



Together, caring and learning

Terms and Conditions of Registration

Before completing this document please ensure you have read our prospectus and all relevant policies.

Please tick each box and discuss with a member of staff if you have any queries.

Name of child.....

- I give permission for my child to take part in all the normal activities of the pre-school both indoors and outdoors and agree to encourage and support my child and pre-school staff to do this.
- I understand the policies and procedures of the pre-school as detailed in the prospectus and agree to help implement them when appropriate.
- I understand that Pre-School staff will take photographs of the children for display and to provide evidence for each child's assessment and profile book (if more than one child is in the photo it may be shared for assessment). There may also be circumstances when staff wish to video the children and share it with the children themselves and their families. Pre-school also uses photographs/video as evidence and illustration for a quality improvement scheme (Quality Improvement in Learning and Teaching) and that is shared with Redbridge Local Authority. Photographs/video will not be shared outside Pre-School, other than for quality improvement.
- I understand that pre-school staff will be making observations and assessments of my child's activities at pre-school in order to help them develop and agree that records may be passed on to my child's next pre-school setting or school to aid with the transition process.
- I understand that while I may look at my child's profile book with him/her, I will not look at another child's books unless the child and parent are present and give me permission to do so.
- I give permission for emergency medical treatment to be carried out should it prove necessary and for a member of staff to accompany my child to hospital, although I understand every attempt will be made to contact me or one of the individuals named on my registration form first.
- I give permission for my child to go on short walks in the local community, providing they are adequately supervised and wearing appropriate clothing. I understand that I may not always be informed in advance about these but any longer trips involving transport will require a separate permission request.
- I agree to arrange for my child to be collected promptly at the end of the session, I will comply with the procedures outlined to ensure the safe exit of all the children.
- I will inform the pre-school in advance about any changes in the person collecting my child.
- I agree not to send my child to pre-school if they are unwell, or have been vomiting or suffering from diarrhoea in the last 48 hours, or have any contagious disease.

- I agree to follow the dress code so that my child may enjoy all the activities of the pre-school safely and I understand that while every effort will be made to protect my child's clothing, many of the activities will be messy and some clothing may be stained.
- I understand that Salway Christian Pre-school is a non-profit making organisation, and as such I agree to pay all fees promptly and to provide at least one months notice when my child will be leaving pre-school or to pay the fees for this period.
- I agree to inform the pre-school if my child starts at another pre-school / day care setting and give permission for pre-school staff to liaise with that setting to ensure continuity of care for my child. *Or*
- My child already attends.....(name) and I give permission for staff to liaise with that setting to ensure continuity of care for my child.
- I agree that when my child leaves Salway Christian Pre-school copies of their record of attainment may be passed on to their new nursery/school.
- I agree to raise any complaint I may have concerning the pre-school, which includes but is not limited to, any member of staff, child, visitor, activity or parent/guardian, with the manager in good time and within a designated private surrounding and that such conversation or disclosure will remain confidential.
- I agree to treat all children, visitors, parents and staff with appropriate respect and the care which should be afforded to all people.
- I understand that in the course of play and learning of social behaviour, children may occasionally hurt each other by hitting, pushing, scratching or even biting. I accept that staff will do all they can to prevent such incidents, each incident will be dealt with and parents informed, but acknowledge that they may occur and will support staff if this happens.
- I understand that if I breach any of these terms and conditions my child may lose their place at Salway Christian Pre-school.

Signature:

Full Name (please print):

Date:

Any additional comments: