

Date received:
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## The Hermitage Preschool Registration Form

(Please complete all sections giving as much information as possible.)

**Child's Details**

Name ..... Date of Birth .....

Address .....

Postcode ..... Tel. No. ....

Siblings .....

Ethnic Origin ..... Religion ..... Language spoken at home .....

**Child's Health Details**

Child's Doctor ..... Telephone .....

Doctor's Address .....

Health Visitor ..... Telephone .....

Does your child have any existing medical conditions or distinguishing marks?  
.....

Does your child have any disabilities? (Learning, visual, hearing, speech impairment, physical disability)  
.....  
(We have a Special Educational Needs and Disabilities Co-ordinator (S.E.N.D. – please ask for details if required.)

Are there any other agencies involved? .....

Is an EHAF already in place for your child?.....

Is your child known to Children's social care?.....

Has your child received any of the following vaccinations/immunisations?  
(Table dated 2017 from NHS guidelines, don't worry if your child hasn't had all of them)

Vaccinations/immunisations	Received? Y/N
Diphtheria	
Whooping Cough	
MMR	
Polio	
Hep A&B	
Tetanus	
Pneumococcal	
Rotavirus	
Chicken Pox	

Does your child have any religious/cultural/special dietary requirements .....

.....

Does your child have any allergies or health problems or anything else the staff should need to know?  
(please provide details)

.....

.....

**Preferred Attendance**

Please indicate your preferred start date and attendance days for your child (we will do our best to accommodate your first choice but this may not always be possible)

Preferred start date .....

	<b>Breakfast Club 8-9am</b>	<b>Morning Session 9am -12pm</b>	<b>Lunch Club 12-1pm</b>	<b>Afternoon Session 1-4pm</b>
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				

**Session Fees**

	<b>Breakfast Club 8-9am</b>	<b>Morning Session 9am -12pm</b>	<b>Lunch Club 12-1pm</b>	<b>Afternoon Session 1-4pm</b>	<b>Full Day Rate 8am-4pm</b>
Fee	£6	£15	£6.50	£15	£35

\*Please note prices are on a trial basis for the Autumn and Winter Term 2017.

**Breakfast Club**

Breakfast club is an optional extended care, running from 8am, parents can drop their child off any time between 8am and 9am but will be charged for the full hour. Please note Breakfast is served until 8.40am. Breakfast will consist of a selection of cereals and toast etc,

**Morning Session**

During the morning session, a healthy snack and drink is included in the fee.

**Lunch Club**

Lunch club is an optional extended care, with a hot healthy and nutritious meal with dessert being provided for your child.

**Afternoon Session**

During the afternoon session, a healthy snack and drink is included in the fee.

Please note - Parents can only use their funded hours for the morning and afternoon sessions. Breakfast and Lunch club are invoiced at the start of each half term, and will be available on a pay as you go basis at the start of each week if capacity allows.

Does your child attend any other setting?.....

Do you use childcare voucher? If so which one?.....

**Person(s) with Parental Responsibility Details**

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

The Hermitage Preschool, The Hermitage, Wilford Road, Ruddington, Nottingham NG11 6EL  
Registered Charity No. 1034672

Home address ..... Home Address .....

.....

Daytime telephone ..... Daytime telephone .....

Mobile number ..... Mobile number .....

E-mail address ..... E-mail Address .....

Relationship to child ..... Relationship to child .....

Date of birth .....

National Insurance number .....

**Funding**

Funding is available for:

- All 3-4 year olds can claim 15 hours' free early education or childcare each week (This starts the term after your child's 3<sup>rd</sup> Birthday).
- As of September 2017, most 3-4 year olds will also be entitled to an additional 15 hours totalling 30 hours' free childcare. If you would like the preschool to use this funding, please ask for details.
- Some 2 year olds are also eligible for free funding of places. If you would like the preschool to use this funding (when available) to pay for your child's sessions, please include one parent's date of birth and national insurance number to enable us to claim this on your behalf. All personal data is kept secure and confidential in accordance with our data protection policy.

Name of person/s collecting your child .....  
 (if not already given please  
 state telephone number & relationship) .....

If for any reason there is an emergency or a problem whilst your child is a preschool we will try to contact the people named above in the first instance. However we do also require two other emergency contacts should we not be able to contact the above named people.

**Emergency Contact (1)  
 (Other than Parent)**

**Emergency Contact (2)  
 (Other than Parent)**

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

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

Address ..... Address .....

.....

Contact Number ..... Contact Number .....

If parent/guardian/person with parental responsibility cannot be contacted, I give my permission for my child to receive urgent treatment by a doctor/dentist or specialist for an acute condition or for the attention of pain..... Yes/No

Sign ..... Print Name .....

Relationship to Child .....

Date .....

**In the unlikely event of an emergency closure of the preschool, we will contact you. Please indicate below which method you would prefer to be contacted in such an event:**

- Facebook Updates
- Text Message Updates – mobile number.....
- Phone Call – phone number.....

**Where did you hear about us?**

Please take a moment to let us know where you heard about the Hermitage Preschool. We would love to know if our advertising works!

Leaflets/posters  Website  Word of mouth  Newspaper

Other .....

Please return to the Hermitage Preschool, The Hermitage, Wilford Road, Ruddington NG11 6EL

When we receive your form and a place becomes available we will send you a confirmation letter and Welcome Booklet. Once you have returned the enclosed form and a deposit your Child's place will be secured.

**Please review this sheet regularly with parents/carers to ensure information is up to date and relevant.  
Please continue on an additional sheet if required**