



Section 1: Child's Information

Child's Full name

Name to be known as at Mereworth Pre-School

Date of Birth Age Male Female Religion

Home Address

Languages spoken Ethnicity

Section 2: Parent/Carer Information

Name of Parent/Carer (1)

Home address
(If different from the
child's address)

Telephone Mobile

Email

Name of Parent/Carer (2)

Home address
(If different from the
child's address)

Telephone Mobile

Email



Registration Form and Childcare Contract

Who has parental responsibility for your child?

Full names of other people

Section 3: Emergency Contacts

Who should be the first contact?
during the day?

Name of EMERGENCY contact

Telephone

Mobile

Please indicate a PASSWORD
that may be used in case of an
emergency collection

Section 4: Medical Information – Important: Please complete all sections. If irrelevant, mark 'not applicable'

Child's NHS Number

Doctor's Name

Surgery Address

Telephone

Has your child been immunised against Diphtheria, Whooping Cough, Tetanus, Polio, Measles and HIBS?

Yes No

Has your child has any major illnesses/
operations? (If yes, please give details)

Please list any allergies



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Has your child or family had help from any other service below:

Health Visitor	<input type="checkbox"/>	Name	<input type="text"/>	Tel	<input type="text"/>
Early Help	<input type="checkbox"/>	Name	<input type="text"/>	Tel	<input type="text"/>
Portage	<input type="checkbox"/>	Name	<input type="text"/>	Tel	<input type="text"/>
Social Services	<input type="checkbox"/>	Name	<input type="text"/>	Tel	<input type="text"/>

Were there any Complications at birth

Was your child premature?
If yes, please give details

Do you have any Developmental concerns for Your child?

Does your child have any special needs that you would like to discuss with us?
(Please give details)

Does your child have any Medical conditions, or take medication? If so, please provide details.

Section 5: Additional Information required

Does your child have any dietary needs

Name of school attended by siblings if any



Registration Form and Childcare Contract

Does your child attend Another nursery/ pre-school/childminder? If so, please provide details. (Name, address, contact details of setting including childminder. Key Person, and days that your child attends).

Section 6: Sessions Required

Please tick which sessions you would like your child to attend:

Monday Tuesday Wednesday Thursday Friday

(Must attend a minimum of two sessions on separate days.)

Your child's Birth Certificate is required to confirm that you have parental responsibility for your child as part of our registration process, please enclose it with this form.

I have enclosed my Child's Birth Certificate

Please bring in your child's My Personal Child Health Record (red book) on their first day.



Mereworth Pre-School

Registration Form and Childcare Contract

THIS CONTRACT IS FOR CHILDCARE BETWEEN MEREWORTH PRE-SCHOOL AND THE PARENT/CARER OF

Child's Name

- 1. Registration:** In order to secure a place for your child you need to complete and return this form addressed to Lisa Barker, Admissions Officer, Mereworth Pre-School, Mereworth Village Hall, Butchers Lane, Mereworth, Kent, ME18 5QD together with the £50.00 Registration Fee. Places will be held provisionally for up to two weeks after visiting the Pre-School to either confirm or release the place. Each child must attend a minimum of two sessions per week. The Registration Fee will be credited against your first term's payment.
- 2. Hours of opening:** The Pre-School will be open for 38 weeks per year term time only, Monday to Friday, apart from INSET days and Bank Holidays. Further details of times are included in correspondence which we send out with this form and can be found on our website; www.mereworthpreschool.co.uk
- 3. Payment of Fees:** The fees for each term must be paid within seven days of the date of invoice. Late payments may be subject to a late payment fee of £25.00. Mereworth Pre-School reserves the right to exclude a child for any breach of contract including late payment of fees. Please note until arrears are paid in full your child will be able to attend for their funded hours only. Fees are payable by, bank transfer, cash, Government Tax-Free Childcare Account, Childcare vouchers, to NatWest Bank, Account number 84728523, Sort code 55-81-07. To arrange payment with childcare vouchers, please contact Lisa Barker at mereworthpreschool@gmail.com for the appropriate registration number. Free for 2 Funding and Free Early Education entitlements are applicable depending on circumstances and your child's date of birth. Further details are included in the Information booklet, alternatively, please speak to the Pre-School Manager for further details. We advise parents that entitlement to a Free Early Education place does not offer a guarantee of a place at any one provider or a particular pattern of delivery
- 4. Payment of Consumables:** Please note that we ask for a contribution towards consumables of £20.00 per child per term. For Free Early Education funded only children this is a voluntary charge. Invoicing terms and conditions apply and is payable as noted above.
- 5. Lunches:** Please provide a term's notice in writing if you do not want your child to have lunch at Mereworth Pre-School.
- 6. Delivery and Collection:** Children must be placed into direct care of the staff on arrival. Children will not be released into the care of anyone other than the person who we are told is collecting. If this changes during the day, then a call to us should be made by the child's parent / carer.
- 7. Illnesses:** Any child who is unwell should not be brought into the Pre-School and we reserve the right to refuse to accept the child until we are satisfied that they are not infectious. Children should not attend until 48 hours after the last episode of vomiting, diarrhoea, or high temperature. We will only administer medicine upon written authorisation by parents. No liability will be accepted by Mereworth Pre-School, and its staff in relation to any matter arising from the administration of any medicine authorised by the parents. If a child is taken ill or injured, First Aid will be administered (with the parent / carer's permission) and the parents will be advised. If a child requires emergency treatment, Mereworth Pre-School will call an Ambulance (with the parent / carer's permission) and inform the parents as soon as possible.
- 8. Absences:** Parents are asked to notify the Pre-School as soon as possible if their child will be absent through sickness. Holiday Request Forms are available; please speak to your child's Key Person as soon as you know your child will be absent. In the event of absences, pre-booked or not, we cannot refund fees or offer alternative sessions.
- 9. Clothing and personal property:** Children's clothes must all be labelled clearly. Mereworth Pre-School does not accept any responsibility for the loss or damage of personal belongings brought onto the premises by children or parents / carers. It is the parents / carers responsibility to provide appropriate clothing for their child. Mereworth Pre-School uniform is available to purchase. Please speak to your child's Key Person for further details.
- 10. Behavioural Issues:** Although we will always do our best to resolve any behavioural issues with the co-operation of parents / carers, we reserve the right to exclude any child whose behaviour is unacceptable and represents a risk to other children and members of staff.
- 11. Notice:** One term's notice must be given in writing when terminating a child's place at the Pre-School. If late notice is given, you will be charged for the sessions where your child would have attended. This is for children who are accessing additional hours outside of their Free Early Education funded hours.
- 12. Childcare records:** All Pre-School records relating to your child must be completed and returned to Mereworth Pre-School prior to your child's start date. It is the responsibility of the child's parents / carers to keep these forms up to date.
- 13. Policies:** I am aware that there are copies of the Pre-school policies available at any time within the Pre-School entrance and on our website at: www.mereworthpreschool.co.uk.
- 14. I have read this Childcare Contract and the Childcare Terms and Conditions Policy which can be found on our website at www.mereworthpreschool.co.uk and agree to and comply with the terms and any amendments as notified.**

15. Signed by Parents /Carer Date