

Sir Robert Geffery's Preschool

Admissions Form

Child's Full Name:

Preferred Start Date:

Name to be used at the Preschool:

Date of Birth:

Gender:

Names of Parents/Carers:

Home Address:

Telephone Number:

Mobile Number:

Parents/Carers Place of Work:

Parents/Carers Daytime Telephone Number:

Other Emergency Contact Details:

Names of Persons Authorised to collect your child (including contact numbers):

Password Required Please.....

(For collection of child if adult not known to preschool)

Doctor's Name: Doctor's Address/Telephone Number:

Details of any Special Dietary Requirements, Allergies and Significant Food and Drink Preferences:

Record of Immunisations

Do you consent for members of staff at the Pre-School to apply sun cream to your child in hot conditions?

Yes/No

Any other relevant information:

Do you consent for your child to be included in outdoor nature walks around the school grounds and trips to the local community e.g. church?

Yes/No

Do you consent to your child having his/her photograph taken whilst on trips and at preschool for observation and assessment purposes?

Yes/No

I hereby consent for my child to take up a place at this preschool, according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both myself and the preschool, and agree to abide by them.

I confirm that the information given above is correct, and I promise to contact the manager as soon as any of the details change.

Signature of Parent/Carer:

Date:

If you have any questions or comments please get in touch with the manager.

Dear Parent/Carer,

Welcome to Sir Robert Geffery's Pre-School

As you will have read in our current prospectus, we are a friendly pre-school run by a voluntary committee of friends/parents/carers. We want you and your child to feel happy and comfortable in this learning environment, so would like to let you know of a few routines that will hopefully help everything run as smoothly as possible in your child's first few days and weeks with us. Please feel free to speak to any of the staff or committee should you have any further concerns or questions regarding any aspect of pre-school: assuring you of our best intentions at all times.

- Session times are 9.00a.m. to 11.30a.m. and 12.45p.m. to 3.15p.m.
- Wrap around care times are 8.00a.m. to 9.00a.m. and 3.15p.m. to 5.30p.m.
- Full days are available including lunch time, you will need to provide a packed lunch for your child. Cooked lunches are available at the cost of £2.10 per day.
- Ensure children are collected promptly at the end of their session time. Our insurance will not cover them after session times.
- If you wish to stay for a while on your child's first day, please arrange with the Manager
- **Please label** all coats, hats, gloves etc, with your child's name.
- If your child is staying to lunch, **please label** all items in and including their lunch box. **No sweets are allowed.**
- Lizzie Wilkinson is our Administrator and is in the Pre-school on Monday, Tuesday and Friday mornings until about 9.30a.m. should you have any queries to do with Pre-school administration.
- Ensure all forms regarding emergency contacts, allergies, dietary requirements etc. have been completed and handed to the Manager.
- **FEES: We operate a "pay in advance" system. An invoice will be issued at the beginning of each half term and will need to be settled within 2 weeks from this day. These will be put in each child's basket.**
- Current Pre-School fees are:
 - £9.00 per half Day
 - £4.00 per lunch session
 - £22.00 per full day
 - Breakfast/Afterschool £3.50 1 hour, £5.00 2 hours