



Making it great,  
for every child, every day

Rotherfield Recreation Ground, North Street, Rotherfield, East Sussex TN6 3LX  
 ☎ (01892) 853207, Registered Charity No. 1148519 Company No 07856560  
 www.rotherfieldpre-school.co.uk

## REGISTRATION FORM

### BASIC DETAILS

\*Delete where necessary

Childs Full Name.....

Name known as (if different).....Date of Birth.....Male / Female\*

Email(s).....

Name of parent(s) with whom the child lives 1. Does this parent have parental responsibility? Yes / No* 2. Does this parent have parental responsibility? Yes / No*	Name of parent with whom the child does not live 1. Does this parent have parental responsibility? Yes / No* Does this parent have legal access to the child? Yes / No*
Address  Postcode	Address  Postcode
Contact Numbers Home Mobile - Parent 1. - Parent 2.	Contact Numbers Home Mobile

### EMERGENCY CONTACT DETAILS *(please could you provide a digital image for ease of recognition)*

Work/daytime contact number Parent 1. Parent 2.	Persons authorised to collect the child if you cannot be contacted (must be over 16 years of age)  1. Name Relationship to child Home Mobile 2. Name Relationship to child Home Mobile
Any other emergency contact numbers 1. Name Home Mobile 2. Name Home Mobile	
Please provide a password to be used in the event that your child needs collecting without a parent:	

**PERSONAL DETAILS OF CHILD**

Doctor's Name, Address and Telephone Number

.....  
.....

- Are your child's immunisations up to date? Yes / No\*
- Does your child have any food allergies or special dietary needs we should know about? Yes / No\*
- Has your child got any underlying medical conditions we should be aware of? Yes / No\*
- Was your child premature? Yes / No\*
- Are there any know additional needs within the immediate family Yes / No\*

If Yes to any of the above, please state

How would you describe the ethnicity or cultural background?

.....

What is the main religion of your family?

.....

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

.....  
.....

What language(s) is/are spoken at home?.....

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes / No\*

Does your child have any special needs, disabilities, or medical conditions? Yes / No\*

If so, please give details

Are any of the following in place for the child:

- Early Years Action? Yes / No\*
- Early Years Action Plus? Yes / No\*

Do you know which Primary School you intend to send your child?

Yes / No\*

If Yes, please state:

Does your child regularly attend another Pre-School or Childminder?

Yes / No\*

If Yes, please state details and contact information so we can share information on your child's development.

NAMES OF PROFESSIONALS INVOLVED WITH THE CHILD

Name 1.....

Role.....

Agency.....

Telephone.....

Name 2.....

Role.....

Agency.....

Telephone.....

Do you have a Health Visitor?

Yes / No\*

Name.....

Based at.....

Telephone.....

Do we have your consent to contact the Health Worker for the Integrated Progress Review checks and other relevant information?

Yes/ No\*

Does your family have a social care worker?

Yes / No\*

Name.....

Based at.....

Telephone.....

**PLEASE CONFIRM THE FOLLOWING DETAILS:**

The date you would like your child to start Rotherfield Village Pre-School

.....

**Days and times of attendance you require**

	Morning (3hrs)		Lunch Club (1hr)		Afternoon (2hrs)**	
Monday	9.00am – 12.00noon		12.00noon – 1.00pm		1.00pm – 3.00pm	
Tuesday	9.00am – 12.00noon		12.00noon – 1.00pm		1.00pm – 3.00pm	
Wednesday	9.00am – 12.00noon		12.00noon – 1.00pm		1.00pm – 3.00pm	
Thursday	9.00am – 12.00noon		12.00noon – 1.00pm		1.00pm – 3.00pm	
Friday	9.00am – 12.00noon		12.00noon – 1.00pm		1.00pm – 3.00pm	

**\*\*SESSIONS FOR 2 YEAR OLDS ONLY**

Where did you hear about us? e.g. Word of mouth, Notice board, Website or other:

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Would you be interested in:

1. Being a parent Helper? Yes / No\*
2. Joining the Parent of Pre-School (POPS) to help raise much needed funds? Yes / No\*

***Your child's first session:***

As part of our settling in process you are invited to accompany your child on their first two sessions. On your first morning you will have the opportunity to meet the team and your child's Key Person, who will complete a settling in form with you, for your child. Please allow approximately 20 minutes on this day to stay and complete the form. **Please also bring your child's 'red book' (as provided at birth) with you to this session as we are advised to track their vaccination program.**

***Government funding:***

Rotherfield Village Pre-School supports the government's 15 hours initiative, Early Years Education Entitlement (EYEE). In order to claim the hours from East Sussex County Council (ESCC) you will, through us, be given a form to complete.

Some 2-year-old children are eligible for EYEE funding. To find out if you are eligible please go to <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

If you have any queries with regard to funding, please speak to Sandra, Shereen or Emily.

In order for us to claim your free entitlement, please ensure that you bring a copy of your child's birth certificate or their passport when returning your form, to provide evidence of your child's date of birth. Thank you.

Funded hours can be claimed from 9.30am – 12.00pm and 12.30pm – 3pm, but please note our session times run from 9am – 12, 9am – 1pm, or 12pm – 3pm. From 9am-9.30am and 12pm – 12.30 pm is chargeable at our published hourly rate.

Please read our Fees Policy on our website [www.rotherfieldpre-school.co.uk](http://www.rotherfieldpre-school.co.uk) for further information.

**Thank you for completing this form.**

**YOUR SIGNATURES:**

- To the best of my knowledge the details on this form are all correct.
- I have given consent to the agreed statements mentioned above.
- I understand that will inform any changes to medical history, permissions, contact details or hours attended in writing.
- I understand that all sessions missed through sickness and holidays will be paid for.
- I understand that Rotherfield Village Pre-School requires 4 weeks written notice if my child is to leave, so that we can adjust staffing accordingly.
- I have read and understood the Child Protection and Privacy Policy Documents (Please note that all our policies can be found on our website at [www.rotherfieldpre-school.co.uk](http://www.rotherfieldpre-school.co.uk). Please advise us if you require a paper copy.)
- I understand that all our policies are in place to support your child and to assist staff to provide the best pre-school education and care.
- I have read and understood all Rotherfield Pre-School's policies. (Please note that all our policies can be found on our website at [www.rotherfieldpre-school.co.uk](http://www.rotherfieldpre-school.co.uk). Please advise us if you require a paper copy.)

**PLEASE NOTE:**

**As we staff on a termly basis, we require 4 weeks written notice if you wish to delay your child's start date. If you do not provide us with notice, an invoice will be generated from the date you have requested, and you will be responsible for making the termly payment for the hours you have stipulated.**

Parent 1.....Date.....

Parent 2.....Date.....

I have included my £15 registration fee to cover administration costs.

To pay via BACS please reference using your child's surname and email conformation to [office@rotherfieldpre-school.co.uk](mailto:office@rotherfieldpre-school.co.uk) so we van track you payment:

HSBC  
Account No 72143453  
Sort Code 40 44 37

**We will adhere to the principles of the General Data Protection Regulations 2018 when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up to date in our Privacy notice Privacy Notice - Pupils and Parents which is given to you at the point of registration.**

