



# Northrepps Pre-school

## Admission Form



Name of Child:

Date of birth:

Address:

Postcode:

Home telephone:	Religion:	First Language:
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**Persons with parental responsibility:**

1. Name.....  
 Relationship to child.....  
 Address.....  
 Postcode.....  
 Home Tel.....  
 Work Tel.....  
 Mobile.....  
 Email.....
  
2. Name.....  
 Relationship to child.....  
 Address.....  
 Postcode.....  
 Home Tel.....  
 Work Tel.....  
 Mobile.....  
 Email.....

Persons who are restricted from legal contact (please provide evidence of this):

Name.....  
Relationship to child.....  
Address.....  
Postcode.....  
Home Tel.....  
Work Tel.....  
Mobile.....

Name.....  
Relationship to child.....  
Address.....  
Postcode.....  
Home Tel.....  
Work Tel.....  
Mobile.....

**Emergency Contacts:**

Name.....  
Relationship to child.....  
Address.....  
Postcode.....  
Home Tel.....  
Work Tel.....  
Mobile.....

Name.....  
Relationship to child.....  
Address.....  
Postcode.....  
Home Tel.....  
Work Tel.....  
Mobile.....

**Other persons authorised to collect child:**

Name.....

Address.....

Telephone numbers.....

Name.....

Address.....

Telephone numbers.....

EMERGENCY PASSWORD (in case non-named person is collecting)

Name of Doctor.....

Address of Doctor.....

Telephone.....

Are your child's immunisations up to date?

Yes

No

**Special Dietary Requirements:**

Known allergies (please give details of treatments):

Is your child on any regular medication?

If yes please state type, dosage and reason:

Does your child have any additional needs?

If yes please give details:

Required start date.....

Please circle required sessions:

Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
Lunch	Lunch	Lunch	Lunch	Lunch
PM	PM	PM	PM	PM

**Safeguarding at Northrepps Pre-School**

At Northrepps Pre-school we adopt and adhere to the safeguarding regulations as outlined in the Early Years Foundation Stage statutory guidelines.

The implication of this is that if a member of staff or the Governing Body has any concern regarding child protection or the safeguarding of your child, it is our policy and statutory duty to report or make a referral to the necessary authorities. By law our duty is always to the child first.



We understand and accept the implications of Northrepps Pre-school's safeguarding policies and procedures and give consent for pre-school to put the safeguarding of my child first.

Signed:

.....parent/carer

Date: .....

Signed:

.....parent/carer

Date: .....

## Consent Form

Please circle as appropriate:

- I give permission for my child to use the Pre-school touch screen computer, interactive white board and I-Pad?  
Yes / no
- I give permission for my child to be given semi-skimmed milk?  
Yes / no
- I consent to my child taking part in cooking activities? Yes / no
- I give consent for a hypoallergenic dressing to be applied to a cut or graze?  
Yes / no
- I give general permission for my child to go on an outing to the local field, park and village church? (other outings will seek additional permission)  
Yes / no
- I give permission for my child to be photographed and or videoed in Pre-school for observations/record keeping/displays/Pre-school blog and notice boards?  
Yes / no
- I give permission for my child to be photographed for promotional purposes, newspaper and website?  
Yes / no
- I give my child permission to have their face painted? Yes / no

Signed.....parent/carer

Date.....



# Northrepps Pre-school

## Terms and Conditions



Name of child:

Date of birth:

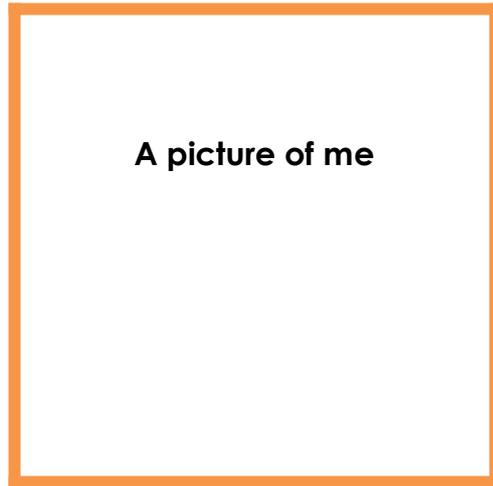
Consent:

- I give permission for Northrepps Pre-school to seek medical attention in the case of an accident and/or emergency. I authorise the staff to sign any written form of consent required by hospital authorities, if the delay in obtaining my signature is considered by doctors to endanger my child's well-being.
- I understand that the Pre-school must be made aware of any changes in my child's circumstances, e.g. family changes, moving house, attending other Pre-schools.
- I have been made aware of current policies and procedures and have a right to access them by asking the manager or chair.
- I understand that I need to give 4 weeks written notice to cancel my child's place.
- I understand that fees will be payable in advance and will be paid during illness or holiday.
- Late payment will result in a late payment charge of £20.00. Persistent non-payment may result in my child not being admitted to Pre-school.
- I understand that my child will not be admitted to Pre-school if they are unwell and must stay away for 48 hours after an episode of sickness and diarrhoea.
- I understand that Pre-school must be informed if someone different is collecting my child and that emergency passwords will be asked.
- I have received a copy of the exclusion periods for diseases as recommended by the Health Protection Agency.

Signed.....parent/carer

Date.....

# Getting to Know Me and My Family



My name is	
I like to be called	
My first language at home is	
Other languages in my family are	
Who lives in my house	
My experience of being away from my family	
My experience of playing with other children	
Special people in my life are	
My family and I celebrate	
Important events in my life	

### Interests and Preferences

Things that excite me and make me happy	
My favourite books, rhymes, activities, toys and places to go	
Things that I like doing outside	
My weekly routines	
Things I can sometimes get angry or upset about	
Things that comfort me	

### Food and Drink

I usually eat	
My favourite foods	
My favourite drinks	
I do not like	

### Health and Development

Medical Info	
I am allergic to	
My parents/carers are in regular contact with these health professionals because	
I am good at	
I sometimes need help with	

I communicate by	
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**Sleeping and Toileting Routines**

I like to sleep at this time	
My toileting routine is	

## Northrepps Pre-School Advisory Kit List



### **General Kit:**

Rucksack with: spare clothes, drink and any welfare items (nappies, wipes etc)

Water bottle

Waterproofs

Wellies

Indoor/outdoor shoes

### **Winter**

Long sleeved top

Warm trousers

Two pairs of warm socks

Fleece

Gloves ideally waterproof

Thermal hat

### **Summer**

Sturdy shoes

Cotton top

Cotton trousers or knee length shorts

Sun cream

Sun hat

Learning Journals and special books have grown in popularity over the last decade, offering early years settings a way to record the special moments of their children, and to keep parents involved in a partnership as their children blossom and grow. More recently they have been used in conjunction with the EYFS developmental stages to assess more formally how children are progressing.

Traditionally these individual records have been collected in scrapbooks or binders, building up into a treasured memoir that children can take with them when they leave for the next stages of their journey through life - each entry forming a thread in the warp and weft of the tapestry that is their life.

Additionally, managers experience the trauma of sending their journals home with parents, only to find they return them late or even lose them. In the event of parents who are separated it can be difficult to make the journals available to both in a fair way; and if one parent is away for other reasons (for example a serving member of the armed forces who is on active duties) it is impossible to use the physical journal as a means of keeping up to date with a son or daughter.

What if it was possible to create records of observations instantly? To add notes and images and have them immediately available to any authorised person as part of the complete story of the child's life at their nursery. To have parents able to view and comment on these special moments, and to be able to contribute their own stories of the child's life outside nursery?

Some features;

- Complete standalone application with your own web address, with full management functions to control access and communication, for parents and staff, and editorial control over all journals and records.
- Journals created for each of your children, with full control over who can view and edit them.
- Each observation or page can include notes, photographs and EYFS assessments, characteristics of learning and videos. They can be enhanced by comments from other staff and parents, and each page appears in a pleasing and coherent way.
- View the complete set of observations as a learning journey, flipping through a single child's observation pages, in time-order, or filtering in flexible ways to access your favorite records. Bookmark your favorites for quick access.
- Upload an observation to multiple children's journals simultaneously, then split and edit individually if necessary.
- Convert to PDF and give to parents as CD or print hardcopies as appropriate.
- Each child's journey can have individual accounts set up for parents and relatives to access.
- Parents can comment on new entries and even add their own.
- Intuitive EYFS 'tagger' allows assessments to be made down to statement level, and multiple EYFS assessments can be made for a single observation (optional - you decide in your management screen).
- Automatic emails generated for parents when new entries are made.

**Northrepps Primary Tapestry consent form.**

If you and your child are happy to take part in Tapestry please complete this consent slip with your email address details.

Email.....

Name of Child 1.....

Name of child 2.....

Parents/Carer signature.....Date.....

# What is a Key Person?

## *Definition:*

The key person has a special responsibility for a small group of children, giving them the reassurance to feel safe and secure enabling them to feel confident to learn and develop. The key person will also build relationships with the parents/carers.

## *Aim:*

Your key person will be made known to you on the home visit before starting at the setting. They will ensure that the needs of your child and your family are recognized within the setting. They will plan for your child's unique development and keep you informed of their development.

## *Main duties:*

- To support and assist the child and family in settling into the setting
- To observe, keep records, monitor and evaluate the child's progress
- To prepare a unique plan of development and progress that will be shared with the parents/carers. The plan will ensure that a child's race, religion, language and family values are taken in to account and respected.
- To support parents/carers in their child's development at home
- To support and guide families with specialist support if required
- To develop a day to day rapport with parents, informing parents of their child's activities and being available to discuss queries with parents/carers on a daily basis if possible.
- Liaise with parents and other professionals if required.

It is important to recognise that the key person **does not**

- Shadow a child throughout the session
- Work only with their key group of children
- Prevent other members of staff developing a relationship with their key children

Please remember that you may of course speak to any member of staff who will then pass on your comments.