



Totterdown Preschool Registration Form 2025

Child's Details

Surname:		First names(s):	
Known as:		Gender:	Male / Female
Date of Birth:		Nationality:	
Ethnicity:		Religion:	
Home language(s):	1)		2)
Name of family member(s) child lives with:			

Mother's /Guardian Details

Name (inc title):		Parental responsibility: Yes / No
Address (inc post code):		
Home telephone:		Mobile:
Email address:		
Occupation:		Work telephone:
Employer's name:		
Work address:		
Mother's next of kin:		Contact Number:

Father's /Guardian Details

Name (inc title):		Parental responsibility: Yes / No
Address (inc post code):		
Home telephone:		Mobile:
Email address:		
Occupation:		Work telephone:
Employer's name:		
Work address:		
Father's next of kin:		Contact Number:

Emergency Contact

An emergency contact should be persons authorised by yourselves to collect your child by means of an arrangement or if, for any reason either parent / guardian are out of reach. Emergency contacts must be above the age of 16. For security purposes please ensure that you have informed Totterdown Preschool in advance and a password is known to the authorised persons.

Contact 1

Name (inc title):			
Address (inc post code):			
Home telephone:		Mobile:	
Email address:			
Relationship to child:			
Password:			

Contact 2

Name (inc title):			
Address (inc post code):			
Home telephone:		Mobile:	
Email address:			
Relationship to child:			
Password:			

Timings / Prices:

Here at Totterdown we want to support the children learning and development as best we can, in order for the to be achievable, we ask that all families do a minimum of 12 hours per week for 3 year olds and minimum of 6 hours for 2 year olds. The preschool times and prices are set out below:

8:00 – 9:00 Breakfast Club (Chargeable)

9:00 – 12:00 Morning session (Funded hours / Chargeable)

12 - 3pm Afternoon session (Funded hours / Chargeable)

9.00 – 3:00 Full day (Funded hours / Chargeable)

12:00 – 1:00 Lunch club (only chargeable to anyone adding to a morning session)

Funded hours are between 9:00am and 3:00pm. As a parent you can use your funding any way you wish as long as you do not split a session e.g. you would not be able to bring your child in for the morning session, take them home for lunch and then bring them back afterwards; or start a session at 10:15 etc. Totterdown Preschool provides a variety of additional services, to all children aged 3 years and over. These are covered by an additional charge of £12, i.e. for forest school should you not wish for your child to participate then then please consider your child not attending those days. Priority for these days will be given to children who wish to attend forest school.

For all places please indicate the sessions that are preferred on the table below:

	Price unless funded	Monday	Tuesday	Wednesday (Forest school day)	Thursday (Forest school day)	Friday
Breakfast Club	£10 Not covered by funding					
Morning 9:00 – 12:00 (3 hours)	£25.32 (3&4yr olds) £28.62 (2yr olds)					
Afternoon 12:00 – 3pm (3 hours)	£25.32 (3&4yr olds) £28.62 (2yr olds)					
Full Day 9:00 – 3:00 (6 hours)	£50.64 (3&4yr olds) £57.24 (2yr olds)					
Lunch Club 12:00 – 1:00	£8.44 (3&4yr olds) £9.54 (2yr olds)					

If you are adding extra sessions to your funded ones, please indicate which ones are chargeable by placing an asterisk next to them.

We will endeavour to accommodate your preferences, however, in line with our admissions policy if this is not possible, we will try to provide an alternative.

Each funded hour that your child attends a voluntary £1.25 consumable fee will also be added. If you are unable to pay these fees, then please come and discuss this with us.

For children claiming **EYPP** or **FEET** we offer an alternative provision, please come and speak to us. If you would like us to check to see whether you are eligible for either, please let us know and we will support you in making the necessary applications.

Hot Lunches

Totterdown Preschool provides a two course balanced and nutritious hot lunch, in line with

Government policy, which are purchased from A Slice of Pie. These are chargeable at the cost price of £3.35. All dietary requirements and preferences will be catered for and adhered to. If you would like to opt out, then please come and see us. For more information, please see the Food and Nutrition Policy which can be found on our website.

Funding

Totterdown Preschool accepts all forms of funding. These vary and may include Working Parent Funding, Universal Funding and FEET Funding. There is also the option of additional funding which the preschool may claim in the form of EYPP and DAF (EYPP and DAF would go towards the preschool being able to provide additional support for your child).

Please tick the relevant box below to state whether you will be paying for sessions, or which funding you will be claiming for.

Paying for sessions	
Working parent funding (Both parents working this can be claimed from the age of two)	
Universal funding (All children receive 15 funded hours from the term after their 3 rd birthday)	
Would you be eligible for FEET funding? (FEET funding is for two-year-olds (from the term after their 2 nd birthday) of families in receipt of specific benefits please ask for further details)	
Would you be eligible for EYPP? (families receiving income support etc)	
Would you be eligible for DAF	

Working Parent Code

In order for your child to be able to start Totterdown Preschool, the Government states that we need to check the Working Parent code prior to your child starting. Please sign below to say that you agree to this. If you are eligible, please fill in and return A Working Parent form which can be found on our website under admissions and forms.

Signature

Start Date

Preferred start date:	
Child's age at start date:	
If your child is due their 2 year check please advise us of the date	

Previous Care

Has the child had any previous childcare experiences? Please provide full details below:

Present Child Care

Is your child looked after by a child minder or do they attend another preschool or nursery setting? It is usual for all Early Years settings/ external agencies to liaise with each other, in order to share information and provide the best possible care for your child.

Medical Practice Name:	
Doctors Name:	
Address (inc post code):	
Practice telephone:	
Childs resting temperature	

Immunisations

Is your child up to date with all immunisations Yes / No

If no, please provide further details:

Does your child have any special medical, dietary needs or allergies?

Yes / No If yes please provide details

Food and Treats

I give permission for my child to eat treats brought into the setting to celebrate special occasions, and to sample different foods and snacks. I understand that staff will be aware of

any allergies (as identified in my child's registration form) my child might suffer from and that care will be taken to ensure that only appropriate treats/foods will be given.

Signed:	Date:
Print name:	

Administering Medication

I understand that Totterdown Preschool staff will only administer medicine prescribed by a child's doctor, where it would be detrimental to the child's health if not given in the setting. This means that medicine such as Calpol will not be administered to the children. I understand that I will need to complete a specific Medication Form prior to the administering of any prescribed medication at Totterdown Preschool.

Signed:	Date:
Print name:	

I give permission for a suitably qualified First Aider to administer First Aid to my child, or take my child to Accident and Emergency, or call for medical assistance and to sign on my behalf any consent forms required by medical authorities, if they know that it would not be advisable to wait for my own signature. I do this knowing that every reasonable effort has been made to locate me and that my child's medical needs are paramount in this situation.

Please note that in the event of your child being injured or taken ill whilst at Totterdown Preschool, a member of staff would immediately attempt to contact the child's Mother, Father or Carer. If unable to make contact, staff would then try the emergency contacts you have nominated. If a child needs to go to hospital then an ambulance will be called. A member of staff will accompany the child and take the child's profile with them.

Signed:	Date:
Print name:	

Does your child have any special needs or a disability?

Yes / No

Please provide further details

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What special support will he / she require in our setting?

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Outings Consent

I give permission for my child to be taken out for supervised walks and play sessions in and around Totterdown Preschool grounds as part of our daily activities. This may include a visit to the field, park, local school or local shops. Further consent will be requested for any additional outings.

Signed:	Date:
Print name:	

Photography and Observations

I understand that in line with Early Years Requirements, my child will be observed and monitored as part of their developmental journey. This will include taking photographs and videos. All records will be kept strictly confidential but will be accessible to parents and guardians. I give permission for my child to be observed, photographed and videoed as part of their learning. I also give permission for photographs to be used for displays, newsletters, website, training and every day running of Totterdown Preschool. Where images are used on our Preschool social media pages, faces will always be blurred out so children are unidentifiable. Please note that Facebook and Instagram are both owned by the Meta group.

Please indicate by circling which of the following you would be happy for us to use

- Record keeping displays newsletters newspaper training purposes
- Social media: Meta group Preschool website Google Business page

Signed:	Date:
Print name:	

Email / SMS contact

Totterdown Preschool would like to be able to contact parents via email and SMS, if you are happy for us to do this please sign here

Email address:	
Mobile number:	
Signature:	
Print name:	

Are there any other professionals involved with your child? For example have you received support from Children's/social services, Early Help team, Speech and Language professionals etc

Yes / No

Please provide further details

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In order to safeguard your child, there may be times when we need to share information with other agencies. Please indicate your preference below and sign. By signing /initial below you agree to these terms.

Schools during transition:	Y/ N	Sign/ initial:
Other settings that children may attend:	Y/ N	Sign/ initial:
New settings that children may move to:	Y/ N	Sign/ initial:
Speech and language team:	Y/ N	Sign/ initial:
Children's services:	Y/ N	Sign/ initial:
Early help:	Y/ N	Sign/ initial:
Family support workers:	Y/ N	Sign/ initial:
Outreach workers:	Y/ N	Sign/ initial:
Health visitors:	Y/ N	Sign/ initial:
Social workers:	Y/ N	Sign/ initial:
Family centre teams:	Y/ N	Sign/ initial:
Doctors:	Y/ N	Sign/ initial:
One stop referral:	Y/ N	Sign/ initial:
SEND advisory team:	Y/ N	Sign/ initial:
Supporting children's team:	Y/ N	Sign/ initial:
Children's referrals:	Y/ N	Sign/ initial:
Date:		
Signed:		
Print name:		

I hereby freely give consent for my data to be processed for the above purposes. I understand that I have the right to withdraw my consent for you to have the data at any time and that I have the right to lodge a complaint with the Information Commissioner's Office.

Signed by _____

Print name _____

Date _____

Please return the completed Registration Form along with a signed copy of the Preschool Terms and Conditions and an admission fee: this covers the cost of registering your child and receiving a jumper, bag and bottle. Should you decide that these are unwanted then confirm below and £50 will be deducted from your last invoice. If you decide that you would like the items, then £20 will be deducted from your last invoice. £50 (cash and bacs transfers are accepted).

If you decide to defer your place after we have allocated you a space on the register then you forfeit your deposit being returned.

If your child starts at Totterdown Preschool and for whatever reason you decide to pull them out to then restart at a later date, then you will also forfeit having your deposit returned and will need to pay a new deposit when restarting.

Admission Fee:

I would like to opt in for a jumper, bag and bottle and understand that £20 will be deducted from my last invoice.	
Signed:	
Print name:	

I would like to opt out for a jumper, bag and bottle and understand that £50 will be deducted from my last invoice.	
Signed:	
Print name:	

Santander
I Can Preschools Ltd
Acc: 36704769
Sort: 09-01-29

Totterdown Preschool Harpers Harpers Scout Hut
Ash
Aldershot
GU12 6DA.
Or emailed to:
harpers@totterdownpreschool.co.uk