

Norton Little Learners

Old Tewkesbury Road, Norton, Gloucestershire, GL2 9LJ

Telephone Number: 01452 730531

Email Address: admin@norton.gloucs.sch.uk

Registration Form

Date.....

Childs information

Forename Surname.....

Childs DOB

Address

.....Postcode.....

Parent/Carers information

Name Relationship to child

Name Relationship to child

Address (if different from above).....

.....

.....Postcode.....

Any medical condition we should know about, details below please.

.....

Contact Information

1. Name..... Relationship.....

Telephone number/s

2. Name..... Relationship

Telephone number/s

3. Name..... Relationship

Telephone number/s

Days Attending

Start Date (month/year): _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session	9am – 12noon	9am – 12noon	9am – 12noon	9am – 12noon	9am – 12noon
Afternoon session	12noon – 3pm	12noon – 3pm	12noon – 3pm	12noon – 3pm	12noon – 3pm
Full Day	9am – 3pm	9am – 3pm	9am – 3pm	9am – 3pm	9am – 3pm

Who will be collecting your child?

.....

Please note, we prefer written confirmation if you require any person, other than yourself to collect your child. However, if this is not possible please let the Pre-School Manager on duty or the school office know who is to collect your child on your behalf.

By law the Pre-School Manager, or other staff are not allowed to take your child home. In unforeseen circumstances, if we cannot reach any of the contact numbers given, which other person do you wish us to send your child home with.

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Ethnicity

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.

Ethnic background is not the same as nationality or country of birth.

Please study the list below and **tick one box only** to indicate your ethnic background.

White

- English Scottish Welsh Other White British
 Irish Traveller Irish Heritage Eastern European
 Western European White other Gypsy/Roma

Mixed

- White and Black Caribbean White and Black African
 White and Asian White and Chinese
 Other mixed background

Asian or Asian British

- Indian Pakistani Bangladeshi Any other Asian background

Black or Black British

- Caribbean African Any other Black background

- Chinese
- Any other ethnic background
- I do not wish an ethnic background category to be recorded
- Information not yet obtained

What is your religion?

Are there any procedures forbidden by your religion? Yes / No

If yes please state.....

Medical information

Name of doctor

Address

Telephone Number

Any routine vaccinations NOT received? Yes / No

If yes, please state.....

I give permission for Norton Little Learners to seek emergency medical advice/treatment.

Signature:

Do you know if your child has any special needs? Yes / No

If yes, please state:.....

Dose you child have any allergies? Yes / No

If yes, please state:.....

Does your child have any feeding difficulties or dietary restriction Yes / No

If yes, please state:.....

Is your child allergic to plasters Yes / No

Permissions

If your child injures him/herself at Norton Little Learners do you permit us to use a plaster (only if we feel it necessary)? Yes / No

The Norton Little Learner staff are qualified to administer emergency first aid. St Johns recommend we ask permission from parents/carers for consent to carry out basic first aid on your child.

Please sign to give your permission.

Signature:

If your child required emergency treatment within a hospital do

you permit Norton Little Learners to arrange an ambulance to transport him/her to hospital? Yes / No

Do you consent to photographs being taken of your child doing a certain activity. Yes / No

Do you consent to NLL staff occasionally taking the children off the premises in group outings within the community Yes / No

Do you consent to your child/ren being observed during play/activities? Yes / No

I give permission for Norton Little Learner staff to contact previous settings/multi-agencies. Yes / No

Thank you for taking the time to complete this registration form. All information is strictly confidential. If at any time your circumstances change, please inform us, as it is vital we update any changes.

Date:

Signature:

Policies

All of Norton Little Learners policies are available online (school website). However, we do keep copies of our behaviour, SENCO, safeguarding and complaints policies in the children's cloakroom. These are available to read at any point.

Please sign to show your agreement to work with the setting.

Signed: Date:

Parental Contract

I agree to pay fees for each session that my child is registered to attend and understand that all fees are due for payment upon receiving a termly invoice (approximately every 6 weeks).

I understand that I may withdraw my child at any time by giving one month's written notice.

I have read a copy of the pre-school policies and procedures and agree to follow them in their entirety.

I have read the fire evacuation procedure.

Signed: Date:

Prices with effect from January 2020

<i>full day</i>	<i>£30.65</i>
<i>session</i>	<i>£15.90</i>
<i>hour</i>	<i>£5.50</i>
<i>late fee</i>	<i>£3.47</i>
<i>snack</i>	<i>25p</i>

Prices will be reviewed September 2020 for January 2021

The before and after school club is available to children attending Norton Little Learners.

Terms and Conditions for the Before and After School Clubs

In order that we can provide a safe and well organised club there are a few important points that **MUST** be adhered to:

- At the end of the prior term you must inform the school of the sessions your child will be attending for the following term by completing a booking form (download from the website or collect from the school office).
- The only exception to this is an emergency booking whereby you **MUST** phone the school at your earliest convenience. Please note: We cannot guarantee the after school facility until 5:30pm for emergency bookings.
- If you wish to cancel a pre-booked session, please notify the school by letter or email (admin@norton.gloucs.sch.uk) 24 hours' before.
- A late fee of £5 will be charged from either 5pm or 5:30pm (depending on what you have booked) for each 15 minutes thereafter. ***If you are late on 3 occasions within a school year, the after school club will no longer be available for your child/ren for the remainder of that year.***
- Children attending a school run club will be taken to the After School Club when their club finishes. The whole session cost still applies.
- Registration of children will be similar to that of the school register - if your child is unable to attend, we must know as soon as possible as safety is of utmost importance.
- Please sign your child in school for the before school club.
- Please sign your child out of the after school club.
- The school behaviour expectations and the school policy still apply.

Age

- 2yrs 9 months – 11 years old children who are attending Norton Primary School or Norton Little learners.

Hours

- Before School - 8:00am until 8:45am, Monday to Friday (includes breakfast)
- After School - 3:15pm until 5:30pm, Monday and Thursday
- 3:15pm until 5pm, Tuesday and Wednesday

Charges

- Before School Club -- £1.30 per child per session
- After School Club until 5pm -- £4.08 per child per session
- After School Club until 5:30pm -- £5.05 per child per session
- Late Fee -- £5 per 15 minutes

Invoice

- Payment is required on receipt of an invoice. Invoices will be sent out at the end of each short term for that term.

We pride ourselves on offering extended services whilst striving to keep our prices low, as this remains a non-profit making service.