

Registration form for



COCO'S PRE SCHOOL

Blindmans Lane, Cheshunt, Hertfordshire EN8 9DW

Tel; 01992 626123

Email: cocospreschool@yahoo.co.uk

Website: www.cocospreschool.co.uk

Please note this form must be completed in full before we can accept your child into nursery

Child's Name:		Please fix a picture of your child here											
Child's Main Address:	Second address if parents live separately:												
Email:													
Date of Birth:	1st contact - Name, relationship to child & Mobile Number:												
Gender: M/F	Password:												
People authorised to pick up your child. Also, to be contacted in the case of an emergency. It would be helpful if you could give some additional contacts in case we are unable to contact you directly. Please make sure anyone listed gives their consent for Coco's to hold their contact details for emergency use.													
Full Name:		Relationship to child:	Telephone numbers:										
2 nd													
3 rd													
4 th													
2yr old funding:	Y / N	Offer Code:	Child's National Health Number:										
30 hours funding:	Y / N	Offer Code:	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>										
(this can be obtained from your child's red book)													
Monday	Tuesday	Wednesday	Thursday	Friday									
Start:	Start:	Start:	Start:	Start:									
Finish:	Finish:	Finish:	Finish:	Finish:									
Daily total	Daily total	Daily total	Daily total	Daily total									
Please fill in the times you require each day - we will endeavour to fulfil your requested													
Settling in dates	1st	2nd	3rd/Start										
I wish my child to attend all year round	Yes/No	I want my child to attend Term Time only	Yes/No										
Any dietary requirements (i.e. no pork, vegetarian):													
Any medical condition (past or present), that we should be made aware of (including allergies):													
Child's first language:		language spoke at home:											

Please complete the details for both parents/carers if living at the same address

	Parent/Carer 1	Parent/Carer 2
Title		
Forename		
Surname		
Date of Birth		
National Insurance Number		
National Asylum Support Service (NASS) Number (if applicable)		

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to Coco's Preschool using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the nursery class.

Signature of Parent/Carer 1

Settling in information

Does your child still sleep during the day?	Yes/No/Sometimes
---	------------------

If yes how do you normally settle them down to sleep?	Does your child have a comforter (e.g. dummy, blanket, soft-toy)?
--	---

Please tell us anything that you think may help us settle your child during their transition into nursery, or if they ever become upset for any reason:

Please tell us what your child enjoys playing with:

Have they attended a nursery or setting before: Yes/No
if yes please state which one & do they still attend on days they will not be at Coco's

To enable us to get an overview of your child's developmental progress and help us ensure that the experiences we offer to your child are developmentally appropriate and challenging enough, it is helpful if you can tell us about your child's development so far. This information, along with information gathered by talking to you and from observing your child during their settling in sessions, will give us a clearer understanding of your child's next steps and their best fit upon entry to Coco's.

All about your child	Yes	Sometimes	Not yet
Does your child turn the pages of a book by themselves?			
Does your child pretend objects are something else? For example, hold toy banana to their ear and pretend it's a telephone			
If your child wants something they cannot reach, do they find a chair or box to stand on to reach?			
Does your child drink from a cup?			
Does your child copy activities you do, such as wipe up a spill, sweep, shave, or comb hair?			
When playing with a soft toy or doll, does your child cuddle it, pretend to feed it, put it to bed etc?			
Does your child respond to their name when you call them? For example, do they turn their head to look at you?			
Does your child give you eye contact when you talk to them?			
Does your child greet or say hello to familiar adults?			
Does your child have any toileting problems (need medication to go to the toilet)?			
Does your child let you know how they are feeling with words or gesture, for example, do they let you know when they are hungry, hurt, or tired			
Does your child try to show you things by pointing at them?			
Can your child follow simple instructions?			
Can you child look/listen to a book with a grown up?			
Does your child have 20 audible words plus?			

Can you understand most of what your child is saying? If NO, please explain.						
Do you have any concerns with your child's behaviour? If yes, please explain:						
Does your child have any additional needs? If yes please explain:						
Speech & Language Yes/No		Occupational therapist Yes/No		Educational Psychologist Yes/No		
Do they have a CAF?						
Please give details and any reports/letters that are relevant to your child's learning						
Has your child or their siblings ever been under Child Protection? If yes, please give further information and copies of any reports/letters						Yes/No
Do you or your child have a social worker? If yes please give further information and copies of any reports/letters						Yes/No
If you have answered yes to <u>any</u> of the above questions, please complete the section below giving us permission to share with other professional.						
I the parent/carer hereby give/do not give - my consent for Coco's staff to contact other professional and gather relevant data i.e. information/reports to assist my child's education and wellbeing.						
Name:		Signature:		Date:		
Family & Personal information						
Does your child have siblings/or a step family & what is their position in the family (ie youngest)						
Family home is:	Flat	House	Caravan		Hostel	
Does your child have access to an open area, such as a garden: Yes/No						
Does your child live with both parents: Yes/No - if no do they visit : Yes/No						
Doctor address & Phone number			Health visitor Address & phone number			
Consent/authorisation - please complete in full and sign						
I the parent/carer <u>do not give/ give my consent</u> to my child receiving any medical treatment which is urgently necessary		Signed			date	
		Printed				
I the parent/carer <u>do not give/ give my consent</u> for photographs to be taken for the use of my child's journal, for registration picture, lobby peg and lobby pictures.		Signed			date	
		Printed				

I the parent/carer <u>do not give/ give my consent</u> for my child to being taken out on short outing with staff	Signed	date
	Printed	
I the parent/carer understand that my child's hours are pre-booked and that I need to collect them on time. I also understand that failure to do this without prior permission will cost me extra fee's in late charges.	Signed	date
	Printed	
I the parent/ carer am aware that all Coco's policies are available in the lobby to be read at any time. These policies include Safeguarding Children.	Signed	date
	Printed	
I the parent/carer understand that I must give 4 weeks' notice if I no longer require a place for my child or charges will be incurred.	Signed	date
	Printed	

Please make sure that if there are any changes to the information that you have provided you notify a member of staff immediately to help us keep your data up to date.

Data Privacy

Section A - for Parents of children aged 24 to 36 months only

<p>This section is for parents of children aged 24-36 months only:</p> <p>I the parent/carer give permission for staff to carry out a 2-year check.</p> <p>In line with EYFS requirements a progress check will be carried out 6 to 8 weeks after your child starts nursery. This check is to highlight areas where your child is progressing well and areas that they may need extra help or support.</p> <p>Your child's key person will then meet with you to discuss their findings and you will then be asked for your input. These checks are for you to share with your health visitor at the 2 year old "Health and development review". Please note if your child has already had their check, we are still required to carry out the EYFS two year old check.</p> <p>The progress check is a statutory requirement of the EYFS.</p>	Signed:
	Print Name:
	Date:

Section B - for all children

From time to time, we are required to share data with local authority and other professionals. Please see listed below.	
Transition Record	This is information provided by us to your child's new school/setting to help support your child's transition and give the school information regarding their age and stage.
2 to 4 year-old funding data	We are required to send data on all children in receipt of 2-year funding. This data is used by the DfE statistics on Education for children under 5 to calculate their progress by offering them early funding
EYPP (early years pupil premium)	This data is shared with the local authority to make sure that it is used towards the individual children education/support

<p>I the Parent/carer give consent for the data I have provided on my child/family in this form and associated forms to be held by Coco's Preschool Centre Limited until such time as my child no longer attends the setting.</p>	Signed:
	Print Name:
	Date:

Coco's Preschool Centre Ltd

Rules and Conditions Full Day Care & Nursery places

CHILDS NAME _____

1. Coco's is open all year round 8.00am – 6.00pm except for Public Holidays for which there is no charge.
2. Fees are payable four weeks in advance and must be paid by their due date. Failure to do so may result in the loss of your child's nursery place.
3. No refunds are given under any circumstances and fees are payable in your child's absence, which includes holidays and sickness.
4. An administration fee of £30.00 for 2yrs and £15 for 3yrs and over is payable to secure your child's place. Upon acceptance, this money will be used to cover settling in and provide your child with a library bag and book.
5. Once an agreed date has been set for your child to start it is expected to be fixed and not be moved unless by agreement with Coco's management. **Failure to attend Coco's within the first 4 weeks following the agreed start date will result in the loss of your child's place.**
6. After starting at Coco's, if your child will not be attending nursery for any reason we request that you telephone to inform us as soon as possible. **If parents/carers do not inform the office, places will only be held open for a total of 4 weeks from your child's last attendance and your child will then automatically lose their place.**
 - a. Children with sickness and/or diarrhoea must be kept away from the nursery for 48 hours after the last episode to avoid cross infection.
7. If your child is given antibiotics, they should **remain at home for the first 24 hours** to make sure there is no allergic reaction to the medication, it can then be administered at Coco's.
 - a. Only medication prescribed by a doctor, with your child's name and dosage can be given by Coco's staff.
8. We MUST be notified if anyone unknown to ourselves will be collecting your child. We will NOT allow your child to leave the premises unless we have been notified.
9. If you wish to leave Coco's **we require a minimum of 4 weeks' notice in writing.** Failure to do so will incur a charge equivalent to 4 weeks fees.
10. Late collection of your child without previous agreement of Coco's management will incur a late collection fee.
 - a. Failure to collect your child by 18:00 (6pm) will incur a late collection fee of £6.00 for the first 10mins and thereafter £8.00 per additional 10 minutes.
 - b. If a child is not collected and no contact has been made by parents/carers by 19:00 (7pm), the senior member of staff on duty will put the child protection measures into place and contact the children and family services, along with the duty social worker.
11. Extra days/extending hours must be agreed with Coco's management prior to the date(s) required and will be charged at an hourly rate and must be paid **on the day** as it is not separately invoiced.

I have read and understood the above conditions and agree to comply with them:

Name:	Signature:	Date:
-------	------------	-------

Please note that until your registration fee is paid any days discussed/requested cannot be held