



Registration Form

Registration form for starting your child at

Windmills Preschool

Bembridge CE Primary School

Walls Road

Bembridge

Isle of Wight

PO35 5RH

Tel: (01983) 873575

E-mail: windmillspreschoolltd@btconnect.com

www.windmillspreschool.co.uk

OFSTED URN No. EY447958

Charity No. 1103864

Company No. 4977468



Windmills Preschool Ltd: Registration Form

Dear Parents/Carers,

Thank you for taking an interest in Windmills Preschool. You may contact us at any time using the details on the front of this pack should you have any queries. If you would like any help completing this form, please do not hesitate to approach a member of the team who will be able to assist you in confidence.

The information you are asked to provide is necessary for us to best meet the needs of you and your child. Please ensure that all sections are completed as required.

We aim to provide high quality care and learning opportunities for your child in a manner that suits your needs, therefore we have a selection of session times as follows;

We are open Monday-Friday - 8.30am - 3pm

- 8.30am or 8:30am -3pm
- 8.30am or 8:30am- 2pm
- 8.30am or 8:30 - 12pm
- 12pm - 3pm

If you are interested in a morning session or all-day session, your child will start at 8.30am and a small charge of £1 will be levied (your morning funded session will start at 9:00am). Your child may attend Windmills for any combination of the above sessions, providing we have space available to accommodate them. If you wish your child to attend a session that is fully booked, they will be placed on our waiting list and allocated the required session as soon as it becomes available in accordance with our **Admissions Policy**.

It is possible to add an additional hour to extend a session (for example from 12-1pm, or from 2-3pm) by arrangement.

Yours sincerely,

Natalie Harfield

Preschool Manager

Please bring your child's birth certificate with you along with any funding codes when you return this form
We will be unable to process your registration without these, thank you.

Child's Details

Child's full name: _____ Gender(circle): M / F / Other

Child's preferred name: _____

Child's date of birth: _____ Expected start date: _____

If you qualify for 2-year-old funding, please put code here _____

If you qualify for 30 hours funding, please put code here _____

National Insurance Number used for funding application _____

Previous/Other childcare settings

If your child has previously attended another childcare setting or currently attends another setting, please give details below:

Name of registered setting	
Address of setting	
Email address	
Phone number	
Name of keyperson	
Hours attended/attending	

Days & Sessions required at Windmills Preschool (see introduction):

Please note our day starts at 08:30 with a mandatory charge of £1 for the first half an hour – funded sessions start at 09:00.

	8:30-9:00 (£1 charge)	9am -12.00pm	12.00pm- 3.00pm	8.45am (or 9am) -2.00pm	Additional Hour (12-1pm or 2- 3pm)
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

Religion: _____ Child's first language: _____

Child's Ethnicity: _____

Child's Home Address:

Post Code: _____

Home Tel: _____

Parent Details

Names of parent/carer with whom the child normally lives:

1. _____ Parental Responsibility? YES NO

Tel; Mobile: _____ Work: _____

Email address: _____

2. _____ Parental Responsibility? YES NO

Tel; Mobile: _____ Work: _____

Email address: _____

Name of any parent with whom the child does not live:

Parental Responsibility? YES NO

Address:

Tel; Home: _____ Mobile: _____ Work: _____

Email address: _____

Does this parent have legal access to the child? YES NO

We can, on request, send additional information to a parent who does not normally live with the child. This would include a termly summary report of the child's learning and development and any newsletters.

Would this service be required? YES NO

Emergency contact details & Persons authorised to collect child

Parent 1 - Daytime/Work: _____

Parent 2 - Daytime/Work: _____

Other emergency contact details (please provide at least two):

Name: _____ Relationship to child: _____

Telephone: _____ Mobile: _____

Name: _____ Relationship to child: _____

Telephone: _____ Mobile: _____

Name: _____ Relationship to child: _____

Telephone: _____ Mobile: _____

In order to maintain your child's safety please provide a password that can be used by all the people listed above when collecting your child:

Password: _____

Please note, we require you to let us know if someone unknown to us or someone that rarely picks up your child is collecting them, as well as them knowing the password.

Are there any adults who should NOT collect your child?

Name: _____ Name: _____

Health and Developmental Details

Has your child had the following immunisations?

Diphtheria:	YES	NO	Tetanus:	YES	NO
Measles, Mumps, Rubella:	YES	NO	Meningitis C:	YES	NO
Polio:	YES	NO	HIB:	YES	NO

Does your child have any allergies?

Does your child have any dietary needs? _____

Has your child had any serious illnesses or operations before or since birth?

Has your child been seen at any hospital or by a community paediatrician, or is there current involvement?

Are any of the following in place for your child?

Family Hub/Barnados intervention:	YES	NO
Inclusion Funding:	YES	NO
Disability Living Allowance funding:	YES	NO

Do you have any concerns regarding your child's health or development? YES NO

Hearing: _____

Vision: _____

Speech & Language: _____

General Health: _____

Other: _____

Known Medical conditions, (including Hepatitis B, Epilepsy, Diabetes, Asthma, and Eczema):

Details of any physical needs requirements _____

If your child suffers from asthma or allergies, please ensure that they have an up to date prescription labelled inhaler and spacer or epi-pen to keep at the preschool

Family Doctor; Name: _____ Surgery: _____

Address: _____

Telephone: _____

Health Visitor; Name: _____ Address: _____

Telephone: _____

Other professionals involved with your child:

1. Name: _____ Role: _____

Telephone: _____

2. Name: _____ Role: _____

Telephone: _____

3. Name: _____ Role: _____

Telephone: _____

If your child has any involvement with a Social Worker, or is subject to a Child Protection Plan, please give details above and a brief explanation below (Please ensure the Social Workers details are recorded above).

Market Research

Please give a brief explanation on why you have chosen Windmills Preschool for your child:

Where did you hear about us?

Preschool Fees

From the 1st May 2024 preschool fees are as follows;

(Please note - these hourly rates are subject to change with notice in line with our Fees Policy)

2-3-year olds; £6 per hour (£18 per 3 hour session)

3-4-year olds; £5.50 per hour (£16.50 per 3 hour session)

FEES ARE STILL PAYABLE IN YOUR CHILD'S ABSENCE

PLEASE ENSURE THAT YOU HAVE READ THE FEES POLICY AND FULLY AGREE TO THE TERMS OF THIS POLICY

Payment is made monthly in arrears. Payment must be received within two weeks of the invoice being issued. If payment is not made by this time, then a **10% penalty will be incurred**. If fees are not paid by the end of the invoice period, we reserve the right to allow your child to attend funded sessions only.

We require four weeks' notice should you wish to withdraw your child from Preschool, otherwise we will look for four weeks payment in lieu.

I, the parent/carer of, _____ agree to the conditions and current Preschool fees and agree to pay them in line with the Preschool's **Fees Policy**.

Signed: _____

Print name: _____

Date: _____

Your Signed Agreement

You have been given a copy of Windmills Parent Pack and Policy Pack with this Registration Form, included are copies of our Policies and Procedures. We require you to agree to them by signing the following;

I, (name) _____, have read, understood and agree with the contents of the Windmills Preschool Parent Pack and the Policies and Procedures therein. I also confirm that I have received a copy of the Complaints procedure.

I have read and understood Windmills Preschool's **Confidentiality Policy, Record Keeping Policy, Safeguarding Children Policy** and **Data Protection and Information Sharing Policy**.

Signed: _____ Date: _____

Parent/carer of: _____

Copies of our OFSTED reports are available for you on request. We value you as parents and carers and are committed to offering you the best possible service we can. If any problems or issues should arise please do not hesitate in approaching us.

Parental Consents

It is necessary for us to comply with current Legislation and Guidance with regard to the care of your child. The following parental consent requests also ensure that we are fully meeting you and your child's needs and are able to follow your wishes with regard to your child's care during their time with us. If you wish to discuss any of the consents below further, please do not hesitate to contact us.

General Care

I give consent for my child to receive the appropriate level of physical comfort (TLC), in the event of an accident or when my child is upset. I understand that this can be administered by all staff members, students and volunteers of Windmills Preschool.

Yes

No

Personal Care

I give consent for staff members of Windmills Preschool to change my child's nappy and clothing and to assist them, if need be, when they have been to the toilet. I understand that only staff members who hold an Enhanced Disclosure Certificate from the Disclosure and Barring Service will be administering such care. All such care will be carried out in accordance with Windmills **Nappy Change and Toileting Policy**.

Yes

No

First Aid

At least one paediatric first aider will be present at all times.

I give consent for **EMERGENCY FIRST AID** and **FIRST AID TREATMENT**, to be administered in the event of an accident or injury. (Where necessary the Ambulance Service will be contacted immediately, and parents/carers informed of their child's injuries).

Yes

No

I also confirm that my child is not allergic to **PLASTERS** and can have one administered when a small graze occurs:

Yes

No

Administering Medicine

If, whilst your child is at Preschool, he or she develops a dangerously high temperature, an important aspect of us being able to control this temperature is to administer infant paracetamol.

I give permission, in an emergency, for Windmills staff to administer a 5ml dose of infant paracetamol in accordance with appropriate medical advice according to the **Administering Medicines** policy.

Yes, and I am sure that _____(child's name) IS NOT ALLERGIC TO PARACETAMOL

No

Application of Sun Cream

We are very conscious of ensuring your child is adequately protected in the sun. We ask that during the warmer months you apply sun cream to your child's exposed skin prior to bringing them to Preschool. On occasion, we may need to apply further sun cream to protect your child. I consent for the staff of Windmills Preschool to apply Sun Cream to my child's exposed skin should the need arise.

Yes

No

Assessment

We have a statutory duty under the Early Years Foundation Stage to carry out a progress check on all children between the age of 2 and 3 years. This information will be shared with parents first and foremost, but we ask for consent to share with other relevant agencies such as the family's health visitor if need be. I consent to my child's 2-year progress check being shared with other professionals as appropriate.

Yes

No

There are many ways in which a practitioner will track your child's progress and development during their time with us using statutory and non-statutory guidance. At Windmills Pre-School we use resources such as 'Birth to Five Matters' and the 'Early Years Small Steps Document' or 'EYFS Celebratory Checkpoints' to monitor their developmental progress, and this will be shared with you on a regular basis. If you have any concerns, you are welcome to have an informal chat with your child's key worker during their handover or book a parent meeting to discuss their progression in more detail.

At Windmills Pre-School we are committed to continually improving our services on offer to you and your child. As part of this commitment, we use 'Tapestry', a secure online learning journal used in the Early Years Foundation Stage (EYFS) to document and track children's learning and development. It allows your child's key worker to record observations, take photographs, and videos to show the engagement in activities, the achieving of a milestone moment or the experiencing of something new! Over time, this provides a comprehensive overview of your child's early education journey with Windmills. You will be notified when observations are uploaded and will be able to access them and leave comments if you wish. Please note that only staff working at Windmills Pre-School and designated family members can see your child's file as it is password protected to protect your confidentiality. For more information please visit: <http://eyfs.info/tapestry-info/introduction>

If you do not have access to the internet, the learning journey can be printed out.

Please sign below to give your permission for the use of Tapestry in the recording of your child's development. Please supply email addresses that you would like to receive notifications on when an observation has been added to your child's learning journey (e.g. this can be more than one email address). You will then receive an email asking you to assign a password to your account. Please do not hesitate to speak with a staff member if you require any further guidance in using Tapestry.

I consent to my child having an online learning journey using the Tapestry programme which includes individual and group photography.

Yes

No (If no, please speak to a member of the staff team)

The email addresses that I would like to receive notifications on are:

_____ (Name _____)
_____ (Name _____)



Record Sharing

Part of our statutory duty under the Early Years Foundation Stage is to record your child's progress in their Learning Journey. When the time comes for your child to go into Reception Class your child's Learning Journey will be passed to you after being shared with your chosen Reception Class. All materials regarding your child will still be kept in accordance with the General Data Protection Regulations (2018).

I consent to my child's Learning Journey being shared with Reception Class Teachers when my child moves up to school.

Yes

No

Do you consent to the Practice Manager sharing information with other professionals involved with your child in line with our Information Sharing Policy, for example Health Visitors, Special Educational Needs professionals, Speech and Language Therapists etc?

I consent to information being shared with other professionals involved with my child, as appropriate. I understand that I may also be informed about the information being shared and the reasons for this at the time.

Yes

No

Where Windmills Preschool Ltd. believes that there is a Safeguarding Concern, we will always share information with the Children's Social Care Duty Team.

Observation and Photo Consent

As a means of recording your child's progress while they attend Windmills, we make use of written observations and photographic or video observations. We only ever use the Preschool's own equipment to record such data, never staff's own cameras, video recorders or mobile phones.

Photographs will only be taken during normal school hours and during activities where the child is in full view of other members of staff. Your child will never be alone with just one staff member and their privacy will always be respected. All evidence gathered is stored in accordance with our **Record Keeping Policy** and **Social Media and Removable Storage Policy**.

With regards to photographs taken, please indicate below whether you are happy for your child to be included in pictures taken for these purposes:

At Preschool, this may include:

YES NO

- Photo Albums
- Displays
- Staff coursework

Printed media (for example in advertising in the County Press, Family Directory etc)?

YES NO

On our Website

YES NO

On our Facebook page

YES NO

Local Outings

During your child's time with us we will undertake several local trips in the community; we believe that this enhances your child's learning and development opportunities. These trips may include visiting the park, shop, library, Residential Home and so on. All outings of this nature are carried out in accordance with our **Outings Policy** and may include the use of public transport, but under no circumstances will involve the use of staff members' personal vehicles.

I consent to my child taking part in trips in the local area, I understand that for extended trips I will be required to give additional consent at the time.

Yes

No

Face Painting

On special occasions the children like to have their face painted. However, some children may have allergies or skin conditions such as Eczema, which can be inflamed by face paints.

We do use the sensitive Snazaroo Face Paints to try to avoid this but need your signed permission or refusal for us to use these on your child.

I give my permission for my child's face to be painted when in the care of Windmills Preschool.

Yes

No

Summary Permissions Sheet

I, the parent / carer of _____ agree to the permissions that I have ticked 'Yes' to above.

Signed _____

Name _____

Date _____

Windmills Preschool Ltd: Privacy Notice

How we use and look after your information

We hold information on all children registered to run a smooth and efficient service; in doing so, we adhere to the General Data Protection Regulations 2018. This means that the data held about children must only be used for specific purposes allowed by law. This notice explains the type of data held, why that data is held, and to whom it may be passed on.

Initial information about each child is provided by the parent/guardian/carer filling in the registration form. This includes name, date of birth, address, contact details (including names of all adults with permission to collect the child), medical details including name of doctor, any health or special educational needs, ethnic group, religion, first language and any other personal information deemed relevant by the person completing the form. We also collect information on parents National Insurance Number and date of birth which enables funding applications to be processed and/or validated.

We are required to hold and use this personal data in order to comply with the statutory framework (Early Years Foundation Stage or EYFS), OFSTED, the Department for Education (DfE) and our local authority early years team. This data will be used to: support your child's development, monitor and report on your child's progress, share information about activities in our setting, contact named people in an emergency, share with other professionals in accordance with legislation, ensure a contract of service is delivered and maintained and that the setting receives the statutory funding (validated as required) for which it is eligible.

Once a child starts attending Windmills Preschool, a keyperson is assigned to them and this member of staff maintains an individual file. Observations, photographs and samples of work are kept in this file, to help staff monitor, assess and report on the child's progress; parents have access to this file at any time. A record of each child's attendance is also kept.

From time to time, we may need to share some of this information with other professional bodies:

- Local Authority: The General Manager is required to pass on details of all 2,3 and 4-year-old children eligible for Free Flexible Entitlement (funding) at the beginning of each term.
- Social Services – If the staff have any concerns relating to Child Protection issues, information may be shared with this department.
- Health/Special Educational Needs professionals: Staff may need to share information and observations of individual children with supporting agencies to ensure that the child's needs are being addressed and met effectively.
- School to which the child is transferring: As a child leaves Windmills Preschool, the child's keyperson provides information about progress to his/her new reception teacher. If a child is recognised as having special educational needs during their time in Preschool, this information may be shared with teachers at the child's future school in advance, to ensure appropriate support and resources are planned.
- Department for Education: On an annual basis the Local Authority collect information on all 3- and 4-year olds in Preschool Education. This information is then passed to the DfE and forms part of a Nationwide Early Years Census.

Children, as data subjects, have certain rights under the General Data Protection Regulations 2018, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. Parents should speak to the Practice Manager if they wish to see the information held about their child.

Natalie Harfield

Practice Manager of Windmills Preschool Ltd
Checklist of Receipt (FOR OFFICE USE ONLY)

NAME OF CHILD:	AGREED?	COMMENTS
RECORDS SENT TO OTHER PARENT		
INFORMATION SHARING WITH OTHER AGENCIES		
FEES AGREED		
POLICIES AGREED		
GENERAL CARE-TLC		
PERSONAL CARE NAPPY ETC		
EMERGENCY FIRST AID TREATMENT & PLASTERS		
ADMINISTERING MEDICINE		
SUN CREAM		
ASSESSMENT		
RECORD SHARING		
OBSERVATIONS: VIDEOS & PHOTOS <ul style="list-style-type: none"> • Nursery Only • Printed Media • Internet 		
LOCAL OUTINGS		
FACE PAINT		
CHILD'S BIRTH CERT SEEN? Signed:		

New Child Checklist-pass to Administrator/Manager

CHILD: _____ D.O.B: _____ AGE (months): _____

Key Persons (primary/secondary): _____ Start Date: _____

Item:			Who?	When?	Signed:
Registration Form-all information present;			Rachel		
Parent Claim Form/Agreement completed			Rachel		
Details and sessions booked onto Superfox			Rachel		
Medical/dietary/consent summaries displayed			Rachel		
Updated contacts/child list to manager/displayed			Rachel		
Details added to Teachers2Parents			Rachel		
Medical/dietary information shared and displayed			Rachel		
Labels (check spelling, DOB);					
Cloakroom	File/Folder	Registration	Rachel		
Entered onto:					
Tapestry	Obs Tracker	Key person lists	Natalie		
		Individual Needs			
All About Me Book					
Initial appointment with parent:			Key Person		
Completion of All About Me Sheet:			Key Person		
First Learning Journey Completed:			Key Person		
Information Sheet back to admin			Key Person		
Information entered onto Superfox			Rachel		
Transition info requested (if applicable)			Rachel		
Key File set up (If applicable)					
Cover	Filing Guide	Parent Brief	Key Person		
UCP cover	Summative Ass.	Guidance pages			
16-36/30-50	Parents Contr.	Transition Info			
Evidence Pages	Key file received	Key meet notes			
Letters & Sounds	Story from Home	ECAT			