

Enrolment Form

Child's first name.....Surname.....

Name know as.....

Child's address

.....

.....

Child's date of birth.....

(Please attach a copy of your child's birth certificate. You may be asked to produce the original.)

Preferred start date

What is your child's first language - English, French, Hindu etc?

.....

If the first language is not English please advise what language is and what is spoken at home.

.....

Name of Parent/Guardian.....Relationship to Child.....

Address of Parent/Guardian if different than above

.....

Home telephone number..... E-mail Address:

Place of Work.....Tel:.....Email.....

Name of Parent/Guardian.....Relationship to Child.....

Address of Parent/Guardian if different than above

.....

Home telephone number..... E-mail Address:

Place of Work.....Tel:.....Email.....

Who would you like us to contact in the case of an emergency ie Parent or other:-

1st Contact nameTelephone number

2nd Contact name..... Telephone number

3rd Contact name..... Telephone number

In the event that I cannot collect my child/children I give permission for any of the above named to collect my child from any session **but** I confirm I will telephone previously to arrange a pick up "password". I also give permission for either of the above to act on my behalf in the event of an emergency should I not be contactable.

Signed Printed name:

We have made the decision to become more environmentally friendly and would appreciate your understanding with this; we aim to send out letters and useful information via email. By doing this it will reduce our paper usage! We appreciate that not everyone has access to email so please let us know.

EMAIL ADDRESS :.....

Please provide your national insurance number to enable us to check for funding available for your child.

National insurance number =

Food:

Does your child drink milk or water?

Would you like your child to receive a piece of fruit or vegetable every day?

Sessions Required

Please indicate in the chart below the sessions that you would prefer. WUFA pre-school is very popular and we are not always able to accommodate your request. Places are allocated on a first come first serve basis with a waiting list in place.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
Lunch					
PM					

EXTRA SESSIONS: Your child’s allocated sessions at WUFA non-transferable. If your child is not able to attend a session refunds will not be given. The Manager or Deputy will authorise any additional sessions if required. These sessions will be charged at the normal rate.

SNOW DAYS: Should WUFA have to close for more than five consecutive working days due to severe weather conditions you will be reimbursed of any fees paid. However, any ad hoc days cannot be reimbursed as we still have the general running costs to pay e.g. staff, electricity etc. As we are a Charity we rely solely on fees and fundraising events to cover all running costs.

SICK/HOLIDAYS: Any holiday/sick/unattended sessions taken during term times also have to be paid for as staff are secured in advance.

Punctuality

I/we will try not to be late in collecting and dropping off the child at the end/beginning of the day/session and will let the manager know on any occasion when this might happen. Set out below are the opening times:-

Morning session	8.45 am - 11.45 am
Lunch club	11.45 am - 12.15 pm
Afternoon session	12.15 pm - 3.15 pm

Medical Form

We are required to keep written parental consent to allow us to apply plasters, contact your child's GP or call an ambulance in the event of an emergency

Child's Name

1. Does your child have any dietary requirements?
----- yes/no
2. Does your child have any allergies?
----- yes/no
3. Does your child have any medical condition that we need to know about?
----- yes/no
4. Does your child have any special educational needs?
----- yes/no
5. Does your child have any special physical or health and safety requirements eg is there a time when your child needs extra attention or assistance?
----- yes/no
6. Will your child require prescribed medication to be administered at WUFA?
----- yes/no
7. May we apply plasters to your child for a minor injury?
----- yes/no
8. Do you give consent for member of staff to take you child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
----- yes/no

Signature of parent/guardian

Print Name

Please Note Wufa is a NUT FREE setting

BUG BUSTING

To help avoid head lice being brought into WUFA we would be extremely grateful if you could check your child's hair every Sunday evening before coming to playgroup. If a member of staff notices an infected child we will, of course, contact the parent/guardian to let you know.

Permissions Form

During sessions we undertake a number of activities/outings for which we require parental permission. Please delete the relevant information and sign below to give permission for your child to take part in the following:

- I understand that you sometimes take the children to the school field or outside for a walk and local visits.

I **do/do not** give permission for my child to take part in this activity.

* Please note separate permission slips will be required for longer journeys where a school bus is required.

- During the course of a year it may be necessary to apply sun lotion to the child.

I **do/do not** give permission for you to apply sun lotion.

- We ask you to provide a change of clothes, nappies and wipes (as appropriate). If your supply of wipes runs out, we need your permission to use Wufa's supplies.

I **do/do not** give my permission to use Wufa's supplied wipes

- To comply with child protection regulations, we require your permission to photograph children.

I **do/do not** wish my child to be photographed.

Woodstock under fives has a website on which we intend to include photos of the setting and the children. To comply with child protection regulations we require your permission to do this.

Please tick the relevant box and sign below to give permission for your child to take part in the following:-

I **do/do not** wish my child to be photographed.

I **do/do not** wish my child to have close up photographs taken. (All other photographs will be of group activity.)

I **do/do not** wish my child's photograph be published on the Wufa website.

Signature of parent/guardian Date

Printed name

Late and Non-collection Policy

Wufa is committed to ensuring that all parents agree to an approximate arrival time and are informed of procedures on what to do if they expect to be late. This includes:

- Calling the pre-school as soon as possible to advise of their situation.
- Ask a designated person to collect their child wherever possible.
- Inform Wufa of this person's identity so the nursery can talk to the child if appropriate.
- This designated person must know the individual child's password in order for the nursery to release the child into their care. This is the responsibility of the parent.

This will help to reduce or eliminate the distress that may be caused by this situation.

If the designated person is not known to the nursery staff the parent must provide a detailed description of this person, including their date of birth where known.

In the instance of a child not being collected from the nursery after a reasonable amount of time (10mins has been allowed for lateness), the following procedure will be initiated by staff:

Inform the manager if a child has not been collected.

The manager will check for any information regarding changes to normal routines, parents work patterns or general information. If there is no information recorded, the parents/carers will be contacted on the numbers provided for their mobile, home or work. If this fails the emergency contacts will then be contacted as per the child's records. **You must make sure ALL telephone numbers we hold are current.**

The manager/staff member on duty in charge and one other member of staff must stay behind with the child (if it falls outside normal operating hours). During normal operating times, staff ratios must be met and planned for accordingly.

If the parents/carers still have not collected the child, the manager/staff member on duty in charge will telephone all contact numbers available every 10 minutes until contact is made. These calls need to be logged on a full incident record.

In the event of no contact being made after one hour has lapsed, the person in charge will ring the Social Services Emergency Duty Team and Ofsted to advise them of the situation. Needless to say, putting a child into care is a serious step and one that could have repercussions. Parents must ensure that we never have to use this action.

The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child. The child's welfare and needs will be met at all times. In order to provide this additional care a late fee of £5.00 per ¼ hr will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

Signature of parent/guardian Date

Printed name

Parent/Guardian Participation

I/we will join in the life of the pre-school for as long as my/our child attends. I/we would be particularly interested in:

Helping during the session working on the Committee

Making/mending equipment taking part in outings

Helping with fundraising other (please specify)

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Shared Recording Keeping

I/we will contribute to the record of my child's development, working with the staff to identify and meet my child's educational, personal and social needs and to implement decisions taken in the interest and likes of the child.

Notice about Termination of Place and Payment

We request that all Parents/Guardians sign below to confirm their acknowledgement and understanding of the following requirements:

The Notice period for termination of a child's place is half a term (6-7 weeks) in writing to the Manager.

Payment of Fees Policy

Woodstock Under Fives Association is a charity and therefore relies heavily on the prompt payment of fees in order to function. Fees are due every ½ term in advance. The Administrator will, in writing/email, advise parents/carers of the amount of fees due. Fees should be paid within 14 days of the start of a half term.

After 14 days a letter will be sent to the parent/carer followed up by a verbal conversation. If there is no payment after 21 days a second letter will be sent and if there is still no response then the late payment policy will come into effect.

If a parent/carer is unable to pay fees within the time period then they must advise the Administrator and provide a genuine reason why they are unable to pay. In exceptional circumstances WUFA may agree to fees being paid by a payment plan.

Payment plan

A payment plan is a plan agreed between WUFA and the parent/carer detailing the dates and amounts to be paid. If the plan is not adhered to by the parent/carer then WUFA will implement its policy on late payment of fees. There are also other options available for those who are unable to pay the full amount of fees, please contact the administrator.

Late Payment of Fees

If fees remain outstanding for more than 1/2 term then WUFA reserve the right to undertake any of the following actions as appropriate :

- Exclude the child from unfunded sessions *
- Charge interest on the amount outstanding
- Pursue the matter in the small claims court

*over the age of 3 your child is entitled to 15 hours of government funded sessions

Bounced Cheques

In the event of a cheques being returned to the WUFA bank account marked unpaid we will:

- Contact the parent or guardian of the child concerned, if the payment is for fees. In any other case, we would endeavour to contact the account holder
- Ask for an alternative payment to be made to **include** the fee we are charged by our bank for accepting the original cheque
- Allow the parent 5 working days to discuss the returned payment with their bank and/or account holder

Fees must still be paid if a child is absent ie holidays, sickness etc. If a child has to be absent for a longer period of time place talk to the manager.

If you experience any difficulty paying your fees please speak with the manager as we would not like to see a child not attend WUFA due to outstanding fees.

I agree to the above requirements:

Parent/Guardian Name:

Signature: