**Name:**

**Days / Sessions:**

|  |
| --- |
| **Saplings** **REGISTRATION FORM****2023/2024** |

**Registration Form**

Please complete this form and return it to Josephine Warwick/Casey Parker at Saplings, Court Lane, Hadlow Kent TN11 0DU.

01732850958 office@hadlowsaplings.com

|  |
| --- |
| Child’s full name Child’s Date of birth |

**Child’s birth certificate seen by ………………………………………………………**

**Please tick: Term time only (38 weeks) full time (50 weeks)**

**Saplings**need to know who has a ‘Legal Contact” for each child in our care. This is to ensure that we have all relevant information such as who is and who is not allowed contact with your child, how often, and on what terms. It will also enable us to safeguard and promote the welfare of your child and accommodate individual family circumstances.

Full name and address of the parent(s)/Carer(s): with whom **the child lives**.

|  |  |
| --- | --- |
| 1. | 2. |

Does/do this/these individual(s) have parental responsibility? (Please circle as appropriate)

|  |  |
| --- | --- |
|  1. Yes/No | 2. Yes/No  |

Does this parent/carer have legal access to this child? (Please circle as appropriate)

|  |  |
| --- | --- |
|  1. Yes/No |  2. Yes/No |

|  |  |
| --- | --- |
| 1. Telephone-home
 | 2. |
| 1. Work
 | 2. |
| 1. Mobile
 | 2. |
| 1. Email
 | 2. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Monday   | Tuesday  | Wednesday   | Thursday   | Friday  |
| Days requested include specific  hours e.g. 8.00-18.00, 9.00-15.00   |   |  |  |   |   |
| Days allocated   |   |   |   |   |   |

**Emergency Contact Details**

Please could you provide details of at least two people that, in your absence, could be contacted or collect your child in an emergency.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and relationship | Address | Telephone: Home and mobile | Password  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Family Doctor. |
| Address |
| Telephone Number |
| Health Visitor |
| Telephone Number |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Does your child have any intolerances/allergies or medical conditions that the staff should be made aware? Yes/No (Please give details) |  |  |
| Please give details of any special dietary needs or preferences for your child |  |  |
| Does your child need medication administered while in the setting? Yes/No (Please complete Medication forms) |  |  |
| Does your child have any Special/Additional Needs-Please give details  |  |  |
| Is there any additional information that could help your child settle. |  |  |
| How would you describe your child’s ethnicity or cultural background? (eg White British, Chinese, Indian) |  |  |
| What language(s) is/are spoken at home? |  |  |
| What is your child’s first language? |  |  |
| What is the main religion in your family? (If applicable) |  |
| Please state if there are any festivals/celebrations that your child shall be taking part in that you would like us to acknowledge within the setting. |  |

**Free Early Education**

Free Early Education is offered between 9 am-12noon, 12noon-3 pm, or 9 am-3 pm. We offer 9 am-3 pm Monday till Friday for 30 hours-funded children and a 3-hour chunk for 15-hour funded children/FF2, e.g. 5-morning sessions, 5 afternoon sessions or 2 and half days.

Maximum funded hours 570/1140 per year, term time only (38 weeks of the year)

**Two Years Olds / FF2**

Two-year-old is eligible for free early education and childcare if you are in receipt of one of the following:

Income Support

Income-based Jobseeker’s Allowance (JSA)

Income-related Employment and Support Allowance (ESA)

Universal Credit

Tax credits and you have an annual income of under £16,190 before tax

The guaranteed element of the State Pension Credit

Support through part 6 of the Immigration and Asylum Act

The working Tax Credit 4-week run (the payment you get when you stop qualifying for Working Tax Credit)

Looked after by a local council

Current statement of special education needs (SEN) or an education, health, and care (EHC) plan.

Disability living allowance

Care under a special guardianship order, child arrangements order, or adoption order

If the child is eligible, the free hours start in the term after their second birthday.

**Sibling discount**

A 5% discount is given to the oldest sibling when the (paying) youngest sibling starts attending the Pre-School.

**Late pick-up charge**

A late pickup fee is charged at £10 per half hour. This will be added to your childcare invoice in the following month.

**Payment Due Date**

Payments are due 30 days after receiving the invoice. The late payment penalty charge will be 5% of the unpaid amount.

**Additional days or Holiday Club**

Additional sessions or days may be booked in addition to your child’s contracted days, subject to availability. Invoices for additional sessions/days will be sent out at the end of the month. Should you need to cancel additional hours, a minimum of 72 hours notice is required, or the full fee will be applicable.

If your booked sessions fall on a bank holiday, the following rules will apply;

* Full paid sessions will not be charged.
* Bank holidays falling within the Christmas, Easter, and August holiday periods are not funded
* Missed funded day due to Bank Holidays and inset/training days, we offer to swap a missed day during our Holiday club free of charge.

**Financial Agreement**

I the parent/carer agree that I shall pay for all registered sessions booked whether my child is in attendance or not, due to sickness or holiday. I accept that I am responsible for maintaining payment of fees and that the preschool may refer me to the financial controllers at Saplings if necessary.

**Signed: Date:**

**Child Observation Permission**

|  |
| --- |
| At Saplings, we continuously observe the children within the setting. This is to help us monitor the curriculum and our activities. All observations are based on the achievements of the child to identify the next steps in their development for the key person to ascertain.If at any time you wish to see your child’s observations, please refer to their “Learning journey” or Key person.I give permission for the use of observations to support the future progression of my child.**Signed** **Date** |

**Outside Agency Consultation Permission**

|  |
| --- |
| For future consultation concerning your child, it may be necessary for the Special Needs co-ordinator/Key person to confer with outside agencies. Notification will be given and an individual report provided for you to support any findings. Permission is required by a parent/carer for us to proceed.I give permission for the setting to confer with outside agencies to support the future progress and support of my child.**Signed Date** |

**Parental Permission for short outings**

|  |
| --- |
| I give permission for my child to be taken out of the setting for walks in the community of Hadlow. Please note in the event of your child being injured or taken ill, a member of staff will immediately contact a parent or an emergency contact.I give consent that in the event of an emergency for appropriate medical advice/treatment to be sought/ given by a: Eg First Aider, Doctor, and Paramedic. I parent /guardian (With legal responsibility) gives permission for an anaesthetic to be administered to my child if I cannot be contacted.**Signed Date** |

**Plasters**

|  |
| --- |
| Plasters will be applied to your child if the occasion arises. This is to protect the wound from infection and others from coming into contact with an open wound.If you DO NOT wish your child to have a plaster applied, please sign below.I **DO NOT** wish my child to have a plaster applied. **Signed Date** |

**Sun cream and hats**

|  |
| --- |
| Weather permitting it is essential that sun cream is applied to your child for their own protection: before they come to preschool. Children that stay all day will have sun cream reapplied after lunch by a staff member. It is also required for children to have a sunhat, preschool have enough for every child, please feel welcome for children to bring their own.**Signed Date** |

**GDPR**

|  |
| --- |
| Please indicate whether you are happy for your child’s full name to be shared for the following purposes; Yes NoSelf-registration Christmas cards Birthday parties Tray labels |

Would you like or consider a home visit prior to or after child starts preschool?

Please Tick

 Yes  No 

If you have indicated Yes, please see a member of staff to book an appointment.

**Saplings**

**Use of Imagery**

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

**Child’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions and return this form to Preschool as soon as possible.

1. I give permission for photographs/videos of my child to be taken during the Preschool day, for example during activities, at Sport’s Day.

(Please delete) Yes No

2. I give permission for my child’s photograph to appear in local newspapers and publications.

(Please delete) Yes No

*In these instances, the preschool will follow the DFES advice, which is that if the child is named, the photograph will not be used. If the photograph is used, the child will not be named.*

3. I agree for photographs of my child to appear on the Preschool website/Facebook page. As above your child will not be named.

(Please delete) Yes No

4. I agree to notify the Preschool in writing to any changes to the above.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Parent/Carer)

**Medical History**

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

**Child’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administration of medication**

* Only prescribed medication may be administered. It must be in-date and prescribed for the Current condition.
* Children taking prescribed medication must be well enough to attend the setting.
* Children's prescribed drugs are stored in their original containers are clearly labelled and are inaccessible to the children.
* Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
* The administration is recorded accurately each time it is given and signed by the staff. Parents sign the record book to acknowledge the administration of a medicine.
* If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the event of emergency or unforeseen circumstances, I hereby give permission for the preschool staff to administer, “children’s Paracetamol” no more than 5ml in 4 hours. I understand that the preschool will make contact to confirm the administration.

 If preschool is unable to make contact they will follow the emergency contact route, without administration.

**Parent Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Sickness, accident, first aid, and emergencies

If a child becomes ill during a session, every attempt will be made to contact one of the people listed on the registration form, to arrange collection of the sick child. The child will be cared for until collected. In the case of a minor accident, basic first aid will be administered. In the case of an accident requiring more than basic first aid, every attempt will be made to contact the parent/carer to advise or discuss the course of action to be taken. All accidents and emergencies are entered in the Accident/Incident Book. If the parent/carer cannot be contacted in time, the Pre-school Manager will take action to gain appropriate medical treatment for the child.

**Tapestry**

**This form must be signed for you to be able to access your child’s Tapestry**

**Tapestry is a system that is hosted in the UK on secure servers, further information regarding the Security of Tapestry is available, and a copy will be added to the policies and procedures folder.**

**We will use Tapestry to record observations, comments, and photos to show progress across the Early Years Foundation Stage, this will complement other forms of observing and assessing already in place, and you will be able to access your child’s Learning Journey from a computer via** [**https://eylj.org**](https://eylj.org) **or by using the ‘Tapestry’ App on mobile devices, you will only be able to access this by using the log in details that will be given to you on receipt of the signed user agreement below, this will only give you access to your own child’s LJ, you can change your password if wished once you have accessed the website, other family members can be given access on your request, the only people in pre-school with access to your child’s LJ will be the manager and your child’s key person, who will be responsible for managing your child’s LJ, staff will only be able to log in to their own key children’s LJ’s via a login pin code, the pre-school will supply the staff with tablets to use. A staff user Policy and agreement is in place and also covers the use of staff working on the Learning Journey at home, this policy is available to view in the policy folder.**

**Many of the most meaningful photographs taken in preschool show children interacting in group play or activities with peers, we, therefore, ask that these photos are for your own viewing and not shared publically or uploaded onto any social media websites, this is in line with our ‘Social Networking’ and ‘Mobile phone/camera’ policies (both are available to view in pre-school), failing to uphold this request will result in suspending your child’s online Learning Journey.**

 **We hope that this system will prove to be a positive step in sharing information, as well as viewing our contributions, you will also be able to add comments, photos, and videos to support home/school learning.**

**Prior to returning the Tapestry online user agreement, we hope you will find this a useful tool in keeping up to date with your child’s progress and how we will support your child’s learning during their time in pre-school and very much hope that you will share information with us too via this tool.**

**Once you have opened the website you will be able to log in using the Email address you supplied and the following password/s:**

**User Guide:**

**Your account has already been set up for you, either open the website at** [**https://eylj.org**](https://eylj.org) **on your computer or by downloading the Tapestry Mobile App to your mobile devices such as iPad, iPhone, or smartphone.**

**Computer: You will be able to change your password if you wish once you have logged in, you will see your name on the top right-hand side, selecting this will give you the option to ‘edit preferences, you can change your email and password here, you will receive an email alert when a new observation is added, this can also be changed by editing your preferences.**

**Mobile App: To change your settings as above, click the ‘cog’ on the bottom right-hand side.**

**Viewing your child’s Learning Journey: Once logged in you will see a link to your child, and observations will appear here, you can add your own comments here, which will feed back to the key person.**

**Adding an entry to your child’s Learning Journey: Click the ‘Add Observation’ (or ‘+’ on the App version), you can add a title and comment in the relevant boxes and upload a photo or video clip by choosing the ‘Add Media’ option, after saving your observation you can return to the home screen by selecting ‘home’.**

**Frequency of Observations: Please do not expect to receive new observations on a sessional basis or even a weekly basis, each member of staff has a number of key children and time constraints would not make this possible, as well as the varying hours children, attend.**

**…………………………………………………………………………………………………………………………**

**Tapestry Online User Agreement (please return)**

 **Childs name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **I agree with Sapling’s using Tapestry to create an online learning journey for my child.**
* **I agree to uphold the preschool’s request not to share or upload any photographs showing other children.**
* **I agree to my child appearing in group photographs that may be included in other children’s**

**Learning Journeys**

* **I agree to keep my login details secure.**
* **I agree to my child’s key person working on their Learning Journey at home and in line with the Staff policy and**

**user agreement.**

 **If you do not agree with any of the statements above please put a line through that statement, the manager will contact you to discuss the steps we will take to adhere to your wish:**

**Parents Name**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Declaration and signature of Parent/Carer**You are only allowed to submit an application if you have parental responsibility for the child. If there is a joint responsibility, this application must be discussed with everyone who has parental responsibility, and an agreement reached for this form to be submitted. By submitting this application, you are confirming that you have sole parental responsibility for the child or that there is an agreement between all persons who have parental responsibility.I have parental responsibility for or look after the child named. To the best of my knowledge, the information I have given is correct and complete I will advise the preschool, in writing, of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of the offer of a place. I also understand that the information I have submitted on this form is covered by the Data Protection Act 1998. The information provided may be shared with local authorities for the purposes of verification of details provided including residence. **Data Protection Act 1998**This act regulates how we obtain and use information about individuals. The information you supply is being collected for the purpose of providing an education service but may be used for wider purposes and will be retained with your child’s education record. When you sign this document you are consenting to that use. This information will, in turn, then be made available for use by the LA, those with parental responsibility, and other service providers to enable them to fulfill their statutory duties **Signature of parent/carer Date** |

# Emergency Procedure policy re. closure of pre-school

## **Statement of intent**

The following procedure should be followed if a situation occurs which requires the preschool to be closed at short notice.

Situations may be -

* Weather conditions do not permit preschool to open
* Emergency services enforce closure due to safety issues i.e. gas leaks, burst pipes, floods etc.
* Closure due to no electricity, heating, water supplies, etc.
* Staffing issues do not permit preschool to open.
* Pandemic Flu or other outbreaks of infectious diseases

## **Aims**

Ensure that all parents/carers and staff are notified accordingly.

**Methods**

**Preliminary**

Senior personnel of preschool to agree closure

**If known, prior to the date**

Issue notice to parents/carers of expected date of closure and advise them to listen to the following radio stations for further information.

**Contact**

* Parents/carers by telephone as soon as possible
* Staff & students by telephone as soon as possible
* Local radio

Senior personnel shall also nominate a member of staff (it may be themselves) to be present at pre-school, if safety allows, to

* intercept any parents/carers who have not received the news (for at least half an hour on the day)
* place a closure notice on the outside door

**Refund of fees-**No refund of fees will be given, as circumstances would be beyond our control.

**Staff wages** –Staff wages will be paid for hours not worked in the event of the preschool closure.

**Parents Name: Signature:**

**Date:**

**Lunch box Guidelines**

Parents are encouraged to support the school’s healthy eating policy by providing a healthy, balanced packed lunch. Unfortunately, we don’t encourage full-sized chocolate bars and the children will be asked to save it for after school, but a small sweet treat is welcomed. Lunchtime is organized to create a happy, sociable dining environment to encourage the development of good table manners.

Thank You

 **Saplings Term Dates 2023 / 2024**

**Term 1**

4th September 2023– 20th October 2023

**Term 2**

30st October 2023 – 15th December 2023

**Term 3**

2nd January 2024 – 9th February 2024

**Term 4**

19th February 2024 – 28th March 2024

**Term 5**

15th April 2024 – 24th May 2024

**Term 6**

4th June 2024 – 18th July 2024

Holiday club will run outside of these times apart from the two weeks we are closed during Christmas and New Year and Bank holidays.

We are open on inset days for children 50 weeks a year

**Bank Holidays Inset days**

28th August 2023 - August Bank Holiday Monday 1st September 2023

1st January 2024 - New Year's Day Friday 3rd June 2024 29th March 2024 - Good Friday 19th June 2024

 1st April 2024 -Easter Monday 22nd July 2024

6th May 2024 - May Day 23rd July 2024

27th May 2024 - Late May Bank Holiday Monday

26th August 2024 - August Bank Holiday

**Saplings Fee structure from 1st September 2023**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sessions** | **Times** | **Under 2 years old** | **Over 2 years old** |
|  Hourly Rate   |  An hour or part of  | £6.50 | £6 |
|  Breakfast Club Add onto funded hours   |  07:45 - 09:00   | n/a  | £6 |
|  Morning Session  |  09:00 - 12:00   | n/a  | £18 |
|  Afternoon Session  |  12:00 - 15:00   | n/a  | £18 |
|  Half-day  |  07:45 -13:00 or 13:00 -18:00   | £32.5 | £30 |
|  Full day   |  07:45 -18:00  | £65 | £60 |
|  After school Club (with meal) Add onto funded hours   |  15:00 -18:00  | n/a  | £15 |
|  Holiday Club half day School-age 4 years – 7 years   |  07:45 -13:00 or 13:00 -18:00   | n/a  | £25 |
|  Holiday Club full day School-age 4 years – 7 years   |  07:45 -18:00   | n/a   | £50 |

* Fees are invoiced monthly in advance.
* 15 and 30 hours funded children can only use for their funding hours in our morning & afternoon sessions between 09:00-15:00
* Children of eligible parents can access up to 15 hours of government funding (FF2). For the funded children we provide childcare, term time only 38 weeks a year (Autumn, Spring, and Summer). The funding starts the term after they are 2 years old.
* All children can access 15 hours of government-funded childcare, the term after they are 3 years old. Places available term time only 38 weeks a year.
* Children of eligible parents can access up to 30 hours of government-funded childcare term time only 38 weeks a year (Autumn, Spring, and Summer) the term after they are 3 years old.
* Payment must be made within 30 days of receiving the invoice. The overdue payment penalty charge will be 5% of the unpaid amount.
* Nappies and wipes are included in the fees.
* Breakfast, snacks, and evening meals are included in the fees.
* We reserve the right to increase the fees which will be reviewed annually in September and January. We review future changes we receive our funding from the government regularly, this could affect our rates.

 Parents will be informed in writing of any changes as soon as possible after any review.

* We accept the below payment types.

 Bank Transfer, Cash, Employers' Childcare Vouchers, Tax-free Childcare Vouchers

 General enquiries please contact  office@hadlowsaplings.com

 Billing enquiries please contact  figen@hadlowsaplings.com