

**ARDLEY HILL PRE SCHOOL**

Lowther Road,  
Dunstable, Bedfordshire  
LU6 3NZ



Headteacher: Mr Jonathan Smith

Telephone: 01582 667955

Email: preschool@ardleyhill.org.uk

www.ardleyhill.org.uk

**New Starter Form \* PLEASE BRING YOUR CHILD'S BIRTH CERTIFICATE WITH THIS FORM****Personal Details of Pupil**

Surname			
Legal Surname			
Other Names			
Preferred known name			
Date of birth		Male <input type="checkbox"/>	Female <input type="checkbox"/>

**Home address**

Number & street name			
Town		Email address:	
Postcode		Address tel. no.	

Name of any related pupil who attends this school or has attended in the past:

Full Name		Relationship to above pupil	
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Name of **PREVIOUS SETTING IF ATTENDED**:

Playgroup/Nursery/Previous school Name (Please name all previous settings)	
County	

**Additional information**

<b>Religion</b>		<b>Mother Tongue</b> (Language spoken at home)	
<b>Most used mode of transport</b>		<b>Nationality</b>	

<b>Ethnic Group</b>	(Please tick one of the boxes below)	<b>Court Orders</b>
<b>White</b>	- British <input type="checkbox"/>	Are any court orders applicable to your child? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give further details below
	- Irish <input type="checkbox"/>	
	- Traveller of Irish Heritage <input type="checkbox"/>	
	- Gypsy/Roma <input type="checkbox"/>	
	- Italian <input type="checkbox"/>	
	- Any other White background <input type="checkbox"/>	
<b>Mixed</b>	- White and Black Caribbean <input type="checkbox"/>	
	- White and Black African <input type="checkbox"/>	
	- White and Asian <input type="checkbox"/>	
	- Any other Mixed background <input type="checkbox"/>	
<b>Asian or Asian British</b>	- Indian <input type="checkbox"/>	
	- Pakistani <input type="checkbox"/>	
	- Bangladeshi <input type="checkbox"/>	
	- Any other Asian background <input type="checkbox"/>	
<b>Black or Black British</b>	- Caribbean <input type="checkbox"/>	
	- African <input type="checkbox"/>	
<b>Chinese</b>	<input type="checkbox"/>	
<b>Any other ethnic background</b>	<input type="checkbox"/>	
<b>Prefer not to say</b>	<input type="checkbox"/>	

## Emergency Contact Information

Please use contact priority numbers 1 – 4 to indicate the order in which contact should be attempted in an emergency.

### MOTHER

**Contact priority 1 2 3 4**

Title	Mrs	Ms	Miss	Other (please specify)	
Full Name					
Address if different from pupil address					
<b>Contact telephone numbers:</b>			Please tick priority		
Home			<input type="checkbox"/>	Relationship to child	
Mobile			<input type="checkbox"/>	Parental responsibility Yes/No	
Work	Email address		<input type="checkbox"/>		
Additional information (if any)					

### FATHER

**Contact priority 1 2 3 4**

Title	Mr	Other (please specify)			
Full Name					
Address if different from pupil address					
<b>Contact telephone numbers:</b>			Please tick priority		
Home			<input type="checkbox"/>	Relationship to child	
Mobile			<input type="checkbox"/>	Parental responsibility Yes/No	
Work	Email address		<input type="checkbox"/>		
Additional information (if any)					

### OTHER CONTACT

**Contact priority 1 2 3 4**

Title	Mr	Mrs	Ms	Miss	Other (please specify)	
Full Name						
Address if different from pupil address						
<b>Contact telephone numbers:</b>			Please tick priority			
Home			<input type="checkbox"/>	Relationship to child		
Mobile			<input type="checkbox"/>			
Work	Email address		<input type="checkbox"/>			
Additional information						

### OTHER CONTACT

**Contact priority 1 2 3 4**

Title	Mr	Mrs	Ms	Miss	Other (please specify)	
Full Name						
Address if different from pupil address						
<b>Contact telephone numbers:</b>			Please tick priority			
Home			<input type="checkbox"/>	Relationship to child		
Mobile			<input type="checkbox"/>			
Work	Email address		<input type="checkbox"/>			
Additional information						

**Medical Information**

Doctor's name		
Practice name		
Practice address		Practice telephone number
Do you give permission for the school to contact Doctor if necessary?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you give permission for your child to be taken to hospital in the event of an emergency?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your child have any HEALTH problems?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please give details (e.g. Asthma; Allergy etc.) and any emergency procedures that need to be followed if relevant:		
An inhaler <b>MUST</b> be in school at all times if your child is asthmatic.		
Any other information relating to your child's health that you feel the school should be aware of:		
Is your child allergic to plasters? YES/NO      Any other allergies YES/NO (please state)		
Dietary Needs (if any)		
<b>Does your child have any Special Educational Needs?</b>		
No <input type="checkbox"/>	Yes <input type="checkbox"/>	Statemented <input type="checkbox"/>
Dentist address:		
Dentist telephone number		

**Information Sharing**

I give permission for Ardley Hill Pre School to share information about my child with the 0-19 team and Sure Start children's Centres.

Signed .....

**There will be occasions during the school year where parents/carers will wish to take photographs or make a video recording of their child taking part in a school activity. In order for schools to ensure that, as far as possible, photography and video is safe, please sign the declaration below.**

Any photographs or video that I take of school activities will not be used inappropriately.

I have/have no objection to my child being photographed during school activities

I have/have no objection to my child's photograph appearing in the local paper or our website.

I have/have no objection to my child's photograph appearing on the Pre School's Public Facebook page

Signed .....

## Sessions Required and Funding Information

Childs Name: \_\_\_\_\_ Start date: \_\_\_\_\_

Please indicate which session you would like your child to attend.

	Monday	Tuesday	Wednesday	Thursday	Friday
Mornings					
Lunch					
Afternoon					
6 hours 8.50-2.50pm					

### 2 Year old Funding

Are you eligible for 2 Year Old Funding? Yes  No

If you are eligible, the funding will start the term after your child's second birthday.

Funding is available for up to 15 hours of childcare per week for 2 year olds whose families meet one of the following criteria:

Income Support, Income based Jobseekers Allowance, Income related Employment and Support Allowance, Child Tax Credits or Working Tax Credits and have an annual gross earnings of no more than £16,190, The guarantee element of State Pension Credit Support under part VI of the Immigration and Asylum Act 1999

Or they have a two year old child who

Has a current statement of SEN or an Education, Health Care Plan, Receives Disability Living Allowance, Has left care through special guardianship or through an adoption or residence order or a looked after Child.

Children Centre's are responsible for completing applications for 2 year old funding and have details of the eligibility criteria. Any parent who contacts you for 2 year old funding without an eligibility letter should be referred to their local **Children's Centre (link opens in new window)**.

### 3&4 Year Old Funding

Your child will be entitled to up to 15 hours of Nursery Education Funding the term after their 3<sup>rd</sup> birthday which can be taken flexibly.

**In accepting a place at Ardley Hill Pre School, I undertake that my child shall be subject to the school rules and regulations. I agree that the information given in this form is accurate and will endeavour to inform the school of any changes to the details given at the earliest opportunity.**

Signature of parent/guardian \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

#### Data Protection Act 1998

Please note that personal details supplied on this form will be held and/or computerised by Ardley Hill for Education purposes. The information will be disclosed and held by the Local Education Authority, the DfES (Department for Education and Skills), the QCA (Qualifications and Curriculum Authority) and the Connexions Service where children are aged 13 or above. Full details of the purposes and use made of the information provided are outlined in the letter accompanying this form. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

Please read our terms and conditions carefully:

### **Registration**

Children cannot be allocated a place at Ardley Hill Pre School without completing an application form. Children will be allocated a place subject to availability with the earliest date offered as appropriate to the age of the child. If there is no immediate availability your child's name will be held on a waiting list until a suitable place can be offered. Upon receipt of the application form a confirmation letter will then be sent with the earliest starting date as practical. Their name will be held on a waiting list if there is no place available.

### **Cancellation of Place Offered**

Once a place is allocated and confirmed by letter as stated above, to cancel the arrangement, parents must write to the Manager of the Preschool as soon as possible.

### **Home Visit and Settling In**

We carry out a home visit for every child prior to them starting with us. This is a short visit by a senior member of staff and a Pre School practitioner. During the home visit we will complete relevant paperwork and the practitioners can start to form a relationship with your child, in the comfort of their own home.

Most children will settle in with us very quickly however, if a child is having difficulty in settling in, then they may need more settling in sessions before they officially start, staff will talk to you about this if it is needed.

### **Payment of Fees**

Parents and/or guardians are jointly responsible for the payment of fees on time. Invoices are printed in advance and are emailed out around the 1st of every month. They are payable in full within 21 days.

When you start with us you will be sent a letter or email from Tucasi online payment system. You will need to set up an account using a unique link code that will be provided in the email/letter. Once you have created your Tucasi account you will then be able to pay your Pre School fees via this system. We no longer accept cash or cheques.

You will not be charged for staff training days or public holidays on which the Pre School will be closed. Fees will not be refunded or waived for term time absence through sickness or holidays or any other cause during term time.

### **Childcare Vouchers and Tax Free Childcare**

If you are paying via child care vouchers or Tax Free Childcare, the payment must reach and clear in our account by the date stated on the invoice. Payments that are made the day before or on the day that payment is due, may mean that your payment will be late. Some banks will tell you that the payment will clear within a couple of hours but this is not normally the case and will take up to 48 hours to reach our account.

## **Late Payment of Fees**

Pre School fees must be paid on time every month. Reminders are sent to all parents before fees are due and on the day they are due. If you do not pay on time your child's Pre School place may be suspended until payment is received. If you have difficulties in paying the fees, please do not hesitate to speak with the Manager as soon as possible.

## **Our fees are as follows**

		2 Year Olds	3&4 year olds
Morning session	8.50-11.50am	£14.25	£12.75
Afternoon session	12.45-3.45pm	£14.25	£12.75
Lunch Club	11.50-12.45pm	£4.75	£4.25
5 hour session	8.50-1.50pm	£23.75	£21.25
6 hour session	8.50-2.50pm	£28.50	£25.50
All day session	8.50-3.45pm	£33.25	£29.75

## **Non-Attendance**

If a child is off sick or taking holidays during term time, the Pre School kindly request that parents inform the Manager by email or telephone. Please be advised that any term time absence is chargeable and no refunds will be given. Ardley Hill Pre School do monitor attendance of all children.

Pre School sessions cannot be swapped for missed sessions, additional sessions are chargeable.

If you do not report your child's absence to Pre School, we will contact you. If we are unable to make contact with you, and your child is absent for 4 consecutive weeks, their Pre School place will be terminated.

## **Nursery Education Funding (NEF)**

Ardley Hill Pre School operates the Funding Scheme for 2, 3 and 4 year olds in line with the Central Bedfordshire Council. Children are entitled to 15 hours of funded childcare each week. Funding starts the term after their 2nd or 3rd birthday.

Ardley Hill Pre School also offer 30 hour funded places, hours can also be used in the Breakfast and Afterschool Club (STAR club).

Ardley Hill Pre School monitor attendance of all children including those who receive NEF, Parents will be liable to reimburse the provider for any absence.

If your child is eligible for 2 year funding Pre School will provide you with the necessary paperwork to fill in and return each term. Please note: if this paperwork is not completed and returned your child's funding may be forfeited.

## **Late Collection**

All children must be collected from Pre School on time, a late collection fee will be issued for late collection.

The Pre School session times are as follows:

Morning session 8.50-11.50am

Morning session and lunch club 8.50-12.50pm  
Afternoon session 12.45-3.45pm  
Lunch club and afternoon session 11.50-3.45pm  
5 hour session 8.50-1.50pm  
6 hour session 8.50-2.50pm  
All day session 8.50-3.45pm

### **Notice Period**

A written notice period of 4 weeks is required if you wish to withdraw your child from Ardley Hill Pre School.

Funding is not transferable between settings, so if you are withdrawing your child's place from our Pre School to attend another, your funding entitlement will not be available until the following term e.g. if your child leaves Ardley Hill Pre School on the 15th October, you will have to pay for your child's hours at the new setting until January – this is when your child will be eligible for the next block of funding.

### **Amendment of Sessions**

At Ardley Hill Pre School we will try our best to accommodate all session requests. However we kindly request that if you wish to amend or increase existing sessions that you do so in writing by email to the Manager. All such requests are subject to availability.

Pre School sessions cannot be swapped for missed sessions, additional sessions are chargeable.

### **I have read and agree to abide by the terms and conditions of Ardley Hill Pre School:**

Childs name \_\_\_\_\_

Parents name \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_