



PRE-SCHOOL MEMBERSHIP & REGISTRATION FORM

CHILD'S FIRST NAME(S)			
CHILD'S SURNAME			
NAME KNOWN AS		DATE OF BIRTH	
CHILD'S HOME ADDRESS			
	Postcode		
HOME PHONE NO			

MOTHER'S NAME			
MOTHER'S HOME ADDRESS			
	Postcode		
MOTHER'S MOBILE NUMBER			
MOTHER'S EMAIL ADDRESS			
MOTHER'S PLACE OF WORK AND PHONE NO			

FATHER'S NAME			
FATHER'S HOME ADDRESS			
	Postcode		
FATHER'S MOBILE NUMBER			
FATHER'S EMAIL ADDRESS			
FATHER'S PLACE OF WORK AND PHONE NO			

OTHER EMERGENCY CONTACT DETAILS AND PERSONS AUTHORISED TO COLLECT YOUR CHILD FROM PRE-SCHOOL OTHER THAN YOURSELF (must be over 18 years of age and know the password below):		
Name	Relationship to Child	Contact Telephone Number
PASSWORD TO BE USED ON COLLECTION		

CHILDMINDER NAME & PHONE NO	
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DOCTOR NAME & PHONE NO	
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HEALTH VISITOR NAME & PHONE NO	
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NAME OF PARENT(S) WITH WHOM YOUR CHILD NORMALLY LIVES	
WHO HAS PARENTAL RESPONSIBILTY FOR YOUR CHILD?	
WHO HAS LEGAL ACCESS TO YOUR CHILD?	

OTHER NURSERIES: Please provide the name of any other nurseries or pre-schools being attended

CHILD'S PERSONAL INFORMATION: Does your child suffer from any known medical conditions, have any allergies and have any special dietary needs or dietary preferences?

IMMUNISATIONS: Please list all immunisations your child has had to date (or provide your child's "Red Book").	
Date	Immunisation

CHILD'S TOILET NEEDS:			
Nappies	Yes/No	Potty Training	Yes/No

CHILD'S CULTURAL INFORMATION: Do you have any special cultural needs at Pre-School?		
First Language	Ethnic Origin	Religion

CHILD'S SPECIAL NEEDS: Does your child have any special needs or disabilities?

CHILD'S PROFESSIONALS: Please list the names and titles of all professionals involved with your child - such as a social worker, family worker and speech & language therapist.

PRE-SCHOOL SESSIONS

Please indicate below the sessions you would like for your child. Whilst we will make every effort to accommodate your wishes, we cannot guarantee that you will be allocated these sessions.

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session: 8.45am – 11.45am					
Lunch Club: 11.45am – 12.15pm					
Afternoon Session: 12.15pm – 3.15pm					
Parent comments					

START DATE

Please indicate below when you would like your child to start at Pre-School. Whilst we will make every effort to accommodate your wishes, we cannot guarantee that you will be allocated this start date.

2019 - January		2020 - January	
2019 - April		2020 - April	
2019 - September		Other Date	

To the Committee, Micklands Pre-School, Micklands Road, Caversham, RG4 6LU

Please accept this as confirmation of my application for membership of Micklands Pre-School which I understand is a Registered Charity Number 1114118, established as a Company Limited by Guarantee Number 05594426.

I agree to be bound by the Memorandum & Articles of Association of Micklands Pre-School and to adhere to the Policies & Procedures of Micklands Pre-School.

I agree that by my child taking a place at Micklands Pre-School, I shall pay any relevant fees as required.

I will inform the Pre-School in writing, with a half term's notice, if I do not intend taking up the place for subsequent terms.

Permissions

If I cannot be contacted in an emergency, I give permission for Pre-School staff to seek medical advice on my behalf and administer any medication and first aid as necessary to my child. I consent to a senior member of Pre-School staff accompanying my child to the doctor or hospital in my absence and make decisions concerning medical matters prior to my arrival.

I give permission for my child's development records to be documented.

I give permission for my child to be taken out of Pre-School from time to time on accompanied routine short walking trips. (For any major outings involving the use of public transport, we will inform you and ask for your specific consent).

I give permission for staff to apply sun cream to my child which has either been supplied by me or by the Pre-School.

I give permission for Pre-School staff to take photos or video of my child on Pre-School cameras or equipment. The pictures or videos will be used for the following purposes: to record their development in their Tapestry Online Learning Journey, to record their participation in events organised by us and for displays in the Pre-School building or notice boards. I understand these photos may be viewed by other parents.

I also give consent for named photos of my child to be used in local newspapers, on our website for promotion of Pre-School and in professional publications such as photo books held in Pre-School bought from reputable companies.

I understand that at Pre-School Special Events only (such as the Children's Christmas Party and other notified Special Events), parents and carers are able to photograph and video their children for their own personal use. I understand that the Pre-School cannot accept any responsibility for the protection of photos and videos taken by friends, family or other parents and carers at these Pre-School Special Events.

I have received and understood the 'Privacy Notice for Parents'.

Gift Aid Declaration

I want the charity to treat any donations that I make from the date of this declaration until I notify you otherwise as Gift Aid donations. (Please note that you must be a UK tax payer who pays as much income tax as we are entitled to reclaim on your donations. You can cancel this Declaration at any time. Gift Aid does not cost you anything but as a Charity, we can currently claim 20 pence for every pound donated from HMRC).

(Please delete the above declaration if you do not wish any donations to be treated as Gift Aid).

Parent Name

Signed

Date