

REGISTRATION FORM



ME
Montessori Play School
Bedgrove Community Centre
Bedgrove Park, Ambleside
Aylesbury, Bucks
HP21 9TT

Phone: 07754055317

Email: manager@memontessoriplayschool.com

Website: www.memontessoriplayschool.com

CHILD REGISTRATION FORM

This is a confidential document and must be returned prior to your child starting.

Child Details

Full name of child		Date of birth	
Child known as		Gender	

Parent Contact Details

Parent/Parents with whom the child lives			
Name of Parent 1			
Does this parent have parental responsibility? Yes/ No			
Occupation/Employer			
Name of Parent 2			
Does this parent have parental responsibility? Yes/ No			
Occupation/Employer			
Home Address			
	Postcode		
Home Telephone			
Mobile (parent 1)		Mobile (parent 2)	
Work number (parent 1)		Work number (parent 2)	
Email address			
Parents with whom the child doesn't live			
Name of Parent			
Does this parent have parental responsibility? Yes/ No			
Does this person have legal access to the child? Yes/ No			
Home Address			
	Postcode		
Telephone		Mobile	
Email address			
Any person to whom the child should not be handed over to			

Emergency Contacts

Name		Relationship to child	
Telephone		Mobile	
Name		Relationship to child	
Telephone		Mobile	
Password to be used on collection			

Personal Details of the Child

What is the main religion of your family?	
Are there any festivals or special occasions celebrated in your culture that you would like acknowledged and celebrated at ME?	
What language(s) are spoken at home?	

Medical Information

Name of Doctor			
Name of practice			
Address of practice			
	Telephone		
Name of Health Visitor			
Details of any health problems			
Are your child's immunisations up to date?	Yes/ No		
If no, please specify			
Do you know of any allergies your child may have?			
Does your child have any specific dietary requirements?			

Additional Needs

Does your child have any additional needs or disabilities?	Yes/ No
If yes, please provide 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 Education needs	Yes/ No

Details of Other Childcare Settings

Is your child transferring to us from another childcare setting/ child minder?	Yes/ No
If yes, please provide the following details:	
Name of provider/ child minder	Name of key worker
Address	
	Postcode
Telephone	
Are you happy for us to contact the setting for information on your child to ensure continuity of care?	Yes/ No
Does your child currently attend another setting alongside ME?	Yes/ No
If yes, please provide the following details:	
Name of provider/ child minder	Name of key worker
Address	
	Postcode
Telephone	
Are you happy for us to contact the setting and share information to ensure continuity of care?	Yes/ No
Are you happy for us to send copies of all progress reports to the setting?	Yes/ No

Details of Other Professionals Involved with the Child

Name 1		Role	
Agency		Telephone	
Name 1		Role	
Agency		Telephone	
Does your family have a social worker for any reason?		Yes/ No	
Name		Based at	
What is the reason for involvement of the social care department with your family?			

I give my authority for the staff of ME Montessori Play School to: -

- a) Take responsibility for my child during their sessions.
- b) Make observations of my child for the purpose of assessment and training courses.
- c) Pass assessment records onto school unless requested in writing not to do so.

Signed by			
Parent 1		Print name	
Parent 2		Print name	
Date			

SESSION REQUEST FORM

REQUIRED START DATE: -.....

For internal use only: Evidence of identity (birth certificate/passport): No/Yes:..... **Date:**.....

Please tick the sessions required. Please note there is a minimum of two sessions per child.

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8:15-12:15					
8:15- 15:15			N/A	N/A	N/A

Fee Information: -

	Under 2 year olds	Over 2 year olds
8:15-12:15	£40.00	£35.00
8:15- 15:15	£55.00	£50.00

ME Montessori Play School is a Private School; however, we will have a limited number of funded places available. Please talk to us before completing this form, if you are eligible, and wish to receive funding.

Terms and Conditions:

1. A healthy snack is provided each day, this is free of charge.
2. Children attending ME during the lunch session should bring a lunch box. We are a NUT FREE setting so please make sure there is no food containing nuts.
3. Fees are payable monthly in advance.
4. The payment of fees reserves a place regardless of attendance. Fees are not refundable in the event of occasional absence, bank holidays or other time taken off.
5. Nappies & wipes will be provided free of charge. However, if your child is wearing something other than a standard nappy, such as a reusable one, then these will need to be provided.
6. If your child will be absent, please notify us by 9am.
7. Children should be collected promptly at the end of a session as this reduces the possibility of insecurity and additional charges.
8. A notice period of 8 weeks must be given in writing for the cancellation of a session or removal of a child from ME Montessori Play School. Failure to provide such notification will incur full payment of fees.
9. ME Montessori Play School's policies and procedures are available for parents to view on our website at: www.memontessoriplayschool.com.
10. We will arrange trips and outdoor adventures both with and without additional parental consent. You can choose to opt your child out of the trips if you so wish. These may include trips to the post office, church, duck pond, school and around the recreation area. Trips that require more planning and are further away, parent's consent will always be sought.

ADDITIONAL CONSENTS AND PERMISSIONS

Emergency Treatment Consent Form

Name of child.....DOB.....

Address.....

.....Tel no.....

In the unlikely event that my child/children will need emergency medical treatment, I give permission for the staff at ME to contact the appropriate emergency service on my behalf in my absence. I understand that every effort will be made to contact myself or the emergency contact number I have provided with details of the accident.

Signed..... Date.....

Sun Protection

I..... parent of..... will apply sun protection onto my child before the start of their day and give permission for staff at ME to apply sun cream if further needed. I will supply suncream if there is a particular one to be used.

Signed..... Date.....

ME Montessori Play School Fees Policy

I.....parent of.....have read and understood ME Montessori Play School fees policy, and agree to adhere to the conditions regarding payment of fees to ME.

Signed..... Date.....

Agreement of Terms and Conditions and Child Protection Statement

I.....parent of..... have read and understood the terms and conditions and the Child Protection statement. I agree to the terms and conditions and understand the information sharing policy without prior consent should it be necessary in the interests of the welfare of the child.

Signed..... Date.....

First Aid Treatment Consent Form

I.....parent of..... give permission for a member of ME Montessori Play School staff who is first aid qualified to give First Aid treatment if necessary.

Signed..... Date.....

Observation and Photography Consent Form

I.....parent of..... understand that in line with Ofsted requirements, my child will be observed and monitored as part of their development planning. This will include the taking of photos and occasional use of video. All records will be kept strictly confidential. I give permission for my child to be observed, photographed and/or videoed as part of their development monitoring.

Signed..... Date.....

Photography and Video Recording at ME Special Events Consent

I.....parent of..... understand that ME will give permission to parents and carers to take photos and videos of their children, which are implicitly for their own personal use, at the nativity, sports day, and other Special events. I give permission for my child to attend these events, with the knowledge that other parents might be taking photos/videos of their child. I agree to ensure that all images I take at these special occasions will be of my will for my personal use and will be kept securely, used appropriately and not included on any social networking sites.

Signed..... Date.....

Additional Photography Consent

I.....parent ofunderstand that in addition to routine observations, photos may also be used for other purposes including promoting ME for example on the website, local media and promotional material to include the prospectus and other advertising materials.

I consent to the following: (sign as applicable)

Use of my child's photo on the website (no names)

Signed..... Date.....

Use of my child's photo in local media

Signed..... Date.....

Use of my child's photo in the pre-school prospectus

Signed..... Date.....

Use of my child's photo in promotional materials, including posters, fliers and brochures.

Signed..... Date.....

Starting at ME Montessori Play School

What to Wear

- a) In order to feel free, explore and experiment with all kinds of materials including messy ones, it is best to send children dressed in clothes that are easily washable and not too new. Our ME polo shirts and other items will be available to purchase from the school.
- b) It is good for children to practice the skills that will make them independent. Simple clothing, which they can handle themselves, will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other people's help. Shoes without laces are preferred.
- c) Children are asked to bring appropriate clothing for the weather such as coats, rainsuits, wellies, winter hats or sunhats.
- d) We do have facilities for nappy changing should your child need it.
- e) If your child is potty training, please make sure to pack a few spare changes of clothing.
- f) All children should bring in a few spare outfits in their ME Montessori Play School bag (given to them upon registration).

We request that all your child's property, including bags, lunchboxes, drink bottles, wellingtons, outdoor coats and waterproof suits etc be **clearly named**.

Beginning and End of Sessions

1) Beginning

- Children should arrive between 8:15am and 9am.
- Teachers will use a register to record the time the children arrive.
- Lunch boxes can be handed over to the teachers.
- Outdoor clothing and bags can be hung up on the child's peg in the entrance hall.
- Children will be handed over at the entrance inside the main building.

2) End

- Children should be collected at either 12:15pm or 15:15pm depending on the session they are booked onto.
- Your child can be collected from the entrance inside the main building. A teacher will bring your child to the door.
- If you wish to talk informally with staff / your child's key person, please let us know.

Healthy Eating and Important Information About Lunch Boxes

We are a NUT FREE setting, please make sure that no children are sent in with nuts or anything containing nuts.

We ask that you send your child with a healthy packed lunch to ME. As we do not have sufficient facilities for refrigeration, we have taken advice from our local Environmental Health Officer, who suggested that we pass the following guidelines on to you in order that you might start to use them.

- Where possible, especially with High-Risk foods, place an ice block in the food box.
- In food boxes which do not contain an ice block, only provide food which is not regarded as High Risk (see below).
- If possible, refrigerate the food prior to putting it into the lunch box.

N.B. High Risk foods include the following:

- **Meat (ham, beef, corned beef, lamb, chicken etc.)**
- **Fish (tuna, salmon, sardines)**
- **Dairy products (cheese, milk, yoghurts)**
- **Eggs**
- **Mayonnaise**

As you will appreciate, we are very keen to promote good food hygiene, and so we ask that if you provide any of the above, you use a suitable ice pack in your child's lunch box.

We hope that your child's time at ME Montessori Play School will be a very happy and productive one. If you have any queries or if we can be of any further help, please contact us at manager@memontessoriplayschool.com.

Websites and Social Media:

Further information can be found on our website www.memontessoriplayschool.com

Our Instagram account is: memontessoriplayschool. Please follow us!

We are also on Facebook: ME-Montessori Play School