

Norton Little Learners

Old Tewkesbury Road, Norton, Gloucestershire, GL2 9LJ
Telephone Number: 01452 730531 / Email Address: admin@norton.gloucs.sch.uk

Registration Form

Date.....

Child's information

Forename Surname.....

Childs Date Of Birth

Address

.....Postcode.....

Email address:

Parent/Carers information

Parent/Carer 1 Name Relationship to child

Parent/Carer 1 Telephone number.....

Parent/Carer 2 Name Relationship to child

Parent/Carer 2 Telephone number.....

Address of parent 2 (if different from above).....

.....Postcode.....

Is there a parental court order in place? Yes [] No []

Do you have a social worker? Yes [] No []

If yes please state their name.....

Other Emergency Contact Information

1. Name..... Relationship.....

Telephone number/s

2. Name..... Relationship

Telephone number/s

Days Attending

Start Date (month/year): _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session	8.45am – 11.45am	8.45am – 11.45am	8.45am – 11.45am	8.45am – 11.45am	8.45am – 11.45am
Afternoon session	11.45pm- 2.45pm/3.15pm*	11.45pm- 2.45pm/3.15pm*	11.45pm- 2.45pm/3.15pm*	11.45pm- 2.45pm/3.15pm*	11.45pm- 2.45pm/3.15pm*
Full Day	8.45am- 2.45pm/3.15pm*	8.45am- 2.45pm/3.15pm*	8.45am- 2.45pm/3.15pm*	8.45am- 2.45pm/3.15pm*	8.45am- 2.45pm/3.15pm*

*Please note the 3.15 collection will incur an extra charge of £2.68.

Who will be collecting your child?

.....

Please note, we prefer written confirmation if you require any person, other than yourself to collect your child. However, if this is not possible please let the Pre-School Manager on duty or the school office know who is to collect your child on your behalf.

By law the Pre-School Manager, or other staff are not allowed to take your child home. In unforeseen circumstances, if we cannot reach any of the contact numbers given, which other person do you wish us to send your child home with.

.....

Ethnicity

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.

Ethnic background is not the same as nationality or country of birth.

Please study the list below and **tick one box only** to indicate your ethnic background.

White

- | | | | |
|-------------------------------------------|---------------------------------------------------|-------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Scottish | <input type="checkbox"/> Welsh | <input type="checkbox"/> Other White British |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Traveller Irish Heritage | <input type="checkbox"/> Eastern European | |
| <input type="checkbox"/> Western European | <input type="checkbox"/> White other | <input type="checkbox"/> Gypsy/Roma | |

Mixed

- | | |
|----------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> White and Black African |
| <input type="checkbox"/> White and Asian | <input type="checkbox"/> White and Chinese |

☐ 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
☐ Any other ethnic background
☐ I do not wish an ethnic background category to be recorded
☐ Information not yet obtained

What is your religion?

.....

Are there any procedures forbidden by your religion? Yes ☐ No ☐
Yes / No

If yes please state.....

Medical information

Any Medical Conditions.....

Name of doctor

Address

Telephone Number

Any routine vaccinations NOT received? Yes ☐ No ☐

If yes, please state.....

I give permission for Norton Little Learners to seek emergency medical advice/treatment.

Signature:

Do you know if your child has any additional medical/educational needs? Yes ☐ No ☐

If yes, please state:.....

If yes, is there a plan already in place to support this? Yes ☐ No ☐

If yes, please state:.....

Does your child have any allergies? Yes ☐ No ☐

If yes, please state:.....

Does your child have any feeding difficulties or dietary restriction Yes ☐ No ☐

If yes, please state:.....

Is your child allergic to plasters

Yes [] No []

Permissions

Outings	Consent
I give permission for my child to be taken out for supervised walks and play sessions on Norton Playing Field as part of the daily activities of the setting. This includes using the enclosed playground equipment on the playing field. Further written consent will be requested for any outings located off the school grounds/playing fields.	Yes No

Photography and Observations	Consent
I understand that in line with Ofsted requirements, my child will be observed and monitored as part of their development planning. This will include the taking of photos and occasional use of video. All records will be kept strictly confidential. I give permission for my child to be observed, photographed and/or videoed as part of their development monitoring	Yes No

Eating Treats	Consent
I give permission for my child to eat treats brought into the setting to celebrate special occasions, and to sample foods if the Pre-School has had a cooking session. I understand that staff will be aware of any allergies (as identified my child's registration form) my child might suffer from and that care will be taken to ensure that only appropriate treats/foods will be given	Yes No

Administering Medicine	Agreed
I understand that the Pre-School will only administer prescribed medicines. This means that medicine such as Calpol or Nurofen will not be administered to children. I understand that I will need to complete a specific Medication Form prior to the administering of any medication to my child at the Pre-School.	Yes No

Medical Emergency	Consent
I give permission for a suitably qualified First Aider to administer First Aid to my child, or take my child to Accident and Emergency, or call for medical assistance and to sign on my behalf any consent forms required by medical authorities, if they know that it would not be advisable to wait for my own signature. I do this knowing that every reasonable effort has been made to locate me and that my child's medical needs are paramount in this situation. Please note that in the event of your child being injured or taken ill whilst at Norton Little Learners, a member of staff would immediately attempt to contact the child's parent/carer. If unable to make contact, staff would then try the emergency contacts you have nominated. If a child needs to go to hospital than an ambulance will be called. A member of staff will accompany the child.	Yes No

Photography and Video Recording	Agreed
I understand that it is Norton Little Learner's Pre-School policy to allow parents to record the special milestones in their child's development. I am aware that the Pre-School will give permission to parents and carers to take photos and videos of their children, which are implicitly for their own personal use, at pre-arranged pre-school special events. I give permission for my child to attend these events, with the knowledge that other parents might be taking photos/videos of their child. I agree to ensure that all images I take at these special occasions will be of my child only and will be for my personal use and will be kept securely and used appropriately.	Yes No

Sharing Information with Other Professionals	Agreed
I understand that every child has the right to have their individual needs met. In order to do this, I give permission, when it is necessary, for staff to talk to and share information with outside agencies, other professional bodies or settings your child has attended. Wherever possible, we will always discuss with you in the first instance, any information that needs to be shared except in Child Protection cases where it is judged that the child may be placed further at risk.	Yes No

Suncream Application	Consent
I give permission for Norton Little Learner's Pre-School staff to apply sun cream to my child if required during the summer months. I agree to provide a suitable sun cream, labelled with my child's name. I understand that children should attend pre-school with sun cream already applied so the need for re-application is minimal.	Yes No

Contacting Previous Settings/Multi-agencies	Consent
I I give permission for Norton Little Learner staff to contact previous/other settings/multi-agencies.	Yes No

Thank you for taking the time to complete this registration form. All information is strictly confidential. If at any time your circumstances change, please inform us, as it is vital we update any changes.

Signed: Date:

Policies

All of Norton Little Learners policies are available online (school website). However, we do keep copies of our behaviour, SENCO, safeguarding and complaints policies in the children's cloakroom. These are available to read at any point.

Please sign to show your agreement to work with the setting.

Signed: Date:

.....

For office use only:

Birth Certificate seen and checked by..... Date.....

Parental Contract

I agree to pay fees for each session that my child is registered to attend and understand that all fees are due for payment upon receiving a termly invoice (approximately every 6 weeks).

I understand that I may withdraw my child at any time, by giving one month's written notice.

I have read a copy of the pre-school policies and procedures and agree to follow them in their entirety.

I have read the fire evacuation procedure.

Signed:

Date:

Prices with effect from January 2023

<i>full day</i>	<i>£36.17</i>
<i>session</i>	<i>£18.78</i>
<i>hour</i>	<i>£6.49</i>
<i>late fee (per 10minutes)</i>	<i>£4.10</i>
<i>Snack (per day)</i>	<i>£0.35</i>
<i>Extended collection 2.45pm-3.15pm</i>	<i>£2.68</i>
<i>ASC fee 3.15-3.30pm</i>	<i>£1.47</i>

Prices will be reviewed September 2024 for January 2025

Dear Parents/Carers,

We will be using ClassDojo to keep you informed of what we have been doing in Little Learners. We will post daily of our activities but it will also be a good information board for us to post on too. Posts include messages, posting photos, announcements etc. It is also easy for you to get in touch with Little Learners staff too through private messages.

On ClassDojo, only parents from Little Learners will be able to view any posts made to our 'class story'. There is also a 'school story' where you will find the weekly diary and other useful posts made for the whole school.

If you wish to have an account but do not want photos of your child to be uploaded, please indicate below. We will give out information on how to join and your personal login to our class once your child has started at Little Learners.

As this communication has photos uploaded onto our ClassDojo page, it is important that these photos **must not** be shared by yourselves.

Learn more about ClassDojo

ClassDojo is used by teachers in 90% of K-8 schools to create amazing classroom communities. Find out more about why we're excited to use ClassDojo student accounts for digital profiles, and how it is safe and simple for everyone:

Learn more: classdojo.com/learnmore

Privacy Policy: classdojo.com/privacy

I agree for my child's photo and daily activities to be posted on Little Learners ClassDojo
Yes / No

I agree for my child's photo to be posted on the whole school ClassDojo
Yes [] No []

Student Name:

Your name/s:

Your email/s:

Teachers2Parents is a texting service which is used as well as Dojo.

I give permission for you to text me on my mobile telephone. Yes [] No []

My mobile telephone number:

Your signature:..... Date.....

The before and after school club is available to children attending Norton Little Learners. If this is something you require, please download a booking form from the school website or a paper copy from the school office.

Terms and Conditions Before and After School Clubs

In order that we can provide a safe and well organised club there are a few important points that **MUST** be adhered to:

- At the end of the prior term you must inform the school of the sessions your child will be attending for the following term by completing a booking form (download from the website or collect from the school office).
- The only exception to this is an emergency booking whereby you **MUST** phone the school at your earliest convenience. Please note: We cannot guarantee the after school facility until 5:30pm for emergency bookings.
- If you wish to cancel a pre-booked session, please notify the school by letter or email (admin@norton.gloucs.sch.uk) 24 hours' before.
- A late fee of £5.25 will be charged from either 5pm or 5:30pm for each 15 minutes thereafter. ***If you are late on 3 occasions within a school year, the after school club will no longer be available for your child/ren for the remainder of that year.***
- Children attending a school run club will be taken to the After School Club when their club finishes. The whole session cost still applies.
- Registration of children will be similar to that of the school register - if your child is unable to attend, we must know as soon as possible as safety is of utmost importance.
- Please sign your child in school for the before school club.
- Please sign your child out of the after school club.
- The school behaviour expectations and the school policy still apply.

Age

- 3 years – 11 years old children who are attending Norton Primary School or Norton Little learners.

Hours

- Before School - 8:00am until 8:45am, Monday to Friday (no breakfast is currently available)
- After School - 3:30pm until 5pm, Monday to Thursday (Please provide a snack)

Charges

- Before School Club -- £1.61 per school child
- After School Club until 5pm -- £4.80 per child per session
- After School Club until 5:30pm -- £5.96 per child per session
- Late Fee -- £6.08 per 15 minutes

Invoice

- Payment is required on receipt of an invoice. Invoices will be sent monthly.

We pride ourselves on offering extended services whilst striving to keep our prices low, as this remains a non-profit making service. The charges will be reviewed Autumn Term 2024 for January 2025.