rate attend preschool )	01 September 2010	Payable half-termly in advance

### Terms and Conditions

Fees are charged, in advance, for each session your child has been registered at the beginning of term – whether they are present or not. We are unable to offer either refunds or substitute sessions in lieu of those unattended due to illness or holiday taken as we incur substantial costs in meeting the laws, rules and regulations with regards to staff: child ratios for the expected attendance, whether a child is present or not.

No refunds are given, as we are unable to refund fees to any child in receipt of government funding. Please note that The Kennford Playbox does not accept liability to refund or give parents additional hours to replace any lost as a result of “Acts of God” – closures due to weather conditions or sickness. Any decision to do otherwise is made by the management committee on a case by case basis as often there are additional costs incurred by the group.

To enable effective planning, Kennford Playbox requires a minimum notice period of 6 weeks for any changes (increase/decrease/change in days) to weekly sessions you may have for your child, although we will endeavour to accommodate any requests for additional sessions or change in days as soon as possible if operationally possible.

The Kennford Playbox reserves the right to increase fees...the fees for children eligible for government funding is set by the government. The heavily subsidised younger children's fees are set by the preschool committee. We will endeavour to give 6 weeks notice of any changes before any price increase.

Currently children can access 15 hours of government funding, for 38 weeks a year, from the term AFTER their 3rd birthday additional hours used will be charged at the EY Funding Rate. Please Note: you can split your 15 hours funding between two settings...but it is subject to a 2.5 hour minimum and a 12 hour maximum usage amounts. Parents wanting to use JUST their 15 hour entitlement (avoiding billing) will be given options to collect children ½ hour earlier (providing time child is at the preschool remains 2.5 hours or more)

Claims for early years education funding are submitted to Devon County Council at the start of each term and cannot be amended during the term. If, however, a parent wishes to increase sessions for their child during a term and this can be accommodated by Kennford Playbox, the additional sessions may be subject to a charge.

It is the responsibility of parents/guardians to ensure that a child attends EYE funding sessions regularly and that any absences are reported to Kennford Playbox and supported by a written absence note. If a child fails to attend on a regular basis and meet the minimum attendance criteria (authorised absences excluded), Devon County Council will seek repayment of funding from the provider (Kennford Playbox) who in turn

will seek reimbursement from the parent/guardian in accordance with the declaration signed by the parent/guardian on the Children's Information Form (CIF).

Please contact us if there are any funding issues. Both the billing process and Early Years Funding System are complex, and we occasionally make mistakes; we are happy to look into any inconsistencies and settle these mutually.

Please contact us if you are struggling financially to settle your Preschool Account – We are understanding. There are a range of systems (both government and setting initiatives) that we can explore which may help paying become more manageable.

**Payment of Bills**

Payment by cash or cheque made payable to The Kennford Playbox. Banking details as per our invoices.

We can accommodate parents who wish to pay each week or every month and adapt a payment plan to your individual needs. Please just ask Michele or myself to arrange this for you.

You can also pay fees through your employer by using the Computershare/Busy Bee Scheme. Please speak to your employer about this method or contact the helpline on 0845 002 1111 or [www.computershare.com](http://www.computershare.com) (we may be able to register for other similar schemes that your workplace use – please ask)

If you're in receipt of Child Tax Credit or Working Tax Credit you can claim up to 80% back off your childcare just call 0845 300 3900. You will need to give the Kennford Playbox name and address and Ofsted registered number EY366991

**I have read and agreed to the Terms and Conditions of Registration and Payment of Fees**

**Signed.....**

**Dated.....**

If you have any further queries, please ask to speak to Michele Berry or Dawn Whitton

Thank you for choosing The Kennford Playbox as your child's early years' provider.