



Stepping Stones Childcare & Education CIC (c/o Coupals Primary Academy)  
Haverhill  
Suffolk CB9 0LB  
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**Registration form**

Child's full name: ..... Known as: .....

Date of birth..... gender (male or female): .....

Child's home telephone number: .....

Address: .....

1. Full name of parent(s) with whom the child lives: .....

Does this parent have parental responsibility? Yes/No (delete)

2. Full name of parent(s) with whom the child lives: .....

Does this parent have parental responsibility? Yes/No (delete)

Telephone:..... Mobile:.....

Full name of parent with whom the child does not live: .....

Does this parent have parental responsibility? Yes/No (delete)

Address: .....

Telephone:..... Mobile:.....

Does this parent have legal access to the child? Yes/No (delete)

Siblings names & ages: .....

**Occupation of parent named in part 1:** .....

**Occupation of parent named in part 2:** .....

**Parents E-mail address:** .....

.....

**Emergency Contact details**

Parent 1 – work/daytime number: .....

Parent 2 – work/daytime number: .....

Please give '2' other emergency contact numbers (Persons authorised to collect the child must be over 16 years of age)

1<sup>st</sup> Name: ..... relationship to child: .....

Telephone:..... Mobile:.....

2<sup>nd</sup> Name: ..... relationship to child: .....

Telephone: ..... Mobile: .....

These people can pick up my child from school in my absence, with my password only! This is my password that myself and my emergency contacts will recognise. This will only be needed in the event that your child is picked up by someone other than the normal person collecting your child.

My password is: .....

**Please note** \*\* At the time of registration/admission to the setting, the setting will seek parents' written permission for emergency medical advice or treatment is sought. Parents sign this registration form as a legal contract and that they give their consent at registration/admission to allow staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

**Personal details of child**

Does your child suffer from any known medical conditions or allergies, or have any special dietary needs or preferences? Yes/No (delete)

Has a risk assessment, if required, been completed? Yes/No (delete)

Has a health care plan and agreement to administer medicine, if required, been completed? Yes/No  
(delete)

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 he/she is in our setting?

.....

What language(s) are spoken at home? .....

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes/No (delete)

If so, discuss and agree with the key person how you will support your child when settling-in:

Does your child have any special needs or disabilities? Yes/No (delete)

Details:

Are any of the following in place for the child?

Statement of special educational need                      Yes/No (delete)

What special support will he/she require in our setting?

What other information is it important for us to know about your child? For example, what they like, or what fears they may have, any special words they use, or what comforter they may need and when.

Names of professionals involved with child (if any)

1<sup>st</sup> name: ..... Role: .....

Agency: ..... Telephone: .....

2<sup>nd</sup> name: ..... Role: .....

Agency: ..... Telephone: .....

Do you have a health visitor? Yes/No (Delete) name: .....

Based at: ..... 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. Ensure these are obtained from the social care worker named above and keep these securely in the child's file. On occasions we have specialist advisors to visit our setting, for example our Early Education Support Teacher or Special Educational Needs Advisor and it is often helpful to be able to discuss children with them and to seek advice about different matters. When signing this form, you are giving us your permission to speak to such professional advisor about your child. You will of course be advised of any such discussions which will be treated as confidential, both by us and the specialists.

**General daily outings** ~ Your child will be taken out of the setting as part of the daily activities. Form is signed to say that you agree to this. Some of the places we have visited are detailed here:

The high street, local market and local shops, Leisure centre, the local park, the library, the school playing fields.      *(For any major outings, we will inform you and ask for your specific consent)*

**Learning journey** ~ Records will be kept on your child during their time at Stepping Stones. These will ensure that we are aware of their level of development and help us plan for their next steps in all areas of learning. We share these with you and value your input to these at any time. These will be passed onto your child's next provider of the Early Education Foundation Stage to make their journey on as easy as possible. You should also note that for purposes of recording your child's development, we do take photos, we also allow work experience students to do so to aid their studies.

**Photos / videos press coverage and our website ~**

Photos and video are very important as a record of your child's life and, of course, can be shared with family members living away. The press takes photos of Christmas productions in many pre-schools and nurseries. Stepping Stones is often in the press; out and about within the community, our way of thanking parents and Friends of Stepping Stones (Fund raising committee) for all that they do for us. Being in the press also gives our preschool free publicity. Many children feel very proud when their photo is published in the newspaper. Also our website is updated on a weekly basis; this shows parents of the children that attend our preschool things that we have done during the week/term and prospective parents too. We are proud of your website and are very happy to display children's photos on the website without naming individual children. Therefore if you do not want your child's image to appear on the website and/or in the press, please inform us - so that we can keep them out of such photos.

I do / do not agree to allow the preschool to display my child's image to appear on the website and/or in the press

Signed by parent: .....

Please print: .....

**The library** ~ we have our own library and these books belong to Stepping Stones and not the town library. Your child will be given a book in a plastic wallet with their name tag on and they will take this home to read with you, we try to change these once a week. You will be responsible for the care of these. If you lose these items you will have to pay £5.00 to replace them.

**TV Licence** ~ we have to have an umbrella licence to let the children watch pre-recorded DVD's (for fun or educational purposes). A **voluntary donation** registration and entitles us for the copyright licence for the childcare setting. (£5.00 inclusive of VAT per child (per year) September).

**Text Messaging** ~ we use this service which allows us to remind you via a text message about fundraising events and other important messages we need to get across to parents at short notice (i.e. school closure due to adverse weather conditions). News letters are sent out but this helpful service will make sure that you/your child need never miss an extracurricular activity. It is parents' responsibility to ensure that we have up to date mobile numbers, for this service **voluntary donation** per mobile number. (£5.00 September).

**Fundraising** ~ Fundraising is an essential and important part of your child's pre-school experience. Our fundraising committee work hard to raise funds to ensure your children have the equipment to play with, participate in outings that will help them grow and develop. Throughout your child's time with us we need your full support to enable the success of continued fundraising for the improvement of your pre-school which will benefit your child. Remember, fundraising is not just about giving money, it is an opportunity for you to demonstrate to your child the importance of being a part of, and helping out in the community. If we do not receive the full support of **ALL** parents, we will have to seriously review the programme of extracurricular activities.

**Payment terms & conditions** ~We at Stepping Stones accept cash, cheque or childcare vouchers. As per the administration and fee policy, once parent have been given their required sessions any changes during the term will be subject to an administration charge of £50.00. *Please note* that if fees are not

paid up to date at the end of the half term, you will incur a late payment fee of £50.00 and your child's placement will be at risk.

Our school day starts at 08:45 and finishes at 14:45, we run on 3 hour session basis; the fees are £4.00 {3/4 year olds} and £5.20 {2 years or under) per hour (morning 08.45 – 11.45 & afternoon 11:45 – 12:45.00) Lunch is 11.45 – 12.30 and is fitted into the afternoon session and parents supply the healthy packed lunch. (***no nuts, no chocolate & no drinks ~please***) Children's water bottles are available at all times; milk and water is healthy snack during the morning session. Healthy snack is **voluntary contribution** of 25p per session and the menu is always on display. We run a Breakfast & Afterschool club and these are charged at an hourly rate of £3:50 per child, with a minimum charge of 1 hour. Any extra minutes will be charged to the nearest ¼ hour

**Data Protection Act 1998 /GDPR** ~ As you are aware we keep some information about your child. We have to pass this information on to Suffolk County Council (SCC) so that we can claim funding from them to pay for the early education session's that your child will receive whilst at pre-school. From January 2008 the Department for Children, Schools and families (DCSF) require SCC to provide them with information about all children who receive grant funded early education. This is to let you know that any information is subject to the DATA Protection Act 1998. This is explained in the 'Fair Processing Notice' which can be found within the Stepping Stones prospectus file.

**To be completed by the manager when sessions have been agreed** (subject to a home visit)

Days and times of attendance: .....

Name of key person: .....

Name of buddy: .....

Has the settling-in process been agreed? Yes/No (Delete)

If so, details: .....

Parent 1: ..... Parents 2: .....

Key worker: ..... manager: .....

**Date of birth evidence** ~ On the submission of this enrolment form I agree to provide the setting with date of birth evidence for my child's personnel records, which the manager will photocopy in my presence. Date of birth evidence can be the child's valid passport, child's red medical book or birth certificate. These all have unique numbers on that relate to your child, the provider will use this information when claiming government funded sessions.

**GDPR & Policies file** ~ *our policies file/operational files are located in the entrance foyer for you to read, within these files are all the policies and procedures of the pre-school and you are asked to make yourself familiar with these. These are update annually by the management of the setting and would value your input, feedback, help or support. Please refer to all policies including our complaints policy & procedure, including GDPR (why we keep your details).*

**Statement of contract** ~ I agree that Stepping Stones may hold information I have given for the purpose of managing the provision and undertake to advise the manager of any changes to these details. I understand that this information will be available to the management and employees and I may inspect the information relating to my child by giving reasonable notice to the manger. I also understand that I am agreeing to **abide by the policies and procedures of the setting** and the guidelines set down within this enrolment form/procedure **(including being part of the fundraising team)**

Signed by parent: .....

Please print: .....

Date: .....

Updated 08/08/2018



Equalities monitoring form – to be completed by the provider

Ethnicity, where collected, should be recorded according to the following categories:

**White – British**

- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other white background


**Mixed – White and Black Caribbean**

- White and Black African
- White and Asian
- Any other mixed background


**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background


**Black or Black British**

- Caribbean
- African
- Any other Black background


**Chinese**

- Chinese

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**Any other ethnic background**

- Please state \_\_\_\_\_

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A child's learning difficulties and disabilities status should be recorded according to the following categories:

- No special educational need
- Early Years Action
- Early Years Action Plus
- Statement


Providers should refer to the SEN Code of Practice for an explanation of the terms above.

Universal Services check list for families / carers with toddlers & pre-school children

Age of child	Are the family accessing these services? (tick the ones accessing)	Where to go to if family are not accessing these services	Notes
Two	Registered with children's centre	Contact local children's centre	
	Registered with library	Contact local library / children's centre	
	Activities contributing to early literacy (rhyme & music)	Contact local children's centre / library	
	Activities to promote healthy eating	Contact local children's centre / health visitor	
	Do they know about their free early learning entitlement	Contact local FIS (Family Information service)	
	Therapeutic and play activities	Contact local children's centre	
	Childcare (nursery)	Contact local FIS	
	Parent and toddler group	Contact local FIS / health visitor	
	Adult education (Leap)	Contact local children's centre	
	2 Year old funding	Contact local FIOS (Family Information Outreach Services)	
Three – four	Registered with children's centre	Contact local children's centre	
	Registered with library	Contact local library / children's centre	
	Attending childcare	Contact local FIS	
	Therapeutic and play activities	Contact local library / children's centre	
	Activities to promote healthy eating	Contact local children's centre / health visitor	
	Activities contributing to early literacy (rhyme & music)	Contact local children's centre / library / childcare provider	
	Accessing their free early learning entitlement with childcare provider (Available term after the 3 <sup>rd</sup> birthday up to 15 hours per week)	Contact childcare provider	
	Bookstart Treasure for three year olds (Available term after the 3 <sup>rd</sup> birthday)	Contact childcare provider / Library	
	Parent and toddler group	Contact local FIS / health visitor	
	Adult education (Leap)	Contact local children's centre	
Five	Starting school (compulsory school age is the term after a child's fifth birthday)	Contact school admissions	
	Book Time pack	Available first term in school reception	