



# Findon Village Pre-school

Youth Club Building, High Street, Findon  
 West Sussex, BN14 0TA  
 07762906911 - fvpreschool@gmail.com

## Registration Form

Thank you for your interest in Findon Village Pre-school. Once you have visited us and discussed your requirements, please complete this form and return it to Kim Fessey at the above address. When a place has been allocated, we will be in touch during the term before your child is due to start to discuss settling-in sessions. A £50 deposit is required. Once your child is attending Pre-school. Please ensure that you inform us immediately of any changes to your contact details.

### SECTION A – CHILD

Surname:	Date of Birth:
Forename:	Known as:
Home address:	
	Postcode:
Home telephone:	Boy / Girl:
Language(s):	Religion:
2year Funded Reference number if applicable :	

### SECTION B – PARENTS/CARERS

Surname:	(1)	(2)
Forename:		
Relationship to child:		
National Insurance Number :		
Home address:		
Email address		
Telephone (daytime):		
Telephone (evening):		
Mobile:		

### SECTION C – SESSIONS

Please indicate which sessions you prefer by ticking the relevant boxes below.

Morning sessions are charged at £14.00 for non-funded children. Children are entitled to five sessions a week from the



Pre-school Leader **Mrs Kim Fessey** Parent Committee Chairman **Danielle Huet**

Member of the Pre-school Learning Alliance. Registered and Inspected by OFSTED. Registered Charity no.1029483



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beginning of the term after their third birthday. Lunchtime sessions are open to children at a cost of £2.50.  
 We have extended hours on Monday, Wednesday and Fridays we offer as an additional service.  
 8.00-9.00 £5 and 3.00 - 4.30 £7.50  
 From January 2016 we will be open all year round .

	Monday	Tuesday	Wednesday	Thursday	Friday
8.00 – 9.00					
9.00 -12.00					
12.00 – 12.45					
12.00- 3.00					
3.00- 4.30					

Preferred start date:

If exact sessions are unknown, please indicate provisional number of sessions required:

Please indicate for	
Term Time only	
All year round	

## SECTION D – HEALTH

Name of doctor:	Surgery:
Address:	
Telephone:	Health visitor:
Please provide details of any known allergies:	



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Please give details of any health problems that the Pre-school should be aware of:	
Please indicate if your child has any special dietary requirements (for health or other reasons):	
In the event of a minor wound, can we put a plaster on your child? Yes / No	
Do you give permission for Findon Village Pre-school to obtain and/or administer any necessary medical treatment for your child in the event of an emergency?	YES / NO

Sometimes we take the children out in the Village only . Do you give us permission to take your child only if our outings Policy is Adhered to ?	Yes / No
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<p>If we need to contact outside agencies eg. Speech and Language , FIRST (a team of people who help us, yourselves and your child if they may had additional needs – this will be discussed with you first)          Yes / No</p>
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Please tell us who we should contact in an emergency if we are unable to get hold of the parents/carers as detailed in Section B.

Surname:	(1)	(2)
Forename:		
Relationship to child:		
Home address:		
Telephone (day):		



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Mobile:		
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If any persons other than those named in Sections B and E are authorised to collect your child from Pre-school, please provide details below.

Surname:	(1)	(2)
Forename:		
Relationship to child:		

## SECTION F - FURTHER INFORMATION

Do you give permission for photographs/videos to be taken of your child (for the purpose of illustrating the work of the Pre-school and on our Website)?	YES / NO
Does your child have any special needs that you would like the Pre-school to be aware of?	
<p>Is there any other information concerning your child that you feel may be relevant, or any information that may make it easier for us to settle your child into Pre-school?</p> <p>Please could you add a password in case you need to use it if someone else we do not know is picking your child up this enables us to ensure your child's safety.</p> <p>PASSWORD .....</p>	
I have read and understood the Policies and Procedures of Findon Village Pre-school and agree to abide by them. They can be found on our website or you may request a hard copy . ( findonvillagepreschool.btck.co.uk )	YES / NO

**Findon Village Pre-school is a registered charity, managed by a committee of parents in association with Pre-school staff. Parents are as much a part of the Pre-school as their**



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**children, and without their commitment and participation the Pre-school could not function. We rely on them in the areas of:**

- **Management** - all parents are encouraged to be active members of the committee and to attend meetings;
- **Fundraising** – the Pre-school is a non-profit-making organisation and requires regular fundraising;
- **Parent Rota** – the rota is an intrinsic part of our day-to-day running and requires the support of one parent/carer per session.

**Deposit must be paid along with the Fees Policy signed before a place can be registered.**

## **Giving notice to withdraw your child .**

We need to have 4 weeks notice for this even if your child is funded .

## **Changing settings**

If your child is moving from another setting please ensure you give notice to them . This will depend on their Policy so please ensure you check their notice period .

This will save much confusion to all involved .

## **Childcare vouchers**

If you are going to use Childcare vouchers we need to have this information before your child starts.

Please note it is down to the parent /carers to organize setting up payment .

If nothing has been set up within 14 days we reserve the right to ask for payment by cash or direct debit into our bank account or cheque as our Fees policy of payment required by terms.

Please provide the following details ;

Name .....

Address .....



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Your account number with them .....

Our account details : Address as on front of form

Santander  
Account number 71623085  
Sort code : 72-00-00

Signed .....

Date .....

Print name .....

Deposit paid .....



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