

**HARPSDEN PRE-SCHOOL PLAYGROUP
ADMISSIONS FORM**

Surname of Child:

Forenames of Child:

Date of Birth: ____/____/____

Names of Parents/Carers:

Home Tel. No: _____

Address of Parents/Carers:

Work Tel. No: _____

Mobile Tel. Nos: _____

Email address:

Day-to-day communications and invoices from the pre-school will mostly be sent by email. Paper copies are available if requested, or if you do not use email. Please let us know if you would prefer NOT to be contacted by email.

Name of Emergency Contact(s):

Emergency Contact(s) Tel. No(s):

Please include at least one emergency contact other than parent/carer.

Sibling(s):

Siblings Date(s) of Birth:

Preferred starting date and number of sessions required. Please also state if you have any particular days you would prefer:

School to be attended:

How would you describe your child's ethnicity or cultural background?

Medical Information

Name of Doctor:

Address of Doctor:

Telephone No:

Medical History (vaccinations, allergies e.g. latex, plasters, food allergies and intolerances, serious illnesses, asthma, eczema, operations, other relevant medical information – please continue on a separate sheet if necessary):

Additional Relevant Information

Please give details of anxieties, phobias, comforters, dietary requirements etc:

Please give details if your child has any special needs or disabilities, or has a statement of special educational needs:

Please give details of other pre-schools/nurseries your child is currently attending, and which sessions/days:

Photography

Taking photographs of the children is part of our ongoing assessment and also on special occasions, such as Easter and Christmas, and generally during the term, staff, members of the press e.g. the Henley Standard, other parents and contributors to the local Parish magazine, may photograph your child. It is our policy to seek your permission for this to happen (*Please delete one*)

- I agree for my child to be photographed whilst at Harpsden Pre-School
- I do not agree for my child to be photographed whilst at Harpsden Pre-School

Signed

We also sometimes include photographs of the children on our website. Please indicate whether you give permission for your child's photograph to be included on the website:

I do / do not give permission for my child's photograph to be used on the Pre-school website.

Authorisation:

Please give details of any other person(s) e.g. nanny/au-pair/grandparent who is authorized to collect your child:

Details:

Name: _____ Their signature: _____

Address and Tel. no:

Relationship to child:

Details:

Name: _____ Their signature: _____

Address and Tel. no:

Relationship to child:

Legal Contact & Parental Responsibility

Please give details of any person(s) who does **not** have legal contact with your child:

Name(s): _____

Please indicate who has parental responsibility for the child:

Name(s): _____

Please provide the name, home address and telephone number of anyone else who will regularly be in unsupervised contact with your child (e.g. child-minder, au-pair, nanny, grandparent)

Name: _____ Phone Number: _____

Address:

Permissions

In the event of an emergency, if the parents or main carers are not available, I give my permission for members of staff to seek emergency medical treatment if necessary and for my child to be taken to hospital either by ambulance or car.

I give my permission for a member of staff to change my child's nappy should the need arise.

Please also indicate if you give permission for the pre-school committee to add your contact details to a class list for distribution among other parents: YES/NO

I HAVE READ THE PARENT INFORMATION BOOKLET AND AGREE TO THE TERMS AND CONDITIONS OUTLINED WITHIN IT. I HAVE READ THE PRE-SCHOOL'S POLICIES AND PROCEDURES – THIS IS A CONDITION OF YOUR CHILD'S ATTENDANCE. Policies and procedures are available to read at the hall, or can be emailed to you if you prefer.

Signed _____ Date ____/____/____

Please remember to include your £20.00 registration fee, cheques made payable to Harpsden Pre-School Playgroup.

Please return form and fee to:

**Harpsden Pre-School
Harpsden Village Hall
Harpsden
Henley-on-Thames
RG9 4HJ**

Please let us know if you would like a copy of your signed form.

**Harpsden Pre-School is online at www.harpsdenpreschool.co.uk
Email us at harpsdenpreschool@gmail.com
Phone: 07810 392401**