

Little Nippers Admission Form and Parent Agreement



Please tick your preferred sessions from our opening hours:

Monday	8.45-12.00		12.30-3.00	
Tuesday	8.45-12.00		12.30-3.00	
Wednesday	8.45-12.00		12.30-3.00	
Thursday	8.45-12.00		12.30-3.00	
Friday	8.45-12.00		12.30-3.00	

Start date:

Name of child

Date of birth

Names of parents/carers with who child
lives with

Home address
incl. postcode

Home telephone
number

Mobile number

Email address

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If there is a parent with whom the child does not live, please give their details:

Name

Address

Telephone
number

Mobile number

Email address

Emergency contact details

Parent 1 daytime / work
number

Parent 2 daytime / work
number

Other people you permit us to contact in an emergency if parent 1 or 2 are unavailable

Name

Relationship to
child

Telephone
number

Mobile number

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Name

Relationship to
child

Telephone
number

Mobile number

People authorised to collect the child (other than parents)

Name

Relationship to
child

Name

Relationship to
child

Personal Details of the child

Does your child have any special dietary
needs?

Please give
details:

Does your child have any special needs or
disabilities?

What special help will your child need in the setting?

How would you describe your child's ethnicity or cultural background?

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.....

If your family has a religion please state here
which:

.....

Are there any festivals or special occasions celebrated in your child's culture or religion that
you would like to see acknowledged or celebrated while he/she is in our setting?

.....

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.....

.....

If the language spoken at home is not English please state which language is
spoken

.....

Is this the first time your child will be in an English speaking
environment?

.....

Does your child have any
allergies?

.....

If yes, please give
details

.....

Does your child have any medical conditions that we should know about e.g.
Asthma?

If yes, please give
details

.....

Name of health
visitor

.....

Telephone
number

.....

Is your child in receipt of Disability Living Allowance (DLA)

Yes

No

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Are there any other professionals e.g. social workers or health care professionals involved with your child that you would be willing to share this information with us? This information would be held in the strictest confidence.

Name of Professional

Name of Professional

Job Title

Job Title

Reason for involvement

Reason for involvement

Child's Doctor and Surgery

Telephone number

Is there any other information which you think may be important for us to know?

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Play and belongings

I understand that the pre-school does not accept responsibility for accidental damage for loss of property

Yes

No

Parents are requested to keep their child's personal items to a minimum and clearly label all belongings including clothes, coat, bag and drinks bottle.

I understand that I should send my child to pre-school in clothes and shoes suitable for play and painting

Yes

No

Jewellery, heels on shoes and flip flops etc restrict a child's movement and can present a risk of injury. Parents are strongly advised against these items and must take responsibility for accidents caused by belongings or clothes which the children have been sent to pre-school with.

Photography

Yes

No

I give permission for photographs to be taken of my child for the purpose of informing my child's individual learning journey. These photographs may also be used for internal pre-school displays.

Press Photography

Occasionally we invite the press to come to events for the purposes of publicity. (If you need more information please refer to the pre-school policy on photographs). I realise by giving consent these pictures may be used on the press' website.

I give permission for these photographs to be used by the invited press as long as my child's name is not given

Yes

No



Mevagissey Community Primary School Press Photography

The pre-school children are often invited to attend events in the Primary school and the local press may be invited to these events. I realise by giving consent, these photographs may be used on the press's website.

I give permission for the invited press to use these Photographs as long as my child is not named.

Yes

No

I understand that the primary school staff make take photographs at these events. In the event of my child being in any of these photographs, I give permission for the primary school to use them internally or on the school's own website as long as my child's name is not used.

Yes

No

Photographs taken by other parents at pre-school events

I agree not to publish on the internet, in any form including social media, any images of my child where the other children have been captured on the same image.

Yes

No

Emergency

I agree to the emergency number or doctor being called or simple first aid being administered by a qualified first aider should the need arise

Yes

No

I am happy for my child to have a plaster if necessary

Yes

No

Policies

I am aware I can read the pre-school policies (please ask the Pre-school Manager)

Yes

No

I agree to the policies of the pre-school

Yes

No



Suncream

In the warmer months, we recommend all children have sun cream applied in the morning. If your child is with us all day we will re-apply suncream after lunch. Please tick the box for your acceptance of this. If your child has sensitive skin/allergies, please provide us with your own named bottle of suncream. We will use a 50+ factor suncream on your child unless we are told otherwise.

Yes No

Tapestry - your child's learning journey

“Tapestry” is an app that we use for recording your child’s learning journey. You will receive up to date information as it happens including photos and assessments. As parents, you can reply to the email and your responses are automatically stored in your child’s records. We shall send this to your email address detailed on page 1 of this admissions form.

Facebook and Instagram (social media)

We wish to seek parents and carers permission to put photographs of the pre-school children and activities on our Facebook and Instagram page. Children are never named in the posts. We fully respect this is your decision so please kindly confirm whether you grant us permission to do this or not.

Yes No

Calpol and in-ear thermometer

If your child has a high temperature of 37.5 degrees or above we will be telephoning a parent or carer to collect your child. We will also be asking you in that phone call if we can give your child ‘Calpol’ as a measure to prevent a further spike in temperature. The pre-school will provide the medicine and you will be asked to sign a medicine record on arrival to collect your child. (Please note this does NOT replace our current policy that says we can only administer prescribed medication. Children that require regular doses of ‘Calpol’ should stay at home until well enough to return to pre-school. The Calpol administered by pre-school staff will be done so in the event of a sudden onset of a high temperature)

Yes No

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INFORMATION WE HOLD ABOUT YOU AND YOUR CHILD

We have procedures in place for the recording and sharing of information and data about you and your child that is compliant with the principles of General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to you and your family
2. Collected for specified, explicit and legitimate purposes and not further processed for the purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of you and your family for no longer than is necessary for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regards to your data.

Fees and notice of withdrawal

I agree to pay the fees (invoiced one month in advance) Even when my child does not attend pre-school (including family holidays) with the exception of my child being hospitalised. Any amendments made (by us or you) will appear on the following months invoice.

Yes No

When my child receives funding, in the term after they turn three, I agree to make up any shortfall

Yes No

I understand that I must give one months notice of my intention to withdraw my child from pre-school.

Yes No

Late collection

The pre-school arranges staffing to cover normal hours and seeks to recover those and all other costs through the normal fee arrangements. That staffing does not provide cover outside the normal working hours of the pre-school. Whilst the pre-school seeks to provide some cover in emergencies, an additional fee will be charged if children are persistently picked up late.

Yes No

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Unpaid fees

I understand that if fees remain unpaid and go into arrears, the pre-school reserve the right to deny my child a place at the pre-school.

Yes

No

We understand and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation [Late Payment of Commercial Debts (Interest) Act 1998] if we are not paid according to agreed credit terms.

I have read and understand the above statements and questions and have signed below to show my agreement with the terms.

Signed

Date
