



Welland Pre-school

The Pavilion, Spitalfield, Marlbank Road, Welland, Malvern,
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Reg. Charity No: 1083591
www.wellandpreschool.org

APPLICATION FORM

PLEASE USE BLOCK CAPITALS

* delete as applicable

CHILD'S FULL NAME Name to be known by CHILD'S DATE OF BIRTH HOME ADDRESS

PARENT/CARER 1: (Mr/Mrs/Miss) Address: Post Code: Home Tel. No.: Mobile No.: Email Does this parent have parental responsibility ¹ for the child? Yes/No* Does this parent have legal access ² to the child? Yes/No*	PARENT/CARER 2: (Mr/Mrs/Miss) Address: Post Code: Home Tel. No.: Mobile No.: Email Does this parent have parental responsibility ¹ for the child? Yes/No* Does this parent have legal access ² to the child? Yes/No*
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¹ Parental Responsibility is automatic to both parents if they are married and is not affected by divorce. If a father is not married to the mother, parental responsibility is not automatic – it is given if both register the birth or the parents marry.

² Legal access is 'access' that has been awarded by a court, usually to a non-resident parent or sometimes grandparents, siblings, etc.

- Does your child have a sibling attending Welland Pre-school? - **YES/NO***
- Does your child currently have a place at any other pre-school or nursery group? - **YES/NO***
- If yes, please state:.....
- Which primary school do you expect your child to attend?
- Expected date of entry to: Pre-school:..... School:.....
- **SESSIONS REQUIRED:**

DAYS	Morning 9am-12pm	Lunch-time 12pm-1pm	Afternoon 1pm-3pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

MEDICAL

Doctor's Name: (req'd) Tel No.:(req'd)
Doctor's Address: (req'd)
Health Visitor: (req'd) Tel No.: (req'd)
Health Visitor's Address:(req'd)
Medical History:

Allergies/Reactions:

Special Dietary Requirements:

Plasters may / may not* be used to cover a cut or graze if my child is hurt.

Plasters have been used before & no allergic reactions experienced/Plasters have not been used before*

SERIOUS MEDICAL CONDITIONS REQUIRE A MEDICAL PLAN TO BE IN PLACE PRIOR TO A CHILD JOINING.

We are happy to work with parents/carers to devise a suitable plan and we welcome requests for assistance.

My child requires a **MEDICAL PLAN** and I understand this must be completed and signed by myself and pre-school prior to my child starting pre-school - **Yes/No***

EMERGENCY TREATMENT DECLARATION

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the setting manager (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed: Date:

VACCINATION & IMMUNISATION

Children attending pre-school should be fully immunised against the common childhood infections. We are required to keep a record of the immunisations your child has received. We will also need to see your child's 'Red Book' (supplied to each child at birth) prior to he/she starting Pre-school.

Recommended immunisation schedule for 0 – 5 years:

Please tick if immunised	Vaccines	Age
<input type="checkbox"/>	Diphtheria, Tetanus, Pertussis (whooping cough)	2 months
<input type="checkbox"/>	Polio & Haemophilus influenzae (DTaP/IPV/Hib) One injection	
<input type="checkbox"/>	Pneumococcal (PCV) One injection	
<input type="checkbox"/>	Diphtheria, Tetanus, Pertussis (whooping cough)	3 months
<input type="checkbox"/>	Polio & Haemophilus influenzae (DTaP/IPV/Hib) One injection	
<input type="checkbox"/>	Meningitis C One injection	
<input type="checkbox"/>	Diphtheria, Tetanus, Pertussis (whooping cough)	4 months
<input type="checkbox"/>	Polio & Haemophilus influenzae (DTaP/IPV/Hib) One injection	
<input type="checkbox"/>	Meningitis C One injection	
<input type="checkbox"/>	Pneumococcal (PCV) One injection	
<input type="checkbox"/>	Haemophilus influenzae/Men C One injection	12 mths
<input type="checkbox"/>	Measles, Mumps & Rubella (MMR) One injection	Approx.
<input type="checkbox"/>	Pneumococcal (PCV) One injection	13 mths
<input type="checkbox"/>	Tetanus, Diphtheria & Polio (Td/IPV) One injection	3 yrs 4m to 5 yrs

Except under very rare circumstances, we strongly recommend that parents should ensure all immunisations are fully up-to-date

ADDITIONAL INFORMATION

What other information is it important for us to know about your child?

.....

.....

.....

.....

ETHNICITY

This information is collected on a voluntary basis. Should you choose to complete the form, please tick you child’s relevant ethnicity and state his/her first language.

ETHNIC ORIGIN –

- | | | | |
|--------------------------|--------------------------|---------------------------------|--------------------------|
| • <i>White British</i> | <input type="checkbox"/> | Mixed – White & Black Caribbean | <input type="checkbox"/> |
| • Asian or Asian British | <input type="checkbox"/> | Black or Black British | <input type="checkbox"/> |
| • Chinese | <input type="checkbox"/> | Any other ethnic background | <input type="checkbox"/> |
| • Please state | | | |

FIRST LANGUAGE

INFORMATION SHARING

Consent from a person with Parental Responsibility is normally obtained prior to sharing any information regarding a child, unless it puts a child at risk or undermines a criminal activity. For full details please see our ‘Safeguarding Children’ policy.

- I give my consent for information regarding my child to be shared with other settings (i.e. nurseries, pre-schools, child-minders) that my child attends, with regard to curriculum and personal development (this enables your child to have their development more consistently monitored and their individual needs met during their early years) - **Yes/No***

- I understand that information about my child will be shared with professional bodies (ie health visitor, child information service, police), without my consent, when –
 - It is a matter of safeguarding a child or vulnerable adult
 - With regards to any special needs the child may have
 - Transition to school- **Yes/No***

- I give my consent for information to be shared with the Local Authority in order to obtain funding for my child - **Yes/No***

- I confirm I will notify pre-school in writing of any changes of information concerning my child (ie emergency contacts, telephone numbers) or changes to personal circumstances (ie parents separation, loss of a family member) - **Yes/No***

Signed: Date:

GENERAL PARENTAL PERMISSIONS

Sunscreen

I give permission for staff to administer hypoallergenic sun cream supplied by pre-school to my child when necessary.

Signed: Date:

Short trip – general outings

I understand that my child will be outside for part of their daily routine in the following areas: Welland Pre-school's playground, Spitalfield playing fields and Welland recreation ground.

I give my consent for outdoor daily activities – **Yes/No***

I understand that my child may be taken on walks in the immediate vicinity: Welland village shop, Welland children's park, Welland orchard, village hall and I give my consent for walks in the immediate vicinity – **Yes/No***

I understand that my child will be taken on foot to Welland Primary School for Woodland Wander, PE and other occasional events when invited by the Primary School – **Yes/No***

I understand that I will be given details of any major outings and a specific consent form will require my signature – **Yes/No***

A risk assessment is carried out for each venue which is regularly reviewed.

TAPESTRY

Each staff member must keep an Early Learning Profile charting their key children's progress through Pre-school in conjunction with the EYFS development stages. When each child leaves, this information is used to send a summary to the child's new primary school and the profile is given to parents.

At Welland Pre-school, we use an online learning journal known as Tapestry. Each child has their own profile which can only be accessed by the pre-school staff and the child's parents using a unique password, either online or via a mobile app. Parents are notified each time any new observations or next steps are added to their child's profile and can comment on new entries if they wish. Parents will receive Tapestry training when their child starts.

It is often quite difficult to take a photo of your child alone as many of the activities involve interaction with other children and whole group play. In order to give you a more accurate record of your child's pre-school day, we would like to ask your permission to use your child's image on other children's profiles on Tapestry. Your child's name will not appear on other profiles, just their photo. **I give permission for my child's details to be used on other children's profiles on Tapestry – Yes/No***

Signed Date

PHOTO CONSENT

We would like to obtain your consent to have images taken/used of your child whilst they are with us and in some cases after they have left. Please indicate 'Yes' or 'No' to these images being taken and utilised:

We like to show everyone just how wonderful our children are in their day-to-day activities at pre-school. We exhibit work and photographs around the room for everyone to admire! This is a Pre-school procedure.

- **Social Events** - Photographs and video are taken by many parents and pre-school at different social events, for example the Christmas Nativity and Sports Day. We ask for your permission for your child to be photographed/filmed on these occasions. Please note, any images or recordings are purely for personal family use and images containing children other than your own must not be made available on social networking sites or the internet. We ask parents/carers/visitors not to take photographs with cameras or mobile phones within pre-school without prior permission - **Yes/No***
- **Newspaper** - In line with advice from the Local Education Authority, our pre-school policy requires parental consent when children have their name used and photograph taken for use in a newspaper. Currently we understand that the Malvern Gazette will not print any photograph without an accompanying name. We ask for your consent to use your child's photograph in local newspapers - **Yes/No***
- **Website** - We ask for your consent to utilise images of your child on Welland Pre-school's website. Names of children will not be given - **Yes/No***
- **Facebook** – Our Welland Pre-school Facebook account may show pictures of children playing with various activities throughout the day. No names are included. We ask for your consent to use images of your child on Welland Pre-school's Facebook page – **Yes/No***

Signed Date..... Child's Name

GENERAL PARENTAL PERMISSIONS

Animals

We may occasionally have supervised visits of animals to our setting. A risk assessment will be carried out for visiting animals and parents will be informed.

I give permission for my child to participate in events involving visiting animals – **Yes/No***

Please state any known allergies or aversion your child has to animals:

.....
.....

Signed: Date:

NEWSLETTERS

We issue newsletters every month containing important dates for your diaries. We usually email these newsletters but can provide paper copies if you prefer.

Please email a copy of the newsletter to the following email address/es:

.....

I would prefer a paper copy of the newsletter: **Yes/No***

POLICIES AND PROCEDURES

A copy of our policies and procedures is available at all times in the Pre-school foyer in a white folder. If you have any questions about these, please speak to our Manager.

PLEASE NOTE:

- To comply with insurance requirements we are not able to care for your child outside session times (9.00am to 3pm).
- I agree to my child being taken directly to hospital or being seen by the nearest available doctor should an emergency arise.
- I understand that my child may not attend Pre-school if he/she is unwell or within 48 hours of a case of sickness/diarrhoea (please see "Sick Children Policy").
- Prior to your child starting, you will be required to complete a '**Contact & Emergency Details**' form complete with relevant signatures to be used for cross reference purposes in case of emergency.
- Please exercise great care when using the car park. People use the car park & Spitalfield at their own risk – Welland Pre-school accepts no responsibility for injury, damage or loss to persons, vehicles or property.
- Welland Pre-school reserves the right to give 24 hours notice to a parent/carer to remove their child from pre-school should they feel the need arise.
- If you find that you no longer need the place, please inform us as soon as possible. Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice).
- **Prior to your child joining Welland Pre-school, we will need to see their birth certificate and their 'Red Book' supplied to each child at birth.**

Signed: Date:

For Office Use:

Birth Certificate Date of Birth:	Red Book :
Seen by:	Seen by: