

# ● Pre-school Registration Form



**Please complete and return this registration form together with the registration fee to secure your child's space. We will need a copy of your child's birth certificate.**  
**Registration fee: Unfunded sessions = £40.00 (Non-refundable)**  
**Funded sessions = £20.00 (Refundable)**

## Child's Details

Forename:	Surname:
Middle Name:	Preferred name to be known at Paint Pots:
Date of Birth:	Male / Female / Prefer not to say
Religion:	Nationality & Ethnic Origin:

## Home Address

House Name/No:	Area, Town/City:
Street:	Postcode:

## Parent/Carer Details

Family email address: (Paint Pots accounts correspondence/invoices will be sent to this address.)

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Title: Mr/Mrs/Miss/Other:
Forename(s):
Surname:
Relationship with child:
Parental Responsibility: Y / N
Home Address (if different from child's)
Postcode:
Email Address:
Contact Telephone Numbers:
Home:
Mobile:
Work:

Title: Mr/Mrs/Miss/Other:
Forename(s):
Surname:
Relationship with child:
Parental Responsibility: Y / N
Home Address (if different from child's)
Postcode:
Email Address:
Contact Telephone Numbers:
Home:
Mobile:
Work:



**Parent/Carer Details Continued:**

Place of Work:

Occupation:

Date of Birth:

National Insurance No:

Place of Work:

Occupation:

Date of Birth:

National Insurance No:

**Additional Information**

**Details of additional contacts with parental responsibility as defined by children Act 1989. Parental responsibility may be shared between a number of people beyond the child's natural parents. Married parents parental responsibility, on separation or divorce both parents continue to have responsibility.**

Please list contacts with their full name, address, contact number and relationship to child:

Other Emergency contact(s) List their full name, address, contact number and relationship to child:

List below, names and relationship of people authorised to pick up your child:

List below, names and relationship of any other people living in the same household: (if applicable)

What languages are spoken at home?

Child's position in the family:

List below, details of other siblings living at home:

Name(s):

DoB:

School Attended:

Any other additional information that could help us in your child's care:

**Please provide a password for use by anyone collecting your child:** \_\_\_\_\_

# Medical Information

Doctors name, surgery address & telephone no:

Health Visitors name & telephone no:

Details of any other agencies or support workers involved in your child's care:

Immunised against: Polio ☐ Diphtheria ☐ Tetanus ☐ Whooping Cough ☐ MMR ☐

Any special health considerations?

Yes / No / None Known (if yes, please give details below)

Any allergies or special dietary requirements? Yes / No / None Known (if yes, please give details below)

Is there any ongoing administration of prescribed medication required? Yes / No / None Known (if yes, please give details below)

# Session Request Table

**Preferred Start Date:**

**Preschools:** (Please Circle) Harefield, Testwood Road, St Mark's, Orchard Lane, Boldre, Barton Stacey.

**Please tick preferred sessions below:** (Open, closing & session times may vary depending on the preschool you are attending.)

**Mon:**

**Tue:**

**Wed:**

**Thu:**

**Fri:**

**School Day:**

**Morning Session:**

**Afternoon Session:**

**Additional Hour:**

(Can be taken to attend 08:30 - 15:30 or 11:30 - 12:30)

## Funding Codes

Check if you are eligible for 2 year and 30 hour funding at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

**2 year funding code:**

**30 hours funding code:**

## Privacy Notice

Paint Pots Preschool takes your privacy seriously and will only use your personal information to manage your account with us and to provide care to your child under the terms of this contract.

From time to time we will need to contact you, via phone, email and Tapestry to provide you with updates, share relevant news and to send you invoices.

We will input the data from this application form into a system called Connect Childcare which we use to manage our settings. Your data is held in secure data centers and can only be accessed by authorised personnel. Personal information will not be shared with any third parties without your consent except for statutory reasons.

Our Information Sharing policy details the safeguarding framework under which we have a statutory obligation to share information with relevant agencies without obtaining consent ie when we believe it would put a child at further risk by doing so.

Ticking this box confirms you have read and understood the above statement and give us consent to contact you regarding relevant matters.

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**Where did you hear about us?**

# Paint Pots Terms & Conditions & Regulations

## **(setting = nursery or preschool)**

**Age of admittance:** Paint Pots Pre-School and Nursery Ltd offers care and early education for children aged from 3 months.

**Opening Hours:** Our nurseries are open 51 weeks a year, Monday – Friday, 8 am - 6 pm. They are closed for 1 week between Christmas and New Year, on all other Public Holidays and for 2 days staff training. Our preschools are open 38 weeks a year, Monday – Friday, 8:30 am – 3:30pm. Term Dates are published on our website. Sessions available are detailed in the Session request table. We also offer holiday care. An earlier start is available at some nurseries, incurring an additional fee for care and breakfast. Extended sessions are negotiable and will be charged at an hourly rate for any hour or part thereof. We will be as flexible as possible to meet individual requirements. To comply with statutory staffing requirements it is essential that children are delivered/collected within the agreed hours. A late collection fee is charged as applicable.

**Registration and Waiting List:** To secure a place at the setting, an application form should be completed in full and submitted to the relevant setting with the booking fee, which is non-refundable. If a suitable place is not available at the time of application, your child's details will be added to a waiting list. If, for whatever reason, it is not possible to meet the needs of a child, we may have to amend the offer of a place or vary the hours we can provide.

**Fees:** Full time sessions are charged for 51 weeks, term-time sessions for 38 weeks per year. Nurseries are closed for 1 week between Christmas and New Year and bank holidays, for which no fees are levied. We are also closed for 2 staff in-service training days **there is no reduction in fees for the 2 days staff training closures; for non-attendance ie family holidays, sickness; or for closure due to unforeseen circumstances including adverse weather, staff unavailability, building or site problems such as flooding.** Please consult the manager in case of absence due to long term illness. All fees are payable monthly in advance, by 1st of each month. Fees may be paid by direct debit or online bank transfer. All fees are reviewed annually and are subject to variation. Notification of any increase will be made at least 1 month prior to implementation.

**Consumables:** The government has made a clear statement that the funding provided is to cover the educational element of our provision only. Any additional hours, services and consumables – snacks, craft materials, software licences, cleaning and hygiene products, lunchtime cover etc provided by us are not included in this funding. We need to levy a small charge to contribute towards the cost of these items. Limited restricted sessions are available free at the point of delivery, in compliance with the terms of our provider agreements, however, these sessions are only available at times we are able to offer them. Children attending these sessions are not covered by their funding for consumable items. We offer “unrestricted” sessions at our nurseries and preschools for those entitled to universal and extended funding, with a small charge to cover consumable items.

**Non Payment of Fees:** Should an invoice remain unpaid beyond 1st of the month, a reminder will be sent. The company reserves the right to levy a late payment charge of £20 to cover administration costs if the invoice remains unpaid by this date without prior permission. Should there be no response / action, a second contact will be made advising the date by which payment must be made and beyond which the child will no longer be able to attend should no payment be received. The child will not be able to attend any further sessions until full payment has been received.

**Cancellation / Changes to Booking Patterns:** 1 month's notice or payment in lieu is required to withdraw a child from the setting. Requests to change booking patterns must be notified by the 10th of the current month for action from 1st of the next month.

**Sickness:** We cannot accept a child who is obviously unwell. Please refer to our Sickness Policy. If a child is unwell and will be absent from the session, parents must notify the setting as soon as possible. Should a child become unwell whilst at the setting, every reasonable effort will be made to contact the parents. The setting will administer first aid where necessary. Parents should indicate on the application form where they and a relative or friend can be contacted during setting hours. Written permission must be provided before any medication can be administered to a child attending a Paint Pots setting. A medicine book will be maintained.

**Clothing and Personal Property:** All clothing and personal items must be clearly marked with the child's full name. All articles are left in the setting at the parents' own risk. We advise that children should be “dressed for mess”.

**Security:** Staff are instructed not to release children into the care of anyone who is unfamiliar to them unless previous permission has been given by the parent/ guardian and the collecting individual knows the unique collection password for a specific child.

**Parking:** Parents must exercise great care when using the car park. The Nursery/Preschool accepts no responsibility for injury, damage or loss to persons, vehicles or property in the car park.

**Brochures and Promotional Material:** Publications provided by the company are for guidance only. They do not constitute any agreement.

# Permissions

- **Permissions for Emergency Medical Treatment**

The Nursery reserves the right to take a child to hospital or to a doctor in the event of an emergency. By signing below, you are providing your written permission for the setting to do so. The company will make every reasonable effort to ensure a child's well-being but cannot accept responsibility for medical problems.

- **Permission for Photographs / Videos (Internal) Yes / No** (delete as appropriate)

Photographs and videos of your child are taken routinely for display purposes within the nursery and to record observations of your child to enable us to assess his/her development. These are shared with carers via the secure Tapestry system.

- **Permission for Photographs / Videos (social media) Yes / No** (delete as appropriate)

I give my permission for still and/or moving images, being video footage, photographs and/or frames and/or audio footage depicting my child to be used for : Paint Pots Company Facebook/insta page.

- **Permission for Photographs (Photographer) Yes / No** (delete as appropriate)

I give my permission for photographs to be taken of my child from time to time by an approved photographer for my consideration to purchase copies. All copies not purchased will be destroyed.

- **Permission for Local Outings: Yes / No** (delete as appropriate)

I give permission for my child to be taken on supervised visits e.g. to local shops, to post a letter.

- **Permission for use of normal baby/childcare products Yes / No** (delete as appropriate)

I give my consent to staff at Paint Pots to use all normal baby / child care products including washing products, cotton wool, sun cream. Please list any products you do not wish us to use on your child

- **Permission for sharing child's details with schools Yes / No** (delete as appropriate)

I give my consent for Paint Pots to share my child's development details with the school that he/she will be moving to from a Paint Pots setting, in support of transition.

**I have read and agree to the terms and conditions for nursery / preschool placement and give my permission for my child to be cared for by Paint Pots under these terms.**

**I confirm that the information on this form is accurate and that I will advise the nursery / preschool of any changes.**

**Signed:**

**Name (Print) :**

**Date:**

## Manager Use Only

**T&Cs signed?**

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**All Permissions selected**

☐

**Privacy Notice selected**

☐

**Birth certificate verified**

☐

**Date Witnessed:**

**Entered on Connect**

☐

**Date Entered:**

**Offer email sent**

☐

**Date Sent:**

**Registration fee received**

☐

**Date Paid:**

**£20.00/ £40.00**

**Discount Paid**

☐

**Sibling/Staff Member/Other**

## Funding Codes

**2 Year Old Funding Eligibility Codes verified**

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**Code:**

**30 hours Funding Eligibility Codes verified**

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**Code:**

**Form Processed by:**

**Name (Print) :**

**Job Title:**

**Signed:**

**Date:**

 Any Other Additional Information Continued: