

# Buzy Bees Pre-School

## Enrolment Form

Surname of child. ....

Christian names. ....

Date of birth. ....

Gender. ....

Address  
where child lives. ....

Post code. ....

Full name of parents  
with whom the child lives.....

Who has parental  
responsibility? .....

Address of parent with  
parental responsibility if .....  
living apart from the child. ....

Home Tel no & mobile..... / .....  
email address .....

Does this parent have legal access? Yes No

Details of siblings .....

Child's doctor/dentist & contact numbers .....

.....

Does your child attend dual settings?    Yes            No

Emergency contact names and phone number of persons that are authorised to collect your child.

1. ....

Relationship.....

1. ....

Relationship.....

1. ....

Relationship.....

Any other emergency numbers that you would like us to know.

.....  
.....

Any specific instructions regarding the collection of your child i.e. password.....

Personal details of child.

Individual dietary needs or preferences.

.....  
.....

Allergies .....

.....

Ethnicity or cultural background .....

What is the main religion in your family?.....

Are there any festivals or special occasions celebrated in your culture that

your child will be taking part in and that you would like to see acknowledged and celebrated whilst he/she is in our setting?

.....

Nationality .....

What language is spoken at home? .....

If English is not the main language spoken at home will this be your Child's first experience of an English speaking environment.

If yes please discuss with your key person how we will support your child in the setting.

.....

.....

Special needs

Does your child have any special needs or disabilities?

Yes      No

Details .....

.....

What special support will he/she require in our setting?

.....

.....

Special considerations.

Special toy or comforter to settle your child?.....

Special words your child uses to express their needs. i.e. toilet or drink?

.....

Have you any concerns about leaving your child at the setting?

.....

Other agencies.

Does your family have a social care worker for any reason?

Yes No . If yes, what is the reason for their involvement?

\_\_\_\_\_

.....

.....

\_\_\_\_\_

Please give details of any other agencies involved in the care of your child.  
i.e. speech therapist, health visitor etc.

.....

.....

Details of all serious medical conditions.

Please detail any condition which affect your child's general development or  
attendance at the setting. i.e. asthma, hearing or sight problem or allergies  
etc. ....

.....

.....

Authorisation for administration of medication.

Name of child .....

Name of parent/carer.....

Reason for medication.....

Name of medication .....

I hereby authorise my child's key person or the Manager to administer the

above medication to my child as detailed below.

The medication is to be administered in the following way:

.....  
.....  
.....

I agree to send medication to the setting in its original packaging with my child's name on it.

Parent/Carer name .....

\_\_\_\_\_  
**Signature** .....

In the event of an accident.

If your child is involved in an accident in session time and we are unable to contact you, do you agree to a member of staff, if possible, your child's key person, accompanying your child to the hospital. Can they sign all the relevant papers and give permission for any emergency treatment and advice that may be required.

Yes I agree to a member of staff signing for any emergency treatment.

Parent/Carer name .....

**Signature** .....

Date form completed.....

Information sharing.

In order to share information about your child to its next provider, whether

it be a school, nursery, child minder etc we need your written consent. The information shared will include,

- Any additional needs your child has
- Who is involved in with their care
- IEPs if appropriate
- Child development summaries (collated from information gathered from their learning journals).

The children's learning journals are yours and presented to the children when they leave.

I understand this and consent to this happening.

Parent/Carer name.....

**Signature**.....

#### Information sharing without consent.

At Buzy Bees we recognise that parents have a right to know that information they share will be regarded as confidential. You also need to be informed about the circumstances and reasons when we obliged to share confidential information.

We are obliged to share confidential information without authorisation from the person who provided it (you) or to whom it relates to (your child) if it is in the public interest. This is when

- it is to prevent a crime being committed or to intervene where one may have been committed or to prevent harm to a child (or adult).
- where not sharing the information could be worse than the outcome of having shared it. The decision to share confidential information will not be made by an individual but with the backup of our management committee officers. The 3 critical criteria we use to determine this at Buzy Bees are:

- where there is evidence that the child is suffering or at risk of suffering significant harm.
- where there is reasonable cause to believe that a child may be suffering or at the risk of suffering significant harm.
- to prevent significant harm arising to children and young people (or adults) including the prevention, detection and prosecution of serious crime.

I understand that confidential information may be shared without my consent if the pre-school believes that a child meets the criteria listed above.

Parent/Carer name.....

**Signature**.....

Photos of the children.

For the purposes of display and recording of achievements we will need to take photos of the children. This will be done by present staff members and students that are DBS checked. Sometimes at a special event other parents may film or photograph your child when photographing their own. This is normal practice in the running ~~of our pre-school~~.

Please sign to say that you understand and consent to these photographs being taken.

I understand and consent to the above.

Parent/Carer name.....

**Signature**.....

Dual settings

If your child attends dual settings we will need to work together to ensure

your child's needs are being met. We may swap information verbally or exchange learning journals. If you have ticked dual settings on the front of the enrolment form please tell us below which other setting is involved in your child's care and that you consent to us sharing information with them.

Other setting.....

Parent/Carer name.....

**Signature**.....

Outings and trips.

As Buzy Bees is situated in a lovely, rural area, we often take the children on short walks around the setting. To the school, post box, church, sports field and up to the railway lines. Our walks are conducted with a 1:5 ratio for our older children and a 1:4 ratio for our younger children. Children are well supervised at all times and walk catching hold hands in an orderly way.

Should we have a child that needs additional support to do this safely they will have a 1:1 adult/child ratio. Parents will be informed and may accompany their child if they wish to do so. We carry a mobile phone and first aid kit with us at all times.

I am happy with this and consent to my child taking part.

Parent/Carer name.....

**Signature**.....

Larger outings

On larger outings involving using transport we have set procedures to follow which involve signing a more formal consent form. If we arrange one of these trips you will be informed and details on how the trip will be conducted will follow. We have an outings policy and procedures available to read in the

foyer.

### Terms and conditions of membership

Buzy Bees Pre-school agree to provide the following:

1. To provide good quality care and education for your child and to be regularly inspected by Ofsted to continually raise standards.
2. Use the new early year's foundation stage framework in the setting to ensure the 5 outcomes of the every child matters document are met.
3. Work with our governing body, the Pre-School Learning Alliance to ensure our policies and procedures are current and robust ensuring our children are well cared for and safe from harm.
4. Provide a safe, stimulating and inviting environment for our children.
5. Run a key person system that ensures each child has a nominated adult to support them whilst they are attending the setting.
6. Our key persons are your point of contact as well (see your key person in prospectus) to speak to about your child.
7. An inclusive environment where every child is valued for who they are, enabled to reach their full potential.
8. A friendly, well trained, sensitive body of staff who know their key children well. Who work with parents and with, if applicable, other agencies to ensure each child makes good progress and achieves their full potential.
9. Offer parents/carers a chance to be part of their children's pre-school life by volunteering on the parent rota, joining our management committee, helping with our fundraising efforts or assessing training to improve their knowledge and qualifications.
10. 10. Through regular appraisals identify training needs, access training to facilitate continuous professional development.

As a pre-school parent/carer of our children, you agree to:

1. Provide a healthy snack for your child each day.
2. Provide suitable outdoor clothing for your child. Although we do have alternative outdoor clothing if needed.
3. Notify us of any serious medical conditions that may affect your child's attendance or the quality of their time spent with us. Or any medication that may need to be administered.
4. Notify us of any reason for non attendance.
5. To make regular daily, weekly or monthly payment for your child, usually in advance, unless already agreed with management.
6. Should you wish to withdraw your child, we require one month's notice.
7. Liaise with your child's key person to contribute to their development files. Giving us every chance to get to know your child. This will allow us to plan activities and experiences that interest your child therefore allowing them to make progress.

I agree to the terms and conditions listed above.

Dated.....

Parent/Carer name .....

**Signature** (Parent/Carer).....

Terms and conditions of membership - Payment of fees.

Payment is required for all sessions booked, regardless of whether your child is able to attend the session. We operate a place system, so staffing is planned according to the amount of children booked in. We may however waive the fee in extenuating circumstances, this is at the discretion of the Manager and you should assume that you will have to pay as a rule.

Please ring us to let us know why your child is absent and inform us if you are away on holiday.

All fees are payable in **advance**, either daily, weekly or on a monthly basis, at a current rate of £9.00 per 3 hour session booked . The price of the sessions may be altered by Buzy Bees pre-school with a minimum of one calendar months notice in writing.

Christmas Donation fund is payable at the beginning of each school term (three times a year), at a rate of £2.50 per term, per child. Again this price may be altered by Buzy Bees with a minimum of one calendar months notice in writing. We use this to pay for your child's present from Santa at Christmas. This however is optional- please let us know your preference.

Should payment of fees fall further than five sessions behind, Buzy Bees pre-school will notify you to advise that unless payment is received for all sessions due within 5 working days, your child's place with us could be terminated. If payment is still not received, the matter may be put into the hands of the County Court for collection. (this will mean you will incur additional costs)

As soon as your child is eligible for government funding, available from the first term after their 3<sup>rd</sup> birthday, we will automatically apply for it, after you have completed & signed the forms.

If you wish for you child to attend lunch club this will be charged at £1.50 per day for the period of 12.00 - 12.30. Please provide your child's lunch & a drink. This money needs to be paid weekly.

I/we agree to the terms and conditions as stated above. By signing, all parties agree to all of the terms & conditions as stated on the enrolment form & agree that you are all equally responsible for any fees incurred.

Parent/Carer name .....

Parent/ Carer name .....

**Signature/s**...../.....

Date .....

Please add any further relevant information you feel may be useful:

.....

.....

Received by .....

Position within Buzy Bees .....

Phone 01209 315567

Charity number: 1041153