



Jigsaw Preschool - Registration Form

jigsawpreschool@yahoo.com

07785756095

Registration No : EY535772



My Details

Child's Full Name _____

Name known as (name child learns to write) _____

Date of birth _____ Gender _____

Child's first language _____ Ethnicity _____ Religion _____

Parents/Carers Information

1. Parent/Carer full name _____

Relationship to child _____ Parental responsibility Yes / No

Home Phone _____ Mob number _____ Work number _____

Email address _____

Home address _____

Place of work and occupation _____

2. Parent/Carer full name _____

Relationship to child _____ Parental responsibility Yes / No

Home Phone _____ Mob number _____ Work number _____

Email address _____

Home address _____

Place of work and occupation _____

Does your child attend another setting? YES/NO. If yes, will they continue to attend other setting? YES/NO

Name of other setting _____

What days/hours will they attend other setting? _____

Do you consent to us, contacting the other setting to speak your child's key worker to discuss your child's development/needs/transition and funding?

YES/NO Signature _____

Are you eligible for funding? YES/NO/MAYBE – If unsure please speak to us regarding options

If yes, which funding are you eligible for? 2yr old funding - 3-4yr old funding - 3yr old extended 30 hr funding.

If your child attends another setting and is eligible for funding how will they claim the entitlement?

Fully at other setting – Fully at Jigsaw Preschool – Split between both settings

TRIAL DATE -

START DATE-

FUNDING CLAIMED FROM -

Emergency Contacts if parent (s) unavailable. Emergency contacts must be local

Contact 1 Name _____ Relationship _____

Address _____

Daytime number _____ Mobile _____

Contact 2 Name _____ Relationship _____

Address _____

Daytime number _____ Mobile _____

Persons other than parent (s) authorised to collect child Must be over 16 years of age. Please note that if the authorised person is not known by staff member and indicated on the signing in sheet, they must know the password before staff release the child to them.

Contact 1 Name _____ Relationship _____

Address _____

Daytime number _____ Mobile _____

Contact 2 Name _____ Relationship _____

Address _____

Daytime number _____ Mobile _____

PASSWORD for the collection of the child by an authorised person _____

Professionals involved with your child

GP Name _____ Telephone _____

Address _____

Health Visitor Name _____ Telephone _____

Address _____

Social Worker name (if applicable) _____ Telephone _____

What is the reason for the involvement of the social care department with your family? NB if the child has a child protection plan, make a note here, but do not include details. We will ensure these details are obtained from the social care worker named above and keep securely in the child's file.

Any other professional involved?

Name _____ Telephone _____

Reason for involvement

About your child

Are your child's immunisations up to date? YES/NO

Does your child have any on-going medical conditions ? YES/NO

If so, please specify _____

If yes, please specify which external agencies are involved e.g. Paediatrician, Dietician, speech and language therapist, etc: _____

Does your child require a Health care plan? YES/NO

If yes, please specify _____

Are any of the following in place for the child ?

SEN action plan YES/NO Education, health and Care plan YES/NO

If yes, what additional support will your child require in our setting?

Two year old check (if your child is aged between 24-36mths)

As per requirements of the Early years foundation stage, the setting will complete a progress check on your child between the ages of 24-36 mths. This will be shared and discussed with you on completion.

If your child is aged 3 years and over, does he or she have difficulty with any of the following:

Speaking and communicating YES/ NO

Listening and attention YES/NO

Understanding simple instructions YES/NO

Eating and drinking YES/NO

Sitting and sharing a book YES/NO

Walking and climbing YES/NO

Holding a crayon/pencil YES/NO

Using the toilet/potty YES/NO

Any other developmental concerns you may have _____

Does your child suffer from any allergies or food intolerances? YES/NO

If yes, please specify any dietary requirements _____

Do they require any medical assistance i.e. Epi pen/antihistamine? YES/NO

If yes, please give details of medication _____

Please circle if your child has any of the following:

Asthma Eczema Diabetes Hayfever Other _____

If yes, please give details of medication required _____

We ensure that where medicines are necessary to maintain the health of a child, they are given correctly and in accordance with legal requirements.

Parents must give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent to sign a consent form stating the relevant information. No medication may be given without these details being provided.

We only usually administer medication when it has been prescribed for a child by a doctor (or other medically qualified person). It must be in date and prescribed for the current condition.

Please see administrating medication policy for more details if required.

Permissions

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 manager or a member of management for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed _____ Print name _____ Date _____

For inhalers/Auto-Injectors (e.g. epi pens)only

I give permission for an appropriately trained member of staff to administer the inhaler/ auto-injector supplied by me.

Signed _____ Print name _____ Date _____

Suncream

Whilst I will apply 8hr suncream protection to my child before attending, I give permission for staff to reapply suncream, supplied (and clearly labelled) by me when deemed necessary.

Signed _____ Print name _____ Date _____

Nappy Cream

I give permission for nappy cream to be administered (supplied by me) when necessary, in accordance with manufacturer's instructions.

Short trips and outings

Your child will be taken out of our setting as part of daily activities. This will include walks within our local area, the library, shops and other places of interest within walking distance for them. A risk assessment will be carried out for each type of trip or outing and staff ratios strictly maintained.

Signed _____ Print name _____ Date _____

Photographs and art work

As part of the on-going recording of our curriculum and children's individual development records, staff regularly take photographs of the children during play. Only cameras supplied and stored by the setting are used for this purpose, photographs taken for display and to use for your child's records within the setting.

I give permission for my child's photo to be taken and used within :

Individual observations to be used within the Tapestry online learning journal YES/NO

Group observations, photos will be shared with others children's families in the observation YES/NO

Photo to be displayed within the setting YES/NO

Photo to be used in press articles YES/NO

Photo to appear on our website YES/NO

Photo to appear on our facebook page YES/NO

Signed _____ Print name _____ Date _____

Key workers

Each child joining the setting will have a key worker appointed to them. It will be the key workers responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up-to-date. The key worker may change as your child progresses through the setting, You will be notified of these changes. Your child's key worker will be allocated within the first few weeks at Jigsaw. You will be notified ASAP.

Observations

I give permission for my child's keyworker to observe my child and make records of their development and progress in line with the Early years foundation Stage. I will be fully informed and will have access to all the information about my child. Information will be stored appropriately and treated with the strictest confidence.

Signed _____ Print name _____ Date _____

I give permission for placement students under the guidance of a supervisor, to use observations on my child, in an assignment or project work for their qualifications. Confidentiality shall be maintained regarding child's name within assignments and I shall be allowed to view all work before submitted.

Signed _____ Print name _____ Date _____

Online learning journal

Jigsaw preschool use Tapestry as an online learning journal which records photos, observation and comments in line with the Early Years Foundation Stage (EYFS), to build up a record of your child's learning and development during their time with us.

The benefits to yourselves from Tapestry being online means you will have secure access (via a website which you login to using your email address and password) to your child's learning journal and , in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

In order for your child's learning journal to be created please sign the permission below and provide us with the email address you would like to link with this account. (Please note each parent only has access to their own child's learning journal).

If you require more information go to - <http://eyfs.info/tapestry-info/introduction#overview>

Signed _____ Print name _____ Date _____

Email address to be linked to child's learning journal _____

General Data Protection Regulations (GDPR)

We will only use your (including your child's) personal information to provide our childcare service to you. We will keep you updated about your child's progress and our preschool via email, phone, letter, tapestry or facebook. All information held will be kept secure and never shared unless required by law.

By signing this you consent to us holding and processing your data and sending you information.

Signed _____ Print name _____ Date _____

Parents in partnership

- Parents play the most important role in their child's learning and development, should any parent like to talk to a member of staff, share any concerns, we are willing to listen in any way we can.
- Parents are able to add their own observations and comments to all tapestry observations.
- Progress meetings will be held and we will keep you up to date with your child's progress on a termly base.

Cultural background

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 they are at Jigsaw? YES /NO

If yes please give details and dates _____

Snacks and lunch

- Healthy snacks are provided by Jigsaw Preschool free of charge, Parents are welcome to provide their own, although we ask that it be a healthy option.
- Parents supply their children with their own healthy lunch, in a clearly labelled lunchbox, which will be refrigerated on arrival. Please see food and drink policy for more information on what constitutes a healthy lunch.
- We insist NO NUTS, peanut butter, Nutella or snack bars are sent in any lunchbox.

Illness

- Please inform us as soon as possible if your child is unable to attend.
- We will refuse to accept children who present symptoms for any contagious illnesses/sickness and diarrhoea. Please keep your child at home for a further 48 hours after recovery. This is to prevent spreading to other children and staff.
- We will contact parents/carers as soon as your child falls ill. More details are within our policies and procedures.

Accidents

- All accidents within the setting are recorded. Should your child have an accident, you will be given a copy for your own records.

Safeguarding

- We have a duty to report any concerns regarding welfare of the children attending Jigsaw preschool to Somerset safeguarding children's social care on 0300 123 2224

We have 2 designated safeguarding leads and all other staff has safeguarding training.

Ofsted

For more information about Ofsted

Ofsted telephone number – 0300 123 1231 or write to The national business unit, Ofsted, Piccadilly Gate, Store St, Manchester, M1 2WD. Or visit their website at www.ofsted.gov.uk/parents

Policies and procedures

- I understand that Jigsaw Preschool's policies and procedures are on display to view at any time and I am able to have a copy on request.

Signed _____ Print name _____ Date _____

All about me

Name _____ D.O.B _____

This information will be shared with your child's key worker.

Activities I enjoy.....	My favourite stories.....
My favourite toys.....	Something that comforts me.....
How well I feed myself Emerging Developing Secure	How I manage my toileting needs Emerging Developing Secure
Words I can say.....	How I communicate me needs ...
How well do I sit and listen... Emerging Developing Secure	How well I follow instructions ... Emerging Developing Secure
How are my gross motor skills... (standing/walking/running/climbing etc..) Emerging Developing Secure	How are my fine motor skills... (grasping objects, handling writing tools, cutting etc..) Emerging Developing secure

Jigsaw Preschool: Contract of Placement

Preschool place

- Jigsaw preschool must receive a signed and fully completed registration form before a place can be considered.

Funding

- Funding is available for all 3 and 4 year olds from the term following their 3rd birthday.
- We also accept 2 year old funding and extended 30 hours funding for those eligible.
- Please provide a copy of your child's birth certificate to enable you to claim this entitlement.

Fees

- Invoices are sent out termly and broken down into monthly payments.
- All funded hours will be shown within the invoice.
- Fees must be paid within 14 days of the payment date given. If the payment is not made within the timescale a reminder will be sent to parent/carer and should be received within 14 days or the parent/carer needs to speak to management .If fees continue to be outstanding the parent/carer will be sent a further letter asking for fees to be paid within 4 day upon receipt of the letter or proceedings through small claims court will be instigated. Parent/carers will be asked to withdraw their child until outstanding fees are paid or if in receipt of Early years entitlement will only be able to access their funded hours.
- Full payment of sessions booked below is due, regardless of drop off and pick up times. Your child must be dropped off and collected within the pre booked hours to avoid additional charges and to comply with ratios.
- Sessions booked but not attended are still chargeable – E.G. off due to sickness, holidays or occasional days off. From the time of booking a contracted day i.e a Monday you are guaranteed this place for your child every Monday.
- Sessions and days are not interchangeable. Four week's, notice (this does not include Christmas holidays) is required to decrease or increase hours.
- Extra casual sessions may be available on request, subject to availability. Any additional hours are billable.
- Late collections, it is the settings policy to charge £5.00 for every 15 mins that parent/carers are late to pick up after allotted time. In a genuine emergency, please contact us as soon as possible, so that suitable staffing arrangements can be made. If we are unable to contact you, we are obliged by law to contact the local safeguarding board. Please refer to our policies for more information.

Please book sessions you require below, these are the hours you will claim or be charged for over each term.

Any changes need to be given with a months' notice, subject to availability.

- All sessions are booked on the hour only. Please note there are no drop offs at 11 am or 2pm pick ups.

Monday	Tuesday	Wednesday	Thursday	Friday

I have read and agree to the terms and conditions set out in this contract.

Signed _____ Print name _____ Date _____