



# Totterdown Preschool Registration Form 2024

## 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 15 hours per week for 3 year olds and minimum of 6 hours for 2 year olds. You are able to choose the configuration that works for your family ie all mornings, 2.5 days, all afternoons etc. The preschool times and prices are set out below:

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 you 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 provide a variety of additional services, to all children aged 3 years and over. These are covered by an additional service charge of £10.

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

	Price unless funded	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 9:00 – 12:00  (3 hours)	£23 (3&4yr olds) £26 (2yr olds)					
Afternoon 12:00 – 3pm  (3 hours)	£23 (3&4yr olds) £26 (2yr olds)					
Full Day 9:00 – 3:00  (6 hours)	£46 (3&4yr olds) £52 (2yr olds)					
Lunch Club 12:00 – 1:00	£7.67 (3&4yr olds) £8.67 (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 £1.25 consumable fee will also be added. If you are unable to pay these fees, then please come and discuss this with us.

**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:

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**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.

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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 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 than 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:		



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:	Date:
Print name:	

**Signed by** \_\_\_\_\_

**Print name** \_\_\_\_\_

**Date** \_\_\_\_\_

Please return the completed Registration Form along with a signed copy of the Preschool Terms and Conditions and a non-refundable administration fee of £50 (cash and bacs transfers are accepted).

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](mailto:harpers@totterdownpreschool.co.uk)