

# Ducklington Pre-School

A Registered Charity No. 1026033

## Application Form

PLEASE NOTE Pre School telephone no - 07779 186957  
(available 8.30-12, Mon-Fri, term time only)

Child's full name..... D.O.B.....

Address in full.....

.....

Tel. No..... Email.....

Sex: Female Male

Religion: CofE Islamic Hindu Catholic

Other (please specify) .....

We accept children from 2½ years old. Please circle the mornings you would **prefer** your child to attend:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

How many morning's would you like your child to start off attending pre-school? \_\_\_\_\_

When would you like to increase your child's sessions? \_\_\_\_\_

Although every effort is made to give you your preferred days, occasionally, it is not possible and you will be offered alternative days. Please indicate days that your child is **unable** to attend.

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

When would you like your child to start? .....

Please specify if your child will need additional support from an adult i.e. still in nappies, toilet assistance etc.....

.....

.....

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Does your child attend another childcare setting?    YES                  NO

If so, where, and who is their key worker?.....  
.....  
.....

If you feel you may have difficulties paying the fees for your child's place (see terms and conditions attached), please speak to the Enrolment Secretary or a Supervisor who can discuss whether you may be eligible for funding assistance.

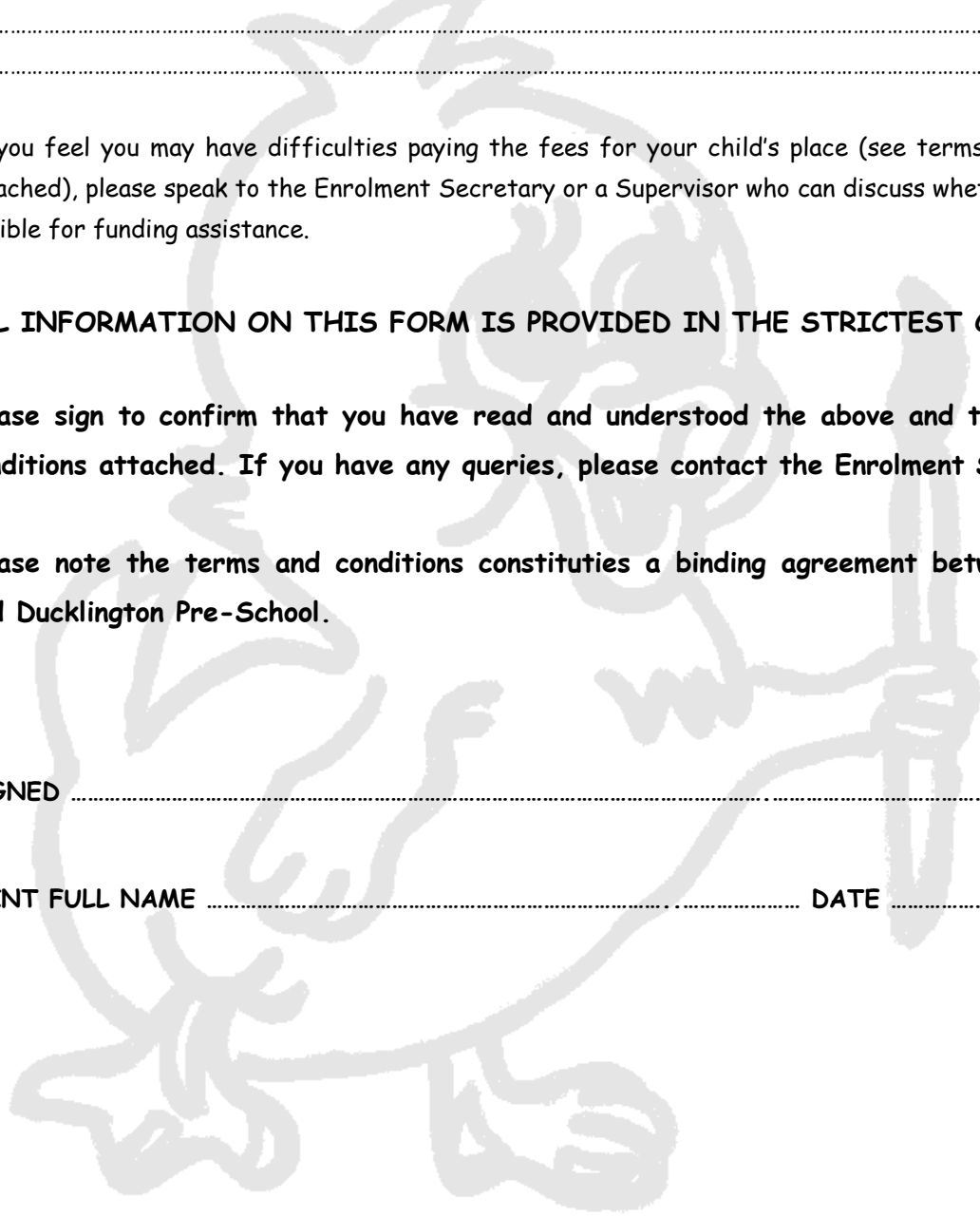
**ALL INFORMATION ON THIS FORM IS PROVIDED IN THE STRICTEST CONFIDENCE**

Please sign to confirm that you have read and understood the above and the terms and conditions attached. If you have any queries, please contact the Enrolment Secretary.

Please note the terms and conditions constitutes a binding agreement between yourself and Ducklington Pre-School.

SIGNED .....

PRINT FULL NAME ..... DATE .....



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Please complete all sections and return to either the Pre-School or the Enrolment Secretary.

All information given is confidential and for the eyes of the staff and committee only.

Child's full name .....

Date of birth ..... Religion .....

Child's home address .....

.....

Post code ..... Tel. Number .....

Parent(s) Names .....

.....

Address (if different to child's home address) .....

.....

..... Postcode ..... Tel no .....

Name of Person having Parental Responsibility.....

Relationship to child .....

List all adults who may collect your child with your permission and their relationship to your child. You will be required to give prior written permission if you wish your child to be collected by someone not on this list.

1. ....

2. ....

3. ....

4. ....

5. ....

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Cont. over/2



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Once completed, please return to:

Ducklington Pre-School, The Village Hall, Standlake Road, OX29 7YH  
07779 186957

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List all adults who may not collect or have access to your child.

1. ....
2. ....
3. ....

Please list below the names, telephone numbers and relationship to your child of 3 contacts in case of emergency.

Name .....

Tel. no.....

Relationship to child .....

Name .....

Tel. no .....

Relationship to child .....

Name .....

Tel no .....

Relationship to child .....

Please write below any comments that will help us to help your child settle more quickly and confidently. Does your child have siblings, pets or a comforter? Are there pet names for members of your family? Does your child/has your child attended another pre-school/nursery environment?

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

Cont. over/3

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## Medical Information

Name of Doctor .....

Surgery address .....

Tel.no.....

List all immunisations

Details of any allergies. (Please include details of any possible family related allergies such as nut) .....

Details of any medical conditions or special needs. Parents / carers will need to complete authorisation before staff can administer medication.

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## ***CONFIDENTIALITY AGREEMENT AND DATA PROTECTION ACT 1998***

Dear Parents / Carers

Pre-school's work sometimes brings you into contact with confidential information. For this reason we would like you to take time to read this form, sign it then pass it back to a supervisor / chairperson. They will then photocopy it, giving you a copy and keeping the original for our records.

- ❖ Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- ❖ Staff will not discuss individual children, other than for purposes of curriculum planning / group management, with people other than the parents / carers of that child.
- ❖ Information given by parents / carers to the pre-school leader or the child's key-worker will not be passed on to other adults without permission.
- ❖ Parents / carers and students will not discuss any issues / information that they have heard or seen to do with any other child whilst at pre-school.

All the above are subject to the paramount commitment of the pre-school, which is to the safety and well being of the child.

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## DATA PROTECTION ACT 1998

Under the Data protection act 1998, parental consent is required to enable staff to take photographs of your child while in the care of Pre-School. Staff use some photographs to record the development and achievements of your child. These photographs form part of your child's developmental record which is confidential to staff and parents of that child, and is kept in a locked filing cabinet on the premises until your child leaves Pre-School, when it is given to you.

Other photographs are used for displays within the setting; records of outings and events, and for promotional events such as open days. These are kept in a secure area between sessions. These photographs are destroyed by incineration when no longer needed. Other images are used to promote the Pre-School on its website, [www.ducklingtonpreschool.co.uk](http://www.ducklingtonpreschool.co.uk) and its Facebook page, [Ducklington Pre School](#).

All negatives will be destroyed on receipt.

If you have any queries about this matter please speak to the Supervisors.

Please sign the tear off slip below and return it to Pre-School. Thank you.

.....

Name of child ..... D.O.B .....

SIGNED .....

PRINT NAME ..... DATE .....



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## CONSENT AND PERMISSION FORM

### First Aid

I will/will not give permission for a member of staff who is qualified in first aid to seek emergency medical advice or treatment while the child is in the care of Ducklington Pre-School.

I will/will not give permission for my/our child to be given first aid and necessary emergency treatment by the staff qualified in first aid when required.

In the event of an accident requiring further medical care, parents will be advised at the early opportunity and a member of staff will accompany the child until the parents arrival.

NAME OF CHILD (please print) .....

NAME OF PARENT (please print).....

### Sun Protection

Staff are unable to apply sun lotion to your child, due to skin allergies and having the time to apply lotion to all children before going outside. Please apply the lotion to your child before the Pre-School session.

### Photographs

I will/will not give consent to the Pre-School staff taking photographs of my child during session for publicity purposes.

### Toileting

I will/will not give consent to the Pre-School staff to change my child.

### Outings

I will/will not give consent to the Pre-School staff taking my child out on local walks.

### Plasters

I will/will not give consent for a member of staff to use plasters on my child.

Please ensure you complete all sections and sign below.

SIGNED..... PRINT NAME.....

DATE.....

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## PRE-SCHOOL CONTRACT

(Pre-School Copy)

Our pre-school offers supporting services as outlined in our prospectus. However, parents are the first and most important educators of their young children. The work of the group 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 an expression of their shared commitment.

### Policies

I/we have read the pre-school's policies (available in pre-school) and accept that the group will run in accordance with these.

### Parent Participation

I/we will join in the life of pre-school for as long as our child attends. I/we would be particularly interested in:

Helping during the sessions	ε	working on the committee	ε
Making/ mending equipment	ε	taking part in outings	ε
Helping with fund raising	ε	other (please specify	ε

### Shared Record Keeping

I/we will contribute to the record of the child's development created jointly by parents and group. 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.

### Fees

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

### Punctuality

I/we will try not to be late in collecting the child at the end of the day/session and will warn both the group and the child on any occasion when this might happen.

Signed..... (parent)

Signed..... (parent)

Signed..... (committee chair/manager)

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## **TERMS AND CONDITIONS**

### **FEES**

Sessions are from 9am-12, Monday-Friday and our standard fees are £14.00 per session. A full list of fees is included in our brochure.

In addition, we charge a fee of 20p per day to every child attending to cover the cost of ingredients in cooking week and the provision of snacks.

If the pre-school is closed due to inclement weather we are not able to offer a refund however we may be able to offer alternative sessions if available.

### **VOUCHERS**

Children will be eligible for their sessions to be covered by government funding the term after their third birthday (the 1<sup>st</sup>, 3<sup>rd</sup> or 5<sup>th</sup> term). Should you decide not to claim vouchers for any day that your child attends, you will be charged £14.00 per session. If your child misses the 'count day' for vouchers in the 1<sup>st</sup>, 3<sup>rd</sup> or 5<sup>th</sup> term, you will be required to pay the full session rate until the next 'count day'.

### **CANCELLATION POLICY**

Once your child has started pre-school, you will be liable for the current half term's fees should you decide to withdraw him/her at any time during the term. We require at least 4 weeks notice of your intention to withdraw your child prior to the start of the subsequent term, or you will be liable for that term's fees also.

### **HELPING ROTA**

We employ 4 supervisors to organise the day-to-day running of pre-school and who are in charge of the children. However, we still need help on a daily basis and ask that parents / carers voluntarily help 2 or 3 times each half term. A copy of our rota procedure is available upon request. Please note that if you are unable to help for whatever reason, (e.g. working full time) a charge of £1 per session will be incurred independent of whether your child is vouchered or not. You will not be asked to help during your child's settling in period, which is their first term.

### **HEALTH AND SAFETY**

Please read the Health and Safety Policy, which is available in pre-school.