



ST MICHAELS PRE-SCHOOL

ENROLMENT FORM

This form can be also downloaded from
www.stmichaels-preschool.co.uk

Please supply all the details requested and return to -
 Pre-school Manager, St Michaels Pre-school, Mobile Classroom, Ashford Road,
 St Michael's, Tenterden, Kent, TN30 6PU
 Email - manager@stmichaels-prechool.co.uk

(Please notify us immediately of any changes to the information you have given)

Full name of child	Preferred name if different			
Date of birth	Language(s) spoken at home			
Home address	Home telephone			
Postcode				
Parent 1 - Email - Mobile - Employee and contact number	Parent 2 - Email - Mobile - Employee and contact number			
Person(s) with parental responsibility	Person(s) with legal contact			
Which days do you wish your child to attend? (Subject to availability and conversation with Manager) Please circle day and time you want to end session.	Monday	12pm	1pm	3pm
	Tuesday	12pm		
	Wednesday	12pm	1pm	3pm
	Thursday	12pm	1pm	3pm
	Friday	12pm		

St Michaels Pre-school Enrolment

<p>Name and address of child's doctor</p> <p>Tel</p> <p>Ethnicity -</p> <p>Religion -</p>	<p>Health Visitor</p> <p>Tel</p> <p>Social Worker</p> <p>Tel</p>
<p>Details of any injections/immunisations already received by your child.</p> <p>Any regular medication taken?</p>	<p>Details of any medical conditions/Health Care Plans.</p>
<p>Please give details of any</p> <ul style="list-style-type: none"> • Allergies - • Disabilities - • Areas of concern in your child's development - <p>Does your child have a Red Book? YES/NO</p> <p>Has your child had their 2 year check with your Health Visitor? YES/NO</p> <p>Are you a member of a Children's Centre? YES/NO If yes which one?</p> <p>Please give details of any outside agencies involved in your child's development.</p>	

Diet-

All children are provided with a mid-morning snack consisting of a choice of milk and water. We endeavour to offer the children a variety of foods reflecting healthy options i.e. Fruits and vegetables. Also looking at other cultures we introduce traditional foods such as breads and pastas. Often the children can taste the foods they have prepared at snack time. Please indicate if you child should NOT be given certain foods.

Medical reasons - please specify any allergies in detail	Religion reasons
	Vegetarian/Vegan

Please include any details about your child that would help a smooth entry to Pre-school i.e. particular interests, pets, siblings names and ages

Home visits to observe children in their own environment is recommended with in the Early Years Framework. If you would like us to arrange a visit please tick this box

With reference to the statutory 'Two Year Old Progress Check'. We would like to refer to your child's 'Red Book' during the first term after joining us. If you have any queries please talk to your Health Visitor.

We do take the children on minor outings such as visiting the mobile library, the church, post office and sometimes singing to the elderly in local care homes. All trips are risk assessed on an individual basis. Naturally a high staff/child ratio is observed, often with volunteer parents. Please talk to us for more information and let us know if you do not wish your child to attend these outings.

Please provide us with two emergency numbers where a friend or relative can be contacted during pre-school hours if you are not available

Name	Name
Relationship -	Relationship -
Tel -	Tel -

In the event you are unable to reach persons known to us to pick up your child we suggest the use of a password. This word can be changed/agreed as the need arises.

MEDICAL CONSENT

To cover minor accidents within the pre-school or on minor outings:

In the event of an accident within pre-school or on a minor outing (as stated above),

I give my full permission for any medication or treatment to be administered by a doctor in my absence. With regard to minor accidents in the pre-school I give permission for the use of antiseptic wipes and plasters.

Signed.....

Please state the earliest date that you wish your child to start should a place be available	For future reference, could you please state how you heard about our pre-school
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CONTRACT (Pre-school copy)

Our pre-school offers supporting services as outlined in our prospectus. However, parents are the first and most educators of their young children. The work of the pre-school cannot be fully effective unless pre-school and parents work together in the child's interests.

Parents are asked to read and sign the statement below as a shared commitment.

Data Control

On signing the enrolment form you agree that St Michaels Pre-school will hold this data in line with the new laws on GDPR and in relation to the Data Protection Act 1998.

You are also signing to say that you have gained permission from your selected emergency contacts for their details to be kept for the duration of your child's time with us.

Policies

I/we have read the pre-schools policies and accept that the pre-school will run in accordance with these.

Shared Record Keeping

I/we will contribute to the record of the child's development created jointly by parents and pre-school, working with the staff to identify and meet the child's educational, personal and social needs and to implement decisions taken in the interest of the child.

Sharing Information

The EYFS requires us to share information about your child with other providers (only when the child attends another pre-school) and reception class teachers. We regular meet with reception class teachers and they visit our pre-school. Occasionally other providers will visit us and we will visit them.

Photographs

During the sessions at pre-school we take photographs of the children playing. These photographs are sometimes used in our prospectus, website, newspaper articles and additional advertising. If you would prefer us not to use photographs of your child for this reason please put a line through this paragraph and speak to the Manager.

I also understand that for the purposes of photo observations, sometimes my child's image and name may appear in another child's observations on Tapestry.

Fees

I/we will pay fees in the amounts and at times specified by the pre-school.

Our fees are £16.65 per session or £5.55 an hour (Sept 2022) which is payable on your child's first session of the week. You may pay on a weekly, half term or full-term basis (in advance).

We do ask for prompt payment but please talk to us if there are any difficulties.

If you wish to withdraw your child from pre-school, payment is still required in full for that term. Payment is also required for a child's absence due to sickness or holidays. With regards to Government guidelines concerning a pandemic such as COVID-19, if the child is required to isolate payment of fees still apply.

However fees for children who are hospitalised will be waived.

Action to reclaim non-payment of fees will be pursued when necessary.

Free Early Education

Free Early Education is available for all children in the terms following their third birthday to a maximum of 15 hours per week, 38 weeks per year. Parents/carers will be invoiced for the extra hours not covered by the free hours. If you are a working parent you may be entitled up to 30 hours per week, please speak to the Manager for information.

Some free early education is available for 2 year olds. Information on the criteria involved can be clarified with the Manager.

The Early Years Pupil Premium is also available to 3 and 4 year olds meeting similar criteria.

The free early education can be used at St Michaels Pre-school in the following patterns.

Mondays, Wednesdays and Thursdays can be claimed 9am - 12pm, 9am - 1pm or 9am - 3pm.

Tuesdays and Fridays, 9am - 12pm.

All these times are subject to availability.

Your child's original birth certificate or in date passport will need to be presented to claim your entitlement.

Punctuality

I/we will try not to be late in collecting my child at the end of the session and will warn pre-school and my child on any occasion when this might happen.

I wish to apply for admission of the above named child to St Michaels Pre-School. I have received and read the policies and regulations of the pre-school and agree with them and any other conditions that may be required in the future.

Signed

Parents/Legal Guardian (s)

Date

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