



Rotherfield Recreation Ground, North Street, Rotherfield, East Sussex TN6 3LX  
 ☎ (01892) 853207, Registered Charity No. 1028021  
 www.rotherfieldpre-school.co.uk

## REGISTRATION FORM

### BASIC DETAILS

\*Delete where necessary

Childs Full Name.....

Name known as (if different).....Date of Birth.....Male / Female\*

Email(s).....

Name of parent(s) with whom the child lives 1. Does this parent have parental responsibility? Yes / No* 2. Does this parent have parental responsibility? Yes / No*	Name of parent with whom the child does not live 1. Does this parent have parental responsibility? Yes / No* Does this parent have legal access to the child? Yes / No*
Address  Postcode	Address  Postcode
Contact Numbers Home Mobile - Parent 1. - Parent 2.	Contact Numbers Home Mobile

### EMERGENCY CONTACT DETAILS

Work/daytime contact number Parent 1. Parent 2.	Persons authorised to collect the child if you cannot be contacted (must be over 16 years of age)  1. Name Relationship to child Home Mobile 2. Name Relationship to child Home Mobile
Any other emergency contact numbers 1. Name Home Mobile 2. Name Home Mobile	

PERSONAL DETAILS OF CHILD

Doctor's Name, Address and Telephone Number

.....  
.....

Are your child's immunisations up to date? Yes / No\*

Does your child have any food allergies or special dietary needs we should know about? Yes / No\*

If Yes, please state

How would you describe the ethnicity or cultural background?

.....

What is the main religion of your family?

.....

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?

.....  
.....

What language(s) is/are spoken at home?.....

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes / No\*

Does your child have any special needs, disabilities or medical conditions? Yes / No\*

If so, please give details

Are any of the following in place for the child:

Early Years Action? Yes / No\*

Early Years Action Plus? Yes / No\*

Statement of special educational need? Yes / No\*

Do you know which Primary School you intend to send your child?

Yes / No\*

If Yes, please state

Does your child regularly attend another Pre-School or Childminder?

Yes / No\*

If Yes, please state details so we can share information on your child's development

NAMES OF PROFESSIONALS INVOLVED WITH THE CHILD

Name 1.....

Role.....

Agency.....

Telephone.....

Name 2.....

Role.....

Agency.....

Telephone.....

Name 3.....

Role.....

Agency.....

Telephone.....

Do you have a Health Visitor?

Yes / No\*

Name.....

Based at.....

Telephone.....

Does your family have a social care worker?

Yes / No\*

Name.....

Based at.....

Telephone.....

PLEASE CONFIRM THE FOLLOWING DETAILS:

The date you would like your child to start Rotherfield Village Pre-School

.....

## Days and times of attendance you require

	Morning (3hrs)		Lunch Club (1hr)		Afternoon (2hrs)**	
Monday	9.00am – 12.00noon		12.00noon – 1.00pm		1.00pm – 3.00pm	
Tuesday	9.00am – 12.00noon		12.00noon – 1.00pm		1.00pm – 3.00pm	
Wednesday	9.00am – 12.00noon		12.00noon – 1.00pm		1.00pm – 3.00pm	
Thursday	9.00am – 12.00noon		12.00noon – 1.00pm		1.00pm – 3.00pm	
Friday	9.00am – 12.00noon		12.00noon – 1.00pm		1.00pm – 3.00pm	

### \*\*SESSIONS FOR 2 YEAR OLDS ONLY

Where did you hear about us? e.g Word of mouth, Notice board, Website or other;

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Would you be interested in:

1. Being a parent Helper? Yes / No\*
2. Joining the Parent of Pre-School (POPS) to help raise much needed funds? Yes / No\*

### **Your child's first session:**

As part of our settling in process you are invited to accompany your child on their first two sessions. On your first morning you will have the opportunity to meet the team and your child's Key Person, who will complete a settling in form with you, for your child. Please allow approximately 20 minutes on this day to stay and complete the form. Please also bring your child's 'red book' (as provided at birth) with you to this session as we are advised to track their vaccination program.

### **Government funding:**

Your child will become eligible for the Early Years Education Entitlement (EYEE) from the payment period after their third birthday which entitles them to receive a maximum of 15 hours of Early Years Education per week per school term for free. East Sussex County works to 3 payment periods across the academic year, which are September, January and April.

If you are eligible for 2 year funding, please speak to either Sandra (Bursar) or Liz and Fiona. ESCC may send you a letter confirming your eligibility to receive two year funding, but you will not be able to take advantage of the funding, as funding cannot be claimed until the payment period after the child turns two.

For example, if a child turns three in January (or two if you are claiming 2 year funding), you will not be able to claim your entitlement until **after** the Easter holidays.

In order for us to claim your free entitlement, please ensure that you bring a copy of your child's birth certificate or their passport when returning this form, to provide evidence of your child's date of birth. Thank you.

Funded hours can be claimed from 9.30am – 12.00pm and 12.30pm – 3pm, but please note our session times run from 9am – 12, 9am – 1pm, or 12pm – 3pm. From 9am-9.30am and 12pm – 12.30 pm is chargeable at our published hourly rate.

Please read our Fees Policy on our website [www.rotherfieldpre-school.co.uk](http://www.rotherfieldpre-school.co.uk) for further information.

**Thank you for completing this form.**

**YOUR SIGNATURES:**

- To the best of my knowledge the details on this form are all correct.
- I have given consent to the agreed statements mentioned above.
- I understand that all sessions missed through sickness and holidays will be paid for.
- I understand that Rotherfield Village Pre-School requires 4 weeks written notice if my child is to leave, so that we can adjust staffing accordingly.
- I have read and understood the Child Protection and Privacy Policy Documents (Please note that all our policies can be found on our website at [www.rotherfieldpre-school.co.uk](http://www.rotherfieldpre-school.co.uk). Please advise us if you require a paper copy.)

**PLEASE NOTE:**

**As we staff on a termly basis, we require 4 weeks written notice if you wish to delay your child's start date. If you do not provide us with notice, an invoice will be generated from the date you have requested and you will be responsible for making the termly payment for the hours you have stipulated.**

Parent 1.....Date.....

Parent 2.....Date.....

I have included my £15 registration fee to cover administration costs and my child's book bag

**We will adhere to the principles of the General Data Protection Regulations 2018 when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up-to-date in our Privacy notice which is given to you at the point of registration.**