Parkway Pre-School

Christchurch Community Centre, 110 Parkway, Welwyn Garden City, Herts. AL8 6HN

Registration Form

Child's Name	Preferred Name	Surname	Date of Birth
Gender	NHS Number	DFE Ethnic Code*	Home Language
Address		Town	Postcode
Parent Name 1	Surname	Tel	Mobile
Do you have parental responsibility for this child?		Yes ☐	No ☐
Parent Name 2	Surname	Tel	Mobile
Do you have parental responsibility for this child?		Yes ☐	No ☐
Parent 1 Email		Parent 2 Email	
Who does the child usually live with?			
Carer/Childminder	Tel	Mobile	
Emergency Contacts Excluding Parents			
Emergency contact 1	Tel	Mobile	Relationship
Emergency contact 2	Tel	Mobile	Relationship
Please indicate your preferred start date			
Starting Term	Year	Start Date	Or ASAP

Please indicate which sessions you would prefer.										
9:00 – 12:00	Monday	☐	Tuesday	☐	Wednesday	☐	Thursday	☐	Friday	☐
9:00 – 15:00	Monday	☐	Tuesday	☐	Wednesday	☐	Thursday	☐	N/A	☐

Supported Families code: 15 hours for 2-year-old Working Families code: 30 hours for 2- 4-year-olds Please also provide parents' NI Numbers for All children	Funding Code: NI Number: NI Number:

Funding: If my child is funded, I will be sharing this funding with another setting/carer as follows			
Setting/Carer	Tel/Mobile	Parkway Hours/Week	Away Hours/Week
Does your child have any special needs or disabilities?	What (if any) special support will your child require in our setting?		
Yes/No If yes please provide details below.			
Was your child born prematurely? (If yes, please state term)			
Professionals working with your family (e.g. Speech & Language, Physiotherapist, CDC, Social Services)			
Name Agency Role Telephone no		Name Agency Role Telephone no	

Consent – to grant or deny permission please select as appropriate:		
I give permission for an online Footsteps learning journey to be created and maintained for my child.	☐ Yes	No ☐
I give permission for photos/videos of my child to be used in this learning journal, on the understanding that they may also appear as part of a group photo or video in other children's journals	☐ Yes	No ☐
I consent for recognisable photos of my child to be used within the setting as part of normal practice, such as in the pre-school birthday book and name cards	☐ Yes	No ☐
I consent for recognisable photos of my child to appear on the Parkway pre-school website.	☐ Yes	No ☐
I give permission for suncream to be applied to my child. In the event of any allergies, I will supply appropriate suncream.	☐ Yes	No ☐

Agreements			
I have completed all sections of the registration form.			
Parent Signature		Date	
I have read and hereby agree to the Terms and Conditions of Parkway Pre-School			
Parent Signature		Date	

Medical Data			
Allergies/Food Intolerance			
Special Medication			
Emergency Medical Consent			
I hereby give my consent for the staff of Parkway Pre-School to authorise the provision of emergency medical treatment for my child on the understanding that they will do everything possible to contact me beforehand.			
Parent Signature		Date	

TERMS and CONDITIONS

Registration
To register your child for a place at Parkway Pre-School you will need to complete our Registration Form.

Fees
Attendance fees are calculated on a sessional basis and exclude bank holidays. They are charged termly in advance and can be paid online. There is also a registration fee of £25. This does not apply if your child will be attending sessions covered by government funding.

If you are unable to pay the full fee in advance, we will accept half-termly payments, beginning at the start of each half-term. No discounts or refunds are available for holiday or sickness absence, special events that replace the normal session (usually held on a Friday), or closure due to unforeseeable conditions (e.g. adverse weather). Please also be aware that sessions are not transferable - an absent child cannot give their session to another child or swap it for another day. We ask for a voluntary contribution per session towards consumables once your child is funded. Please note a full day equates to two sessions.

Funding
When your child becomes eligible for funding you will be required to define your claim on a Parent Declaration Form which we will send to you. We accept 15/30-hour funding, (If you are eligible). You will need to show us your child's birth certificate to enable us to claim the funding. Please feel free to contact us if you need help understanding the funding system, as it can get complicated.

Notice
We require 6 weeks' notice in writing if you wish to cancel your place at the pre-school or reduce the sessions allocated. Any refund will be calculated accordingly. If you are claiming funding, you may cancel without notice, but you will need to complete a Leaving Certificate to take your remaining funding elsewhere.

Lunch club
Lunch club is available Monday to Thursday, between 12 -1pm at a cost of £7 per hour**.**

*** DFE Ethnic Codes**

AOTH	Any Other Asian Background
BOTH	Any Other Black Background
OOTH	Any Other Ethnic Group
MOTH	Any Other Mixed Background
WOTW	Any Other White Background
ABAN	Bangladeshi
BAFR	Black African
BCRB	Black Caribbean
CHNE	Chinese
WROM	Gypsy/Roma
AIND	Indian
APKN	Pakistani
WIRT	Traveller of Irish Heritage
WBRI	White British
WIRI	White Irish
MWAS	White and Asian
MWBA	White and Black African
WMBC	White and Black Caribbean
RFEU	Refused