



Fledglings Registration Form

Executive Headteacher: Ms Julie Church

Fledglings Manager: Mrs Lisa Phillimore

Cheyney Avenue | Salhouse | Norwich | NR13 6RJ | 01603 720402 (option 3)

email: fledglings@salhouse.norfolk.sch.uk web: www.salhouseschool.co.uk



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***Fledglings
provides a
safe, secure,
and
stimulating
environment
in which your
child will
develop to
their full
potential by
learning
through play...***

All About Me

Please could you, with the help of your child, complete this short questionnaire. This will help us understand your child's unique qualities.

My name: **My date of birth:**.....

Names of people and animals special to me:

.....

My special names for things or words I use:

.....

My favourite teddy, doll or toy

.....

Things I like to do:

.....

Things I don't like or that make me feel worried

.....

Things I might like some help with, such as going to the toilet

.....

I usually go to bed at:

I usually sleep well **Yes** **No**

I usually have a rest in the day **Yes** **No**

Special things which help me to rest:

.....

I also attend these other childcare providers

.....

This is some information about what my family have noticed I can do so far:

Walking, running pedaling, hopping and climbing etc (these are known as my gross motor skills)

.....

Building with Duplo, holding a fork, threading and using a pencil/crayon (These are known as my fine motor skills)

.....

I can tell you when I need something by using words or gestures (These are my communication and language skills)

.....

I can or I am working towards going to the toilet, feeding myself, washing hands etc

.....

Any other information you think we might find helpful:

.....

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Fledglings Pre-School and Out of School Clubs Registration form

Child's Details

Child's first name(s)		Legal Surname	
Preferred name			
Child's full address			
Gender		Date of birth	
Family details			
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			
Work address			
Does this parent have parental responsibility for the child? Yes/No <i>(delete)</i>			
Does this parent have legal access to the child? Yes/No <i>(delete)</i>			
Conact details 2 (including emergency information):			
Parent/carer full name			
Relationship to child			
Daytime/work telephone		Mobile	
Home telephone		Email	
Home address			
Work address			
Does this parent have parental responsibility for the child? Yes/No <i>(delete)</i>			
Does this parent have legal access to the child? Yes/No			

Contact details 3 (including emergency information):

Parent/carer full name			
Relationship to child			
Daytime/work telephone		Mobile	
Home telephone		Email	
Home address			
Work address			
Does this parent have parental responsibility for the child? Yes/No <i>(delete)</i>			
Does this parent have legal access to the child? Yes/No <i>(delete)</i>			
Other person(s) with legal contact <i>To be completed where those persons with parental responsibility are separated and an S8 Order is in place</i>			
Name			
Address			
Contact telephone numbers			
Relationship to child			
What are the contact arrangements that the setting needs to know about?			
Emergency contact details if parents are not available <i>Emergency contacts must be local</i>			
<i>Contact 1 - Name</i>			
Daytime/work telephone			
Home telephone		Mobile	
Address			
Relationship to child			
<i>Contact 2 - Name</i>			
Daytime/work telephone			
Home telephone		Mobile	
Address			
Relationship to child			

Persons other than parent(s) authorised to collect the child *Must be over 16 years of age*

Person 1 – Name			
Daytime/work telephone			
Home telephone		Mobile	
Address			
Relationship to child			
Person 2 - Name			
Daytime/work telephone			
Home telephone		Mobile	
Address			
Relationship to child			
Password for the collection of child by authorised person			
<p>Does your child suffer from any known medical conditions or allergies, or have any special dietary needs or preferences? Yes/No (<i>delete</i>) If so, please provide details:</p>			
<p>Does your child have any special needs or disabilities? Yes/No (<i>delete</i>) If so, please provide details:</p>			
<p>How would you describe your child's ethnicity or cultural background?</p>			
What is the main religion in your family (if applicable)?			
<p>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?</p>			

Does your child have any distinguishing marks? (This may include birth marks or scars) What other information is 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.

Details of professionals involved with your child

GP

Name		Telephone	
Address			

Children's Centre (if applicable)

Name		Telephone	
Address			

Health Visitor (if applicable)

Name		Telephone	
Address			

Social Care Worker (if applicable)

Name		Telephone	
Address			
<p>What is the reason for the involvement of the social care department with your family? <i>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.</i></p>			

Any other professional who has regular contact with the child or FSP (Family Support Process) in place

Name 1		Role	
Agency		Telephone	
Address			
Name 2		Role	
Agency		Telephone	
Address			

General Parental Permissions

Emergency treatment declaration

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

Signed		Date	
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For inhaler/Epipen only

I give permission for a named member of staff who has been trained to administer the inhaler or Epipen

or Anapen (supplied by me) to		(name of child). The named staff are:
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1.
2.
3.

Signed		Date	
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Suncream

I give permission for staff to administer suncream (supplied by Fledglings) to:	
	(name of child) when necessary and to record its use.

Signed		Date	
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Short trip - general outings

Your child will be taken out of the setting as part of the daily activities. The venues used are detailed here:

Salhouse Playgroup to Fledglings Pre-School, Salhouse Village Park, walk about around the village

I give permission for		(name of child) to take part in short trips or
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general outings. I understand that individual risk assessments are carried out for each type of trip or outing taken and are available for me to see as required. For any major outings, I understand I will be informed and my specific consent obtained.

Signed		Date	
--------	--	------	--

Photographs

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. These photographs are used for display and for your child's records within the setting. We are happy to provide duplicate photos of your child to you if requested. We may also record events and activities on video. Photos/videos are stored on the setting's computers only; we only store images during the period your child is with us. If we would like to use any image of your child for training, publicity or marketing purposes, we will always seek your written consent for each image we intend to use.

I give permission for		(name of child) to have her/his photo taken, or to be videoed, as per the above conditions
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Signed		Date	
--------	--	------	--

Animals

We may occasionally have supervised visits of animals to our setting. A risk assessment will be carried out for visiting animals, and parents informed. Please state below any known allergies or aversion your child has to animals:

Signed		Date	
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Fledglings Pre-School Key persons - Information for parents

Each child joining **Fledglings Pre-School** will have a key person appointed to them. It will be the key person's responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up-to date. Your child's key person may change as your child progresses through the setting. You will be notified of these changes. Your child's key person is your first point of contact for anything you wish to discuss about your child.

A key person will not be appointed in the Breakfast Club, After School Club or Holiday Club.

Your child's key person will be	
Your child's 'back up' person will be	

Policies and Procedures

Please sign below to confirm that you have accessed the setting’s policies and procedures, along with terms and conditions, including the Information Sharing procedures and understand that there may be circumstances where information is shared with other professionals or agencies without your consent.

From time to time an Early Years Adviser, who is an experienced teacher employed by the local authority and has expertise of working with children up to the age of 5 years may support our setting to meet the needs of all children’s learning and development. This is through discussion and/or observation. By signing below you are giving consent for the involvement of an Early Years Adviser who may discuss the learning and development needs of your child.

All bookings are legally binding and are subject to the following charges:

- Late collection charges £5.00 per 15 minutes or part of for all Fledglings clubs. This charge is in place just to cover the cost of two members of staff
- Please see the attached Terms and Conditions for cancellation charges for Fledglings Pre-School, Breakfast club and After School Club

Exceptions may be made at the discretion of the head teacher, please speak to the duty supervisor.

Signed		Date	
Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify is of any changes as they arise.			
Parent 1			
Signed		Date	
Parent 2			
Signed		Date	
Key person			
Signed		Date	
Manager			
Signed		Date	
Date of first review			

Equalities monitoring form – to be completed by the provider

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

White – British		Asian or Asian British	
▪ Irish		▪ Indian	
▪ Traveller of Irish Heritage		▪ Pakistani	
▪ Gypsy/Roma		▪ Bangladeshi	
▪ Any other White background		▪ Any other Asian background	
Mixed – White and Black Caribbean		Black or Black British	
▪ White and Black Caribbean		▪ Caribbean	
▪ White and Asian		▪ African	
▪ Any other mixed background		▪ Any other Black background	
Chinese		Any other ethnic background	
▪ Chinese		▪ Please state	

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.

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Booking Request Form

Please complete the following form to ensure a space is available for your child in the club you require.

Name of child Preferred Start Date

Please could you tick below the sessions you would like to book in Fledglings and if you would like to use 3 & 4 year old funding.

	Monday	Tuesday	Wednesday	Thursday	Friday
9am to 12pm funded					
9am to 12pm paid					
12pm to 3pm funded					
12pm to 3pm paid					
Breakfast Club					
After School session ½ 4.30pm					
After School session full 6pm					

Signed Parent/Carer:..... date:

Fledglings Preschool and Extended School Clubs Terms and Conditions

Welcome to Fledglings. We hope that you and your child will be very happy with the service provided.

When accepting a place, we ask you to **sign two copies of this agreement. Please return one copy to Fledglings and keep the other copy for your records. Your child's place will not be confirmed until a copy of this agreement has been returned along with their registration details.**

Children from the age of 3 years up to the end of your child's first term in High School (Year 7) can access Breakfast Club, Afterschool Club and Holiday Club. Term time Fledglings is open between the hours of 7.45am to 6pm and during holidays between 8am and 6pm. Children from the age of 2 years can access our Preschool between the hours of 9am and 3pm.

The agreement states the Terms and Conditions set out by Fledglings. Please read them carefully before you sign as there are variations between Preschool and the Extended School's Clubs, if you have any queries please speak to the manager of the setting before you sign and return the T&C's. Our aim is to support your childcare needs and we trust you will understand that the following Terms and Conditions are necessary for the efficient running of the setting. We reserve the right to update/amend these Terms and Conditions at any time. You will be informed of any changes, in writing, 4 weeks prior to the change.

Paperwork

- Parents/carers must complete and sign these Terms and Conditions, along with a completed registration form and return to the Fledglings Manager before the child's first session.
- It is the responsibility of the parent/carer to inform the Manager if any details on the consent or registration form change.

General Information

- Fledglings operate term time between the hours of 7.45am to 6pm for children from the age of 3 years of age and 9am to 3pm for children from the age of 2 years of age. Please see a staff member for available sessions.
- Holiday Club operates between the times of 8am and 6pm with various sessions available for children from the age of 3 years up to the end of the first term of High School (Year 7) Dates for Holiday Club are available in the setting, please speak to a member of staff.
- If Fledglings is forced to close due to unforeseen circumstances we will ensure these days will be discounted from your invoice. Information regarding closures can be found on either Fledglings or Salhouse Primary School's Facebook page, Norfolk School Closure website - disruptions.norfolk.gov.uk/ncclosures_schools.html or on local radio stations.
- Medication – Fledglings will only administer prescribed medication with a dispensing label attached. A medication administration form will need to be completed before a staff member is able to administer any medication.
- Fledglings is a **nut free setting**, please be mindful of this when providing your child with a packed lunch.

Fees and Invoicing

- Invoices will be processed at the beginning of each month for the month ahead. The invoice will include all sessions booked for the month ahead along with any additional sessions that were booked after the last invoice was sent out.
- Payment is to be received within 10 working days of receipt of invoice. Please provide us with an email address so we can inform you your invoice is coming home. If you have any issues making full payment please talk to the Manager.
- Fees can be paid using cash, cheques (made payable to Fledglings) standing order using your child's name and 'F' at the end identifying Fledglings. The Bank details are Barclays Bank Account Number 60691224, Sort Code – 20-62-61; we also accept work place child care vouchers.
- Children must be collected promptly at the end of their booked session. Late collection will incur a fee which will be charged at £5.00 for every 15 minutes, or part of, to cover the costs of providing staff to care for your child. Please note **regular lateness may result in your child losing their place.**
- Fees are payable at all times, including days which have not been attended due to sickness/holiday/appointments, these sessions are exempt from giving 4 weeks' notice to cancel. We are also unable to offer session swaps.
- Any additional admin requests from parents/carers will incur a fee of £10.00 to cover the admin costs.
- Fees will be reviewed annually by the Governing Body of Fledglings and any increases will be implemented following 4 weeks prior notice to parents.

Two and Three Year Old Funding

- Fledglings accept children accessing 2 year old government funding. Funded sessions are available from 9am to 3pm Monday to Friday term time. Fledglings accept children accessing 3 year old government funding, funded sessions are available between 7.45am to 6pm Monday to Friday term time. Funding can be claimed the term after their 3rd birthday. If the sessions a child requires exceeds their funded hours the sessions will be payable at the Fledglings sessional rate.

Making changes to sessions

- Any permanent changes to regular bookings are subject to availability and require 4 weeks' notice in writing to take effect; this includes Preschool, After School Club and Breakfast Club.
- If you no longer require all or some of your regular Fledglings sessions, 4 weeks' notice in writing is required to cancel any regular sessions permanently. Parents/carers will be charged for the full notice period even if the child is not attending.
- All sessions booked for Holiday Club are payable unless 4 weeks' notice is given in writing to cancel any session.
- Hot lunches are available to order from the school during term time. Please speak to a staff member to order your child's lunch and for the current price.

Safeguarding

- Parents/carers are expected to inform the setting of any absences. To safeguard children, Fledglings will contact parents/carers with regard to any unexplained absence.
- Fledglings do not accept any responsibility for any possessions brought in by a child or clothing. Fledglings does not accept responsibility for any vehicles on the premises.
- Fledglings operates a 'No Mobile Phone and Camera' Policy.
- Parents/Carers are asked to read and support the setting's policies and procedures, copies of which are available on request.
- For information on how to make a complaint, please refer to our complaints policy. Please ask a member of staff to see a copy of the policy.

This agreement is personal to Fledglings Preschool and Extended School Clubs and is not assignable.

By signing this document you are confirming you have read and understood the Terms and Conditions set out by Fledglings regarding your child's place at Fledglings, that you agree to abide by them and that you accept responsibility for requesting the policies to read.

Name of child D.O.B.

Name of Parent/Carer Signed

Name of Parent/Carer Signed

Contact Email Address

Signature of Manager **Date**

Tapestry Consent Form

Dear Parents/Carer,

At Fledglings we use Tapestry which is an online learning journey; this is a new way to view your child's learning story. Using this new Tapestry App you can get email notifications about your child's progress in Fledglings and you can add entries yourself of what your child does whilst at home.

Tapestry is completely confidential. Only you, along with family members you choose to share the log-in details with, be able to access your child/children's information. You will be given a website address and password to access the app/ or online website. Your child/children's key-worker will only use Tapestry to add observations and learning onto your child/children's online learning story journey.

To complete this process we will need your email address to be able to set up your Tapestry profile for you to view your child/children's (WOW) moments. We will of course keep your email address confidential and only the people in the room using Tapestry will have access to it. Please complete the reply slip below and return to your child's key-worker.

Thank you, we will send information on how to set your Tapestry up soon.

If you have any concerns please speak to either your child's keyworker or the manager.

Yours sincerely,

Lisa Phillimore

.....
Please complete Tapestry consent form and return to Fledglings.

Child's Name:

Date of Birth	Parent/Carer Name:	Email Address:

Signature: Date:

Signed Parent/Carer.....

By signing this you are confirming you have legal responsibility for the child named above.

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