**PRESCHOOL REGISTRATION PACK**

On behalf of the staff, I would like to welcome you to Happy Adventures Preschool. We passionately believe that every child and their family deserve to experience early years care and education at its very best. ​We understand that your child is unique with their own personality and special gifts. Children are encouraged to grow and develop at their own pace in fun and exciting surroundings. ​Here at Happy Adventures Preschool, we love the outdoors and believe it ensures your child's imagination is captured, giving opportunities to create, investigate and discover. We pride ourselves of creating an exciting and secure environment in which to play and learn. With a fun and stimulating atmosphere children will develop their own curiosity through creative work, songs, stories and interaction with others.

**THE EYFS**

The curriculum we follow is the Early Years Foundation Stage (E.Y.F.S.) introduced by the Department for Education and Employment in September 2017. This is the learning framework for birth to five years old and covers the years a child spends in Preschool through to the end of Reception Class in Primary School.

The Early Years Foundation Stage guidance divides learning and development into 7 areas:  
  
**The Prime Areas**

• Personal, Social and Emotional Development  
• Communication and Language  
• Physical Development

​**The Specific Areas**

• Expressive Arts and Design  
• Understanding the world  
• Mathematics  
• Literacy

​These 7 areas are used to plan your child’s learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child’s unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.  
Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

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**Assessment**

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs, to document their progress and where this may be leading them.   
   
This is done through an online EYFS learning journey called Tapestry. You can download the Tapestry app and access all of your child's assessment on your phone or tablet. This information will be sent directly via Tapestry and gives you the opportunity to save the information in any format you’d prefer.  
   
We believe that parents know their children best and we ask that you contribute to assessment by sharing information about what your children like to do at home and how you are supporting their development.

#### ​The Team

At Happy Adventures Preschool, our staff are dedicated to providing stimulating learning experiences that encourages your child's natural curiosity to observe, experience, socialise and learn. The creation of a happy, creative and safe environment is brought about by our committed staff, who share an absolute love of children.

Our staff are approachable and responsive. They will always take time to tell you what has happened during the day and pass on anecdotes. Every day your child will have made something new to show you, share with you and talk about, whether it be a cake or a piece of writing or a particularly colourful painting for your kitchen wall!

We encourage your involvement at all times and hold parents' events and consultations. You will be invited to come in and support your child at various events over the course of the year such as den building and stay and play sessions. There will also be opportunities for you to attend workshops within the preschool to help you support your child's learning at home.

​Training

It is Happy Adventures policy that all our staff are trained to receive a minimum of NVQ Level 3 or equivalent. Our Manager is a qualified Early Years Teacher that has been judged by Ofsted as Outstanding. She is also a literacy specialist with experience of leading phonics programmes across the Early Years age range. The deputy Manager has trained and worked in a variety of local outstanding nurseries. She currently holds a NVQ Level 3 and is in the middle of obtaining a degree in Early Years Education.

​All members of staff at the preschool are passionate about their own professional development and are fully committed to taking part in a full internal and external training programme, keeping everyone up to date with the latest educational developments, whilst allowing us to appraise our methods, exchange opinions and develop a wealth of ideas.

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**Session and Fees**

Sessions run Monday to Friday – Term time only

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| ​Session | Fee |
| Breakfast Club 8.00 to 9.00 | £3.00 per session |
| Morning Session 9.00 to 12.00 | £11.50 per session |
| Afternoon Session 12.00 to 3.00 | £11.50 per session |
| All Day 9.00 to 3.00 (including lunchtime club) | £23.00 per session |

Fruit and refreshments are included in the session fees. A nutritious packed lunch must be provided by the parent/carer for the lunch club.

**Invoicing**

Invoices will be based on the number of sessions in a half academic term and you will not be charged if the Preschool is closed due to a bank holiday.

Invoices will be raised in the week before Preschool closes at the end of each half term minus any NEF entitlement claimed. Fees are then payable in advance each half term.

Nursery Education Funding (NEF) can only be used for the morning or afternoon nursery sessions to a maximum of 30 hours per week. Where the NEF hours claimed are less than the session hours taken the balance is payable. Breakfast Club and Lunch Time Club incur an additional charge.

Payment is due before the beginning of the first day of a new half term, via one or more of the following:

* Bank Transfer
* Childcare vouchers (Referenced with your child’s name)
* Cash payment not exceeding £40.00

​Failure to pay the fees will result in the immediate withdrawal of your child’s place.

28 days notice is required if you wish to cancel any sessions (including Breakfast and Lunch Time Club), any Nursery Education Funding will not be refunded for the remainder of the academic term.

The Preschool will provide 28 days notice to any changes in fees or policies.

**Applying for a place**

We welcome all applications for places for children aged between two and school age. Please take a look at our Admissions Policy to see how we ensure that the allocation of places is fair for all.

To apply for a place for your child, complete the registration form found below. If you would like to visit us you don’t need to make an appointment as we operate an open door policy. This means that parents/carers can understand the quality of care that we can offer to families, by coming along and having a look at what we do during a normal session. Please feel free to ask any questions you might have during your visit.

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**Registration form**

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| Child’s Details | |
| Child’s Full Name |  |
| Date of Birth | Male/Female |
| Main address of child |  |
| Does your child live at any other address? |  |
| On which date would you like your child to start? |  |
| Do you intend to claim funding for all or part of the cost for your childcare? |  |

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| Starting Sessions | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Breakfast Club |  |  |  |  |  |
| Morning Session |  |  |  |  |  |
| Lunch Time Club |  |  |  |  |  |
| Afternoon Session |  |  |  |  |  |

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| Ethnic origin of child |  |
| Nationality of child |  |
| Religion |  |
| What is the main language spoken at home? |  |
| Does your child speak any other languages? |  |
| Who has parental responsibility for the child? |  |

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| Parent/Carers Contacts | |
| Parent 1 – Preferred daytime contact number | Name:  Phone number:  Address:  Email address: |
| Parent 2 – Preferred daytime contact number | Name:  Phone number:  Address:  Email address: |

Should your child ever need to be collected by a person unknown to us, the following password must be quoted. Please do not make this password be known to your child

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| Please list below the names of the people that you give permission to collect your child from Preschool. | |
| **Name** | **Relationship to child** |
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| Any other Emergency Contact Details (Not Parent)  Please supply at least one emergency contact |
| Name: Mr/Mrs/Miss/Ms  Relationship to child:  Telephone number: |
| Name: Mr/Mrs/Miss/Ms  Relationship to child:  Telephone number: |
| Name: Mr/Mrs/Miss/Ms  Relationship to child:  Telephone number: |

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| Child’s Medical Information | |
| NHS Number |  |
| Dietary requirements |  |
| Does your child have any additional needs? Please supply brief information. We will contact you for more details. | Yes/No |
| Does your child have any medical conditions? Please give brief information. We will contact you for more details | Yes/No |
| Does your child have any allergies? Please give brief information. We will contact you for more details | Yes/No |
| Is your child up to date with the required vaccinations? | Yes/No  If no, please state why? |

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| Nappy Changing | |
| If you child wears nappies please sign below to agree to a member of staff changing your child’s nappies | Parent’s signature |

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| Doctors and other professional information | | |
| Family Doctors name and address and telephone | Doctors name:    Address:        Post Code    Telephone | |
| Do you give permission for your child to be taken to the doctor or hospital in an emergency  YES/NO | | |
| I also understand and consent that if required, my child will be taken by staff to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary, on the understanding that I have been informed and are on our way to the hospital. | | Parent’s signature |
| Does your child have any involvement with outside professional agencies e.g. speech and language therapist, social worker, paediatrician?  YES/NO – if yes please give details | | |
| Do you give us permission to share reports, if necessary, with outside professional agencies? - This includes Social Services, Speech and Language therapists, Health Visitors, schools your child will be going to when they leave us  YES/NO | | |

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| Photo/Video Consent | | |
| Happy Adventures Preschool will have preschool equipment to take photos and videos of the children which will be kept in the premises only and be used only for their learning journals, pieces of work or for displays within the preschool premises. Photos or videos of the children will NOT be used outside the preschool (unless written consent from parents is obtained)  When we hold special events, we hope to allow parents to take photos of their own child, but solely for personal use and should not be put on internet sites such as Facebook etc. | | |
| I agree for photos/videos of my child taken by a member of staff at Happy Adventures Preschool to be used solely as outlined above | | Yes/No |
| Parent’s signature |  | |

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| Happy Adventures Preschool Facebook page and Website |
| Do you give Preschool permission to: |
| Use photographs of your child for promotional purposes? |
| Use photographs of your child on social media? |
| Use photographs of your child on the Preschool website? |
| (Please note you child’s name or any other personal information will never appear online)  Signature: Date: |

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| Application of sun cream | | |
| As our weather is unpredictable please remember to apply sun cream on your children before their preschool session when necessary as we always have outdoor play. We are aware that at hand washing time even water proof sun cream can be removed from hands, arms and faces and we are happy to re-apply cream to those areas as necessary. If you would like us to do so please provide cream (marked with child’s name) in their bags which will be hanging on their pegs and indicate your agreement by completing and signing the permission slip below. | | |
| I hereby give my permission for the staff of Happy Adventures Preschool to apply sun cream when necessary to my child | | Yes/No |
| Parent’s signature |  | |

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| Outings | | |
| Occasionally we may go on outing into the local area. This may include walks to the local library or visits to the local park and shops. All our outings will be in walking distance unless additional parental consent is collected for the use of public transport. | | |
| I hereby give my permission for the staff at Happy Adventures Preschool to take my child out of the preschool on local visits. | | Yes/No |
| Parent’s signature |  | |

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| Contacting other settings | | | |
| Does your child attend any other childcare setting? | | Yes/No | |
| If your child attends more than one child care setting we would like to contact them to discuss their developmental progress. This will be undertaken to assist your child reach their full potential. | | | |
| I hereby give my permission for the staff at Happy Adventures Preschool to contact any other childcare settings my child attends now and in the future. | | | Yes/No |
| Parent’s signature |  | | |

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| Authorisation | |
| I have been provided with details of the Happy Adventures Preschool’s policies and procedures or where they can be accessed. | |
| Parent 1 signature |  |
| Parent 2 signature |  |
| Key worker signature |  |
| Preschool Manager signature |  |
| Date |  |