



## COMMUNITY KIDS PRE-SCHOOL & AFTER SCHOOL CLUB

Tolbury Mill Hall, Higher Backway, Bruton, Somerset,  
BA10 ODP

Tel: 01749 813933 Mobile: 07596 766869

CHARITY NUMBER 276095

[www.communitykidsbruton.co.uk](http://www.communitykidsbruton.co.uk)

### PRESCHOOL REGISTRATION FORM

Any information contained within this form will be treated in the strictest confidence according to the Data Protection Act 1998. Please inform the manager of any changes.

Full Name of child  
.....

Date of Birth..... **Start Date**.....

Full term pregnancy ....Yes / No      If NO      How many weeks premature .....

Likes to be called .....      Gender .....

Address  
.....

..... Post Code .....

Name of parent(s)/ carer(s) with whom the child lives  
.....  
.....

#### **CONTACT DETAILS 1** (*including emergency information*)

Parent/Carer Full  
Name .....

Relationship to child  
.....

Daytime/work telephone..... Mobile.....

Home telephone .....

Email.....

Home address .....

.....

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

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

**CONTACT DETAILS 2** (*including emergency information*)

Parent/Carer Full Name .....

Relationship to child .....

Daytime/work telephone ..... Mobile .....

Home telephone ..... E mail .....

Home address .....

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

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

**OTHER PERSONS WITH LEGAL CONTACT.** (*To be completed where those persons with parental responsibility are separated and a S8 Childrens Act 1989 order is in place*).

Name .....

Address .....

..... Post Code .....

Contact telephone numbers .....

Relationship to child .....

What are the contact arrangements that the staff need to know about? .....

.....

.....

.....

**EMERGENCY CONTACT** (please supply name and telephone number of two people who are authorised to collect your child and can be contacted in case of emergency, if parents are not available)

	Person's Name 1.	Person's Name 2.
Telephone Number's		
Address		
Relationship to Child		

**ABOUT YOUR CHILD**

**Has your child received the following immunisations?**

*(Please tick if received and provide date of immunizations given)*

- Two months old** Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib). Pneumococcal infection. DTaP/IPV/Hib and Pneumococcal conjugate vaccine (PCV) Date: .....
- Three months old** Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib). Meningitis C (meningococcal group C). DTaP/IP/Hib and Date: .....
- Four months old** Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenza type b (Hib). Meningitis C (meningococcal group C). Pneumococcal infection. DTaP/IP/Hib and MenC and PVC Date: .....
- 12 months old** Haemophilus influenza type b (Hib) and Meningitis C (meningococcal group C). Hib/MenC Date: .....
- 13 months old** Measles, mumps and rubella (German measles) Pneumococcal infection. MMR and PCV Date: .....
- 3 years +** Diphtheria, tetanus, pertussis (whooping cough), Measles, mumps and rubella (German measles) MMR DTaP/IPV or dTaP/IPV and Date: .....

Has your child any health problems, including any allergies eg; dairy, animals etc ?

.....

.....

.....

Please give any medical background that we should know about (i.e. fits, hepatitis, HIV)

.....

.....

.....

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

Details.....

.....

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

.....

.....

**DIET:**

Does your child have any specific dietary requirements? If so please state

.....

.....

.....

Does your child drink cows milk?                      YES / NO

**GENERAL INFORMATION:**

What is the main religion in your family?

.....

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) is/are spoken at home

.....

Are you a single parent family?                      YES / NO

Will your child be attending any other Preschool / Playgroup?    YES / NO

If yes name of other Preschool / Playgroup

.....

What other information is it important for us to know about your child? For example what they like and dislike, or what fears they may have.

.....  
.....  
.....

Is your child in nappies/pull ups?      Yes / No

If your child is toilet trained, how much assistance do they require?

.....

**DETAILS OF PROFESSIONALS INVOLVED WITH YOUR CHILD**

**GP's**

Name.....Surgery Telephone Number.....

Surgery  
Address.....

**Health Visitor**

Name ..... Telephone .....

Address .....

**Social Care Worker** (if applicable)

Name ..... Telephone .....

Address .....

What is the reason for the involvement of the social care department with your family?

.....  
.....  
.....

**Any other professional who has regular contact with your child**

Name ..... Role .....

Agency ..... Telephone .....

**EMERGENCY TREATMENT**

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 Preschool Manager (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment made in my absence.

**FIRST AID AUTHORISATION**

I do / do not give permission for the staff of Community Kids to administer First Aid to my child / children should the need arise.

In the summer months , please apply sunscreen and also provide a named bottle of sun lotion as it may be needed during the session.

Do you agree that the staff may administer the following?

Plasters      Yes / No      Hypoallergenic sun cream      Yes/No

Do you authorise your child to come into contact with animals? Full risk assessments will be in place.      Yes/ No

## PRESCHOOL OUTINGS

We may visit the library, visit the early years area at Bruton Primary School or go on walks to the woods etc.

Please **tick** the box if **you agree** for your child to go on supervised walks.

## USE OF IMAGE

As part of OFSTED's requirements your child will be observed and monitored as part of their development planning, including the taking of photos and occasionally the use of video. Records will be kept strictly confidential. Arrangements may be made to view these records if you wish. We may also use photos for displays and staff coursework.

Do you give permission for your child to be photographed or recorded whilst in the care of Community Kids staff.

YES / NO \*(delete as appropriate)

I consent to treat photographs containing images of other children as **for my own personal use only**

Yes  No   
(tick as appropriate)

## PUBLICITY

During the year there are opportunities to publicise Community Kids which may involve the use of an image of your child. This could be a photograph or DVD, . It is a requirement of the Data Protection Act that we have your consent to this. Community Kids , has adopted certain safeguards in order to minimise any risk to your child.

- No names of children will be used in any publication
- Any external photographer will have the validity of their organisation checked.
- Staff will supervise at all times.

Do you give consent to your child having images taken of them for publicity (i.e. the local newspaper)

YES / NO \*(delete as appropriate)

***Parents wishing to take photographs on the Preschool outings or at the Preschool concerts must obtain permission from the Preschool Manager.***

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Any information given will be held securely and will only be disclosed to staff who have right of access. We will work with other agencies, settings and health visitors to ensure that your child's needs are being met. Parents will be informed of any discussions involving their child. (Information may be shared without consent when the child's safety is at risk).

I agree to abide by the Preschool Constitution, Policies and Procedures. I am aware that a copy of Community Kids Policies and Procedures will be made available to me on request. I understand that Community Kids reserves the right to withdraw my child's place after full consultation with me if concerns about payment of fees or my child's behaviour cannot be resolved satisfactorily. I also understand that if I wish to withdraw my child from Community Kids then I must give one terms notice in writing.

**Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice).**

If , for any reason you are going to be late in collecting your child, please ring before the end of the session. If you fail to inform the staff, a charge may be applied. (Please see the notice board for details).

**PARENT / GUARDIAN SIGNATURE:**

Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify us of any changes as they arise.

Signed.....Parent/Guardian

by signing this form you confirm that you have read all the above.

Full Name.....(Block Capitals)

Relationship to child .....Date.....

**Before your child can start with us we will need to see a Birth Certificate Please.**

Community Kids Pre-School and After School Club is a charity (reg no 276095) and is run by a committee and we always welcome any parents/carers to join us. If you are interested, please let a member of staff know.



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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Term starting:

Hours required for your child

Parent's Name

.....

Child's Name.....

Child's Date of Birth.....

Address.....

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Post Code.....Telephone No.....

Email Address.....

Days required (please tick) Hourly rate: 2 year olds: E4.70 3+ year olds: E4.50	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club 8am-9am					
Pre-school AM 9am- 12.00					
Lunch (optional cooked lunch) E2.20					
Pre-school PM 12.00 -3.0pm 12.00-3.30pm					
Afterschool club 3.30pm- 6pm					

Bank details

Sort code

404728

Account number

41325973

Name of child care vouchers used:-

Invoice payment Due date



Dear parents /Carers,

We are very excited to announce that as of April 25<sup>th</sup> 2022 we will be using Tapestry as our online learning journal provider.

Those parents who have experienced Tapestry at previous settings speak highly of it, so we do hope you will be as excited as we are.

Tapestry is a wonderful online learning journey which will be used to observe and assess your child throughout their early years (From beginning Pre-school until the end of their reception year). The beauty of Tapestry is that as parents you will be able to access your child's learning journal at any time and will be able to see all of the exciting and engaging activities they have been involved in. The fact that this is an online journal means that you will also be able to share your log in details with family so that they too can gain an insight into your child's experiences. As we try to become more paperless, Tapestry will replace the hard copy Learning Journey.

We would like to take this opportunity to reassure you that spending quality time alongside your child is our most important priority. As has previously been the case, a tablet will be used to capture a moment in your child's play via photograph or video. These will then be uploaded to Tapestry and edited with necessary observations and assessments. As I hope you are all aware, time spent with each and every child is of utmost importance to us at Community Kids and using Tapestry will ensure this, as it will take far less of our time doing admin.

Tapestry allows you to login with a secure username and password so you can view all your children's observations, photographs and videos. You can like and comment on observations that we add for your child and it's also possible for you to add your own observations. Your comments and own observations will allow us to find out about which activities your child really enjoyed and the learning they get up to at home. Parent partnerships are really valuable to us at Community Kids and this is one more way that you can add to your child's developmental journey.

It's also possible for you to be notified via email either immediately, daily or weekly if there are new entries for you to view. Staff will link observations to the EYFS framework so you will know which areas of learning your child is accessing.

All data that is entered to Tapestry is stored securely on their servers. If you are interested in finding out more information about this, you can go to <https://tapestry.info/security>.

Once we have set you up with an account you will be able to login using any web browser from [tapestryjournal.com](https://tapestryjournal.com) or by downloading the Tapestry app from the Play or App store, depending on what type of device you are using. Remember, if you are going to use the App version of Tapestry to ensure auto updates are turned on for your device so you always have the most up to date version of

the app.

We will set you up using your email address and once this has been done, you will receive an activation email from which you can set up your own password to login with. You will also be asked to set up a 4-digit PIN which you can use on the Tapestry app to quickly log in with after the initial log in. Do remember to keep an eye out on your spam/junk folders for this email.

In order for us to set up your child individual account it is essential that you complete the slip at the bottom of this page. We would appreciate it if you could then photograph this and email it back to [Communitykids@live.co.uk](mailto:Communitykids@live.co.uk) at your earliest convenience. We are keen to begin observing your child using Tapestry as soon as they return from the Easter Break. In order to do this we will need to receive your return slips so that we can make necessary preparations over the Easter holidays and set up all the children's profiles.

We do hope you enjoy using Tapestry, as always please do not hesitate to contact us should you have any further questions.

## Tapestry Learning Journey Permission Form

Child's name-

- I do give permission for my child's photo to appear in any group photos used in Learning Journeys (these photos may appear on other children's learning journeys and will be visible to others)
- I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journey.

The email address I wish to use for my Tapestry account is:

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Please use \_\_\_\_\_ (first name and surname) as my username.

Parent signature:

Date:

Please complete this slip, photograph it and email to [Communitykids@live.co.uk](mailto:Communitykids@live.co.uk) as soon as possible.

Dear Parents,

We are pleased to announce that we have found a catering company to provide the children with hot lunches in the Summer term, 25<sup>th</sup> April.

The cost of this is £2.20, and this will be added to your summer term invoice.

There is a menu available if you would like to see it, however we asking parents to book the same days every week for continuity. If you would like hot lunches please use to tick boxes below to show what days you would like them on, if your child requires a meat or veggie meal, and if there are any special dietary requirements.

Please return this letter by 11<sup>th</sup> March.

Day	Standard meat meal	(or) Veggie meal	Special dietary requirements (please state)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

