



Stepping Stones Childcare & Education CIC (c/o Coupals Primary Academy)
Haverhill
Suffolk CB9 0LB
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01440 703833 / 07717 750666

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:

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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)

1st Name: relationship to child:

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

2nd 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?

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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)

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

Details:

Payment terms & conditions ~We at Stepping Stones accept cash, cheque or childcare vouchers.

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 breakfast club starts at 07:00 and finishes when we drop your child off at the school at 08:40 AND our afterschool club starts at 14:45 (or when the children are escorted over to our setting by a teacher when school finishes) these are charged at an hourly rate of £4.00 per child, with a minimum charge of 1 hour. Any extra minutes will be charged to the nearest ¼ hour. Healthy snack is provided (breakfast & afterschool club) and is included in the price.

***** PLEASE NOTE THAT THERE IS A LATE 'PICK UP' FEE; ANY PARENTS ARRIVING AFTER 18:00 WILL BE CHARGE £10:00 FOR FIRST ¼ HOUR AND THIS WILL INCREASE TO £25 FOR ½ HOUR – WE NEED TO PROTECT THE WELL BEING OF OUR STAFF.**

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.

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.

Signed by parent:

Please print:

Date:

Updated 25/05/2020

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.