



Pre-School Enrolment Form

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

Name know as.....

Child's address

.....

.....Post Code.....

Child's date of birth.....(Please Tick) Sex: Male ___ Female ___

Preferred start date

Please ensure you include a copy of your child's birth certificate when returning this form.

Evidence of Date of Birth (to be obtained from child's Birth Certificate, Passport or other official evidence of identity and date of birth) **To be complete by Provider**

Child's Date of Birth:

Type of Evidence seen:

Providers Signature: Date:

Name of Parent/Guardian & Relationship to Child

Full Name Mr/Mrs/Miss/Ms/DrRelationship to child.....

Home Address

..... Post code.....

Home telephone no..... Mobile No

Work place and Address

.....

Work tel. no Work email

Please tick: Pick up ___ Responsible for payment ___ Contact in Emergency ___

Emergency order of Contact: 1 ___ 2 ___ 3 ___

Name of Parent/Guardian & Relationship to Child

Full Name Mr/Mrs/Miss/Ms/DrRelationship to child.....

Home Address

..... Post code.....

Home telephone no Mobile No

Work place and Address

.....

Work tel. no Work email

Please tick: Pick up Responsible for payment Contact in Emergency

Emergency order of Contact: 1 2 3

Other Emergency Contact

Full Name Mr/Mrs/Miss/Ms/DrRelationship to child.....

Home telephone number Mobile No

Collection Password

For increased safeguarding purposes please email the office a photo of all primary persons who will collect your child. This photo is will be used for ID purposes and our use only.

We send out all letters, invoices and useful information via email. Please provide the best email to use for these purposes. 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 =

Medical Details

Child's Doctor

Full address of Doctor

.....

Telephone Number

Health Visitor Name

Telephone Number

1. Does your child have any allergies?

.....

2. Does your child have any special dietary requirements?

.....

3. Any health matters that the setting should be aware of (information about medication is recorded separately)

.....

4. Which immunisations has your child already received (include all dates)

.....

5. 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.

(Please Tick) I **do** ____ **do not** ____ give permission for you to A & E.

6. May we apply plasters to your child for a minor injury?

(Please Tick) I **do** ____ **do not** ____ give permission for you to apply plasters

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

(Please Tick) I **do** ____ **do not** ____ give permission for you to apply sun lotion.

8. 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.

(Please Tick) I **do** ____ **do not** ____ give my permission to use Wufa's supplied wipes

Please Note Wufa is a NUT FREE setting

Outside Agencies

Please provide details of any outside agencies who are currently working with your family e.g. Speech and language, SENCO, Physiotherapist, Social services etc.

Contact Name

Contact Details

Reason for involvement (can be discussed directly with the setting manager)

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.....
.....

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

Please see our welcome and information pack for full terms of business.

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.

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

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

Wufa has a website and social media pages 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 and social media pages.

During the course of their work, all staff are required to carry out observations on all the children as part of the statutory framework for the Early Years Foundation Stage. I give permission for staff to carry out observations on my child.

YES / NO

I give permission for WUFA to share information regarding my child's developmental records/learning journeys with other providers, outside agencies such as the Local Authorities, Early Years Teams and at transition visits with school. Staff are aware of confidentiality when sharing information.

YES / NO

Online record keeping: I understand that information about my child will be uploaded onto my child's online journal and will be made available to me protected by a password, which I will keep private. Photographs of my child in group situations may appear in another child's learning journal. I agree to not copy and make available to others any photographs to which I may have access and not post these on social networking sites.

Signature of parent/guardian Date

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	<input type="checkbox"/>	working on the Committee	<input type="checkbox"/>
Making/mending equipment	<input type="checkbox"/>	taking part in outings	<input type="checkbox"/>
Helping with fundraising	<input type="checkbox"/>	other (please specify)	<input type="checkbox"/>

.....

Membership of Wufa CIO

I agree that in my child attending WUFA CIO pre-school that I automatically become a family member of the CIO. This membership will commence on my child's first day and end on their last. I am aware that under Charity Commission regulations my details will be kept on record for 10 years.

Signed

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 staff can talk to the child if appropriate.
- This designated person must know the individual child's password in order for the pre-school 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 pre-school 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

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

Wufa is a charity and therefore relies heavily on the prompt payment of fees in order to function. Fees are due every calendar month in advance. The Administrator will, in writing/email, advise parents/carers of the amount of fees due. Fees should be paid within 10 working days of the start of each month.

After 10 days a letter will be sent to the parent/guardian informing that the invoice will incur a daily late charge of £5 per day until paid.

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 one month 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 cheque 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 please 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 accept a place at Wufa for my child. I have received a copy of the welcome and information pack and agree to abide by the terms in detailed in them and the above.

Parent/Guardian Name:

Signature:

Date:

Parent/Guardian Name:

Signature:

Data Protection - These records will be held electronically but will be used by no-one outside the pre-school. Please see our Data Protection Policy for further information.

Child Protection - Under the provision of the Childcare act we have a responsibility to protect children under our care and we must therefore report any incident of child abuse directly to Social Services.

Registered Charity No: 1174017