|  |  |
| --- | --- |
|  OFSTED Registration No. EY539223Registered Charity No. 292726 | The Little Owl Pre-SchoolScout & Guide Headquarters163 Northcourt AvenueReadingBerkshireRG2 7HGMobile: 07958 598106email: littleowl163@gmail.com |

 **REGISTRATION FORM**

All information will be held in strictest confidence. Should any details change please notify us immediately.

**CHILD’S DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name(s): |  | Surname: |  |
| Name that child should be addressed by: |  |
| Date of Birth: |  | Gender: |  Male [ ]  Female [ ]  |
| First language: |  | Other languages spoken at home: |  |
| Religion: |  | Country of Origin: |  |

|  |  |
| --- | --- |
| Preferred Start Date: |  |

Sessions required 09:30 – 12:30 (please select days)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday  |[ ]  Tuesday |[ ]  Wednesday |[ ]  Thursday |[ ]  Friday |[ ]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Has your child been approved for 2-year-old funding? |  Yes [ ]  No [ ]  | 2yr old funding code: |  |  |  |  |  |  |

**PARENT/CARER DETAILS**

|  |  |
| --- | --- |
| Parent(s)/Carer(s) name(s): |  |
| Address: |  | Landline Phone: |  |
|  | Mobile 1: |  |
|  | Mobile 2: |  |
| Post Code: |  | Email:  |  |

**EMERGENCY CONTACT DETAILS**

Please provide as many contact numbers as possible for parents/carers. In case of emergency, we will try all the numbers you give us until we get through to you. Be sure to complete all relevant details.

|  |  |
| --- | --- |
| **Parent/Carer 1 Name:** |  |
| Job Title: |  | Work Phone: |  |
| Company Name & Address: |  |
|  |
| **Parent/Carer 2 Name:** |  |
| Job Title: |  | Work Phone: |  |
| Company Name & Address: |  |
| **Emergency Contact Name:** (e.g. Family, Friend, Childminder) |  |
| Emergency Contact Phone Number: |  |
| Who has parental responsibility for your child? |
|  |
| Name/s of person/s authorised to collect child from pre-school: |
|  |
| Collection Password: |  |

It is essential that you notify us of any changes to these contacts as your child will only be released to those named above. In an emergency, a different person can collect your child with your consent by telling them the collection password. We will only release your child to them if they give us the correct password.

**UNDER NO CIRCUMSTANCES WILL A CHILD BE RELEASED TO AN UNAUTHORISED PERSON.**

**MEDICAL DETAILS – Please complete in full**

|  |  |
| --- | --- |
| Name of Child’s Doctor: |  |
| Doctor’s Address: |  |
| Phone Number: |  |

**IMMUNISATIONS**

|  |  |  |
| --- | --- | --- |
| **Has your child been immunised against?** | **Yes** | **No** |
| Diphtheria |[ ] [ ]
| Polio |[ ] [ ]
| Tetanus |[ ] [ ]
| MMR |[ ] [ ]
| HIBS |[ ] [ ]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **If answering ‘Yes’ to any of the following questions, please provide further details.** | **Yes** | **No** |
| Does your child have any allergies or food intolerances? |[ ] [ ]
|  |
| Was your child born prematurely or have they had any developmental problems? |[ ] [ ]
|  |
| Has your child ever had a major illness or injury? |[ ] [ ]
|  |
| Has your child ever been hospitalised? |[ ] [ ]
|  |
| Does your child have any ongoing health problems? |[ ] [ ]
|  |
| Does your child take regular medication? |[ ] [ ]
|  |
| Do you have a social worker or family support worker? |[ ] [ ]
|  |
| Does your child have any special educational need which you would like to discuss?e.g. Autism, hearing impairment, speech delay |[ ] [ ]
|  |
|  |

**OTHER DETAILS**

|  |  |  |
| --- | --- | --- |
| **If answering ‘Yes’ to any of the following questions, please provide further details.** | **Yes** | **No** |
| Has you child previously attended a parent & toddler group? |[ ] [ ]
|  |
| Has your child previously attended/currently attending another pre-school or nursery? |[ ] [ ]
|  |
| When is your child expected to start school?  |  |
| Which school (if known)? |  |

|  |
| --- |
| Special requests/requirements about religious observance, food, clothing, health, or other matters which we should observe in our pre-school: |
|  |

|  |
| --- |
| Anything else you feel we should know? If you have any concerns about your child’s development or behaviour, please tell us. If there are any problems at home that you think may be affecting your child, please share this confidentially here, or in person. Information of this kind will help us to understand your child better.  |
|  |

**REMEMBER TO TELL US IF ANY OF THE INFORMATION YOU HAVE GIVEN CHANGES WHILST YOUR CHILD IS AT THE PRE-SCHOOL.**

|  |  |
| --- | --- |
|  A picture containing text  Description automatically generatedOFSTED Registration No. 539223Registered Charity No. 292726 | The Little Owl Pre-SchoolScout & Guide Headquarters163 Northcourt AvenueReadingBerkshireRG2 7HGMobile: 07958 598106email: littleowl163@gmail.com |

Our Pre-School offers supporting services as outlined in our policy document. Parents however are the first and most important educators of their young children. The work of the setting cannot be fully effective unless the Pre-School and parents work together in the child’s interests.

Parents are asked to read and sign the statement below as an expression of this shared commitment.

**PARENT PARTICIPATION**

I will join the life of the Pre-School for as long as my child attends. I would be particularly interested in:

|  |  |  |
| --- | --- | --- |
| Helping during the session |[ ]  Making/mending equipment |[ ]  Helping with fundraising |[ ]
| Working on the committee |[ ]  Taking part in outings |[ ]  Other (please specify) |[ ]

**SHARED RECORD KEEPING**

I will contribute to the record of my child’s development created jointly by parents and groups working with the staff to identify and meet my child’s educational needs and to implement decisions taken in the interest of my child.

**FEES AND NOTICE PERIOD**

I agree to pay fees on or before the first day of attendance for each term in full. Half a term’s notice (6 weeks) is required for my child if they wish to leave the Pre-School. I understand that if I withdraw my child without notice, I will be liable to pay half a term’s fees, even if my child receives funding. If I take my child on holiday during term time, I understand that I will still be liable to pay for my child’s place at Pre-School.

**ABSENCE**

If my child is unable to attend due to illness or any other reason, I will notify the Pre-School on the first day of absence. I am aware that reasons for absence are reported to Reading LEA (Local Education Authority).

**TIME-KEEPING**

I will ensure I drop my child off on time at the beginning of the session (09:30) and pick them up on time at the end of the session (12:30). If I am going to be late, I will contact the Pre-School to advise as soon as possible.

**PERMISSION FOR EMERGENCY TREATMENT**

In an emergency, when the parent’s attendance cannot be immediate, it is sometimes necessary to obtain treatment for a child from a doctor or the A&E department of a hospital. As a delay in these circumstances is highly undesirable, we would ask that you give your consent on this form in case of emergency.

In the event of a sudden illness or accident affecting my child, if recommended by a doctor, I agree to emergency treatment, including any operative treatment and/or administration of a general anaesthetic to my child.

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Carer Name: |  | Signature: |  |
| Child’s Name: |  | Date: |  |

**MONITORING & HEADCOUNT FORM**

|  |  |
| --- | --- |
| Child’s Forename: |  |
| Child’s middle name/s: |  |
| Child’s Full Legal Surname: |  |
| Preferred Surname (if different for use in setting): |  |
| Chosen Forename (if different, for use in setting): |  |
| Date of Birth: |  |
| Gender: | Male [ ]  Female [ ]   |
| Full Address: |  |
| Post Code: |  |

**ETHNICITY**

|  |
| --- |
| WBRI - White, British |[ ]
| WIRI - White, Irish |[ ]
| WIRT - Traveller of Irish Heritage |[ ]
| WROM - Gypsy/Roma |[ ]
| WOTH - White, any other White Background |[ ]
| MWBC - Mixed, White and Black Caribbean |[ ]
| MWBA - Mixed, White and Black African |[ ]
| MWAS - Mixed White and Asian |[ ]
| MOTH - Mixed, any other mixed background |[ ]
| AIND - Asian or Asian British, Indian |[ ]
| APKN - Asian or Asian British, Pakistani |[ ]
| ABAN - Asian or Asian British, Bangladeshi |[ ]
| AOTH – Asian, Asian British, other Asian Background |[ ]
| BCRB - Black or Black British, Caribbean |[ ]
| BAFR - Black or Black British, African |[ ]
| BOTH – Black, Black British, any other Black background |[ ]
| CHNE - Chinese |[ ]
| OOTH - Any other ethnic background |[ ]
| REFU - Do not wish to be recorded |[ ]

It would be really helpful for us to know how you heard about our pre-school. Please could you indicate below:

|  |  |
| --- | --- |
| Internet Search |[ ]  The Little Owl Website |[ ]
| Facebook Advert |[ ]  The Little Owl Facebook page |[ ]
| Facebook Group |[ ]  Family Information Service |[ ]
| Family/Friend |[ ]  Reading Early Years Team |[ ]
| Staff Member |[ ]  Brighter Futures for Children |[ ]
| Banner outside building |[ ]  Other – please specify below: |[ ]
| Current/previous attendee  |[ ]   |

|  |  |
| --- | --- |
|  |  **STATEMENT OF OUR POLICY** |

The Committee and staff welcome you and your child to The Little Owl Pre-School. This document is given to all prospective Pre-School members and should be read and retained for future reference. The purpose of this document is to give you information about how the Pre-School operates and to set out our policies.

Pre-Schools aim to provide learning experiences through structured play for all children in the group, with the involvement of the parents in all aspects of the operation of the group. Pre-Schools were founded to offer your child a safe, satisfying, happy place to play, where they can learn and develop with children of the same age before going on to school. Our Pre-School is a member of the Pre-School Learning Alliance (PLA).

Our Pre-School is run solely by a voluntary Committee of parents who employ a hardworking and experienced team comprising a Manager, Deputy Manager, SENCo and Early Years Practitioners. The day to day running of the Pre-School is overseen by the Manager and Deputy Manager. All our staff hold recognised childcare qualifications or are working towards one, and regularly attend professional development training days organised by the Reading Early Years team. Each member of staff has had an enhanced Disclosure and Barring Service check and signed a Non-Discrimination declaration as laid down by Social Services.

We are registered with Social Services under the Children Act 1989 and are inspected by OFSTED in accordance with the National Standards for Sessional day care. Prior notice of this inspection is given, and parents are welcome to be present at this time. A copy of the latest inspection report is available upon request to the Supervisor. A copy of our Certificate of Registration is displayed on the notice board in the entrance hall.

Reading Borough Council provide funding (via the DfES) for free, good quality early years provision for all 3 and 4 year olds in the borough. The Little Owl Pre-School is registered as a voluntary provider, accepting funded 2, 3 and 4 year olds into the Pre-School and has an appropriate educational programme in place.

As part of Reading Borough Council’s Early Years Partnership and their Early Years Development Plan, the Pre-School is therefore, in line with the Partnership, committed to equality of access, opportunity to learn and make progress, whatever the child’s age, gender, attainment, ethnicity, disability, special educational needs, or competence in English. The Pre-School fully supports this policy, and welcomes applications from, and will respect and value, every child’s needs. All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others. We aim to meet the needs of all the children in our care in accordance with their stage of development and value them as individuals. This also applies to our employment policy and our attitude towards the staff, the parents and other volunteer helpers.

Every year the Committee organises a mandatory Annual General Meeting, as dictated by the PLA, which parents are expected to attend. In this meeting the year’s events are reported, for example staff changes, attending figures, treasurer’s reports, activities of the children and any other events deemed relevant to the children and parents. It is therefore vital that parents support this meeting. It also provides an ideal opportunity to discuss any thoughts you have about the running of the Pre-school with the staff and Committee. Another important point to note is that the Committee is entirely voluntary, and members are only in place while their children are at the Pre-school. Therefore, members are continually being replaced as children leave and so we ask that these vacant positions be filled as soon as possible. Notices of Committee vacancies are usually posted in the entrance to the Pre-school or are in the newsletter.

**ADMISSIONS POLICY**

Children's names may be placed on the waiting list from the age of 18 months, with a view to starting as soon as a place is available following their 2nd birthday. Or they may be placed on the waiting list from the age of 2 if you would like a funded place beginning the term after your child’s 3rd birthday.

Places are allocated from the waiting list in the following order of priority:

1. Children from within the Reading Borough Council Area
2. Children eligible for 2 year old funding
3. Siblings of children already attending the Pre-School
4. In order of date of application

A registration form must be completed, with the address and other personal details of the child, including any medical details and allergies that are relevant to your child and that the Pre-School staff need to know. Any changes should be reported to the Manager or Supervisor immediately so records can be updated.

**PAYMENT OF FEES (NON-FUNDED CHILDREN)**

The cost of each 3-hour session is £20.50. Fees must be paid in advance, to be submitted on or before the first day of each term. Any payment problems should be discussed with the Pre-School Manager or Administrator.

15 hours of Local Authority funding for Pre-School sessions is available for children, starting on the term after their third birthday. Any questions about this funding can be addressed to the Manager.

Local Authority funding is also available for eligible 2 year olds. To check if your child is eligible, visit: <https://servicesguide.reading.gov.uk/kb5/reading/directory/advice.page?id=24_JrgkoQLA> or ask us for a leaflet.

The notice period required when a child is leaving is half a term (6 weeks), or fees in lieu. A half term's fees are required if a place has been offered, accepted and is then declined at the last moment (i.e. at the start of term).