

# *Hatchlings*

## *Foundation Stage*

### *Unit*

# *Registration Form*



# Registration Form

Child's Personal Details			
Child's legal surname		Child's preferred surname	
Child's legal forename		Child's preferred forename	
Child's middle name(s)		Home Address	
Date of birth			
Male/Female			
Ethnicity:		Nationality:	
Country of Birth:		First Language: (ie language spoken at home during early years)	
Religion:			

Parent/Carer Details 1		Priority No	
Full Name		Main Telephone numbers Daytime	
Relationship to Child			
Address		Mobile	
		Evening	
		Email address	

Parent/Carer Details 2		Priority No	
Full Name		Main Telephone numbers Daytime	
Relationship to Child			
Address		Mobile	
		Evening	
		Email address	



You may provide a home packed lunch, or order a meal via the school office. All charges are payable in advance.

Please indicate your child's preferred meals					
	Monday	Tuesday	Wednesday	Thursday	Friday
Meal					
Own Packed Lunch					

We will presume your child will have a main meat meal unless you advise us otherwise. Please be aware we **do not** heat up any food and your child's packed lunch will need to contain an ice pack.

Previous and current childcare information (eg Nursery attended?)	
Please indicate how many hours funding you will be using at Hatchlings Foundation Stage Unit.	Hours
Does your child attend another childcare setting?	Yes / No Name: Contact No:
If you are sharing funded hours with another provider, please indicate which other provider:	
Is your child eligible for 2 year old funding	Yes / No

Please tick sessions you would like your child to attend-

	9am – 3pm	9am – 12pm	12pm – 3pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Preferred start date	_____		



Free milk is available for all children aged under five in school, funded by the UK government. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier. You need to register your child for their free school milk at [www.coolmilk.com](http://www.coolmilk.com).





## Terms and Conditions

1. Fees are payable during the first week of each new half term in advance
2. One months' notice in writing is needed to terminate your place at Hatchlings Foundation Stage Unit or reduce your hours.
3. You will be charged for absence from Hatchlings Foundation Stage Unit for sickness, holiday and non-attendance.
4. You must inform the setting if your child is going to be absent from Hatchlings Foundation Stage Unit.
5. We will not charge for bank holidays and INSET days.
6. Hatchlings Foundation Stage Unit reserves the right to terminate this contract for breach of contract for example; failure to pay your fees, breach of fees repayment schedule, aggressive behaviour.
7. These term and conditioners are further supported by our prospectus, policies, procedures and any other documents you have signed which are available for you to read.
8. We ask that if your child is unwell please keep them at home. Where a child has a sickness/diarrhoea they should not attend the setting for 48 hours from the last episode.
9. If your child is prescribed antibiotics the Foundation Stage Unit Teacher/Teaching assistant will discuss your child's attendance on an individual case if under 24 hours from first dose.
10. If your child has an allergy, all reasonable care will be taken to ensure that your child does not come into contact with certain foods, with support from parents, carers and external professionals.
11. We have an obligation to report to the relevant authorities any concerns we have that your child has suffered any suspected neglect or abuse, and we may do this without your consent and/or without informing you.
12. We shall not be liable for any loss or damage to toys, clothing, bags, lunchboxes, etc.
13. Please address any complaint or concerns to the Foundation Stage Unit Teacher in the first instance, please see our complaints procedure.
14. It is your responsibility to ensure Hatchlings Foundation Stage Unit staff are notified if somebody else will be collecting your child and they know the password.
15. Late/early collection of children will need to be through the school reception.
16. You will need to provide nappies and wipes for children that are not toilet trained.
17. You **MUST** provide changes of clothes for your child.
18. You need to ensure all your child's items are named.
19. If your child becomes unwell, the setting will contact you or your emergency contact
20. If you wish to claim Early Years Entitlement you will need to provide your child's birth certificate, sign a parent declaration form each term and complete a consent form.

**Please carefully read the following statements in line with the Data Protection Act 1998 and sign below that you agree.**

### DATA PROTECTION ACT 1998

- I agree for the information recorded on this form to be stored securely and be used to enable the school/foundation stage unit staff to offer appropriate support and plan allocation of Foundation Stage Unit places.
- I understand that this information may be shared with partner organisations, funding bodies and other professional agencies for monitoring and evaluation purposes.
- This information will be kept in line with the Data Protection Act 1998 and I will have the right to access any information held about me or my family.
- I understand that my personal information will not be passed to organisations for marketing or sales purposes.
- I understand that an offer of a place at our Foundation Stage Unit does not guarantee a place in our Reception class.

I confirm that the details above are correct to the best of my knowledge and I agree by the terms and conditions, policies and procedures of Hatchlings Foundation Stage Unit.

<b>Print Name of Parent / Carer</b>	
<b>Signature of Parent/Carer</b>	
<b>Relationship to Child</b>	
<b>Date</b>	

Please return completed forms to Othery Village School, Othery, Bridgwater, TA7 0PX.

Office Use Only						
Documents	Birth Certificate	Declaration Form	Hello Book	Consent Form	Two Year Old Funding Letter	Eligibility Code
Received Date						
Initials						