



# Leading Strings Preschool

St John's Church Hall, Bourne Hill, Palmers Green, N13 4DA

Tel: 07516452392

Email: [office@leadingstrings.co.uk](mailto:office@leadingstrings.co.uk)

Website: [www.leadingstrings.co.uk](http://www.leadingstrings.co.uk)

Child's name in full

Date of Birth

Language/s Spoken

Religion

Address of child's parents/guardian/carers:

Does child reside at above address? Yes/No

Name of person/s with parental responsibility

Mother's/Guardian's name

Occupation

\*N.I. Number  D.O.B

N.A.S.S. Number

Daytime telephone number

Email address

Father's/Guardian's name

Occupation

N.I. Number  D.O.B

N.A.S.S. Number

Daytime telephone number

Email address

Name, address & telephone of family doctor:

Child's Medical History (allergies - including plasters, special educational needs & disabilities)

Dietary Information

Milk consent/please sign  
Permission to apply sun cream,  
when I provide/please sign

Dates of all immunisations

Morning /Afternoon Session:

Date of enrolment:

Date of entry:

Date of leaving:

Future school choice:

**\*This is a requirement of the London Borough of Enfield for funding information.**

**Emergency Contact Name & Number:**

<b>Name:</b>	<b>Telephone no.:</b>
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**Additional Emergency Contact Person, whose telephone number is available:**

<b>Name:</b>	<b>Telephone no.:</b>
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**Seen:**            **Birth Certificate**

**Utility bill**

### **Terms and Conditions**

**1. Fees:**

Fees are payable 4 weeks in advance. Fees are non-refundable or deductible because of absence, illness, holidays, INSET Days, Bank Holidays or unforeseeable circumstances e.g. pre-school closure due to adverse weather conditions or heating/power failure. The Late Fees Policy must be adhered to. If fees are paid later than the given period, a late fees payment will be incurred.

2. Notice: 4 weeks' notice of withdrawal from the preschool must be given in advance and in writing (including funded children.) Full fees are payable for this period.

If you have registered for the preschool and have confirmed a starting date, then decide not to take up the place or reduce/change your sessions, 4 weeks written notice is still required and 4 weeks payable.

3. Please telephone us to inform us if your child is off sick /absent.

4. Sweatshirts /T-shirts are available to purchase.

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### **Dropping off/collecting your child**

We ask that upon registration, parents/carers sign an agreement to not drive onto or park on the hall's forecourt. This is for the safety of our children, so please work with us. Thank-you.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Parental/guardian/carer consents

1. I hereby give consent to enable my child to receive Emergency Medical Treatment if the parents/carers are not able to be contacted.

Parent/Guardian/Carer \_\_\_\_\_

2. I hereby give my consent for my child to be included in single/group photographs, which may be displayed within the preschool environment/newsletters and to be included in videos for use within the preschool.

Parent/Guardian/Carer \_\_\_\_\_

3. I hereby give my consent for staff to carry out observations and keep the relevant documentation on record.

Parent/Guardian/Carer \_\_\_\_\_

4. I give my permission for my child to participate in some activities in the church grounds and go on some local area trips to support their learning; E.g. post box, green grocers.

Parent/Guardian/Carer \_\_\_\_\_

5. I am willing and happy to make the voluntary contributions to Leading Strings Preschool on a yearly/ termly/daily basis. In the form of:

Resources fund (termly or yearly) - to contribute to the costs of resources, equipment, printing of child's photos, cooking ingredients etc.

Fruit/crackers/rice cakes/breadsticks (daily/weekly)

Parent/Guardian/Carer \_\_\_\_\_

6. I confirm that I have received my Parent/carer booklet and have read the policies, which I understand and I'm in agreement with.

Parent/Guardian/Carer \_\_\_\_\_

7. I hereby apply for enrolment into 'Leading Strings' Preschool in accordance with the conditions.

Parent/Guardian/Carer \_\_\_\_\_

8. I give permission for my child's learning journey to be taken off-site by their key worker to be updated. (All staff have read and agreed to our Storage off-site policy, for when they work at home).

Parent/Guardian/Carer \_\_\_\_\_

9. The term after your child's third birthday, you may also be eligible for the Early Years Pupil Premium. This is additional funding that is paid to us, your childcare provider, to ensure we provide the best outcomes for your child. By signing the declaration below, we will automatically check your child's eligibility as soon as they turn three. You have the right to opt out of this (just don't sign) and to change your mind at any time and withdrawn from it, just inform Kirsty.

If you do opt in by signing, we will then be able to inform you whether or not you meet the criteria for the Early Years Pupil Premium. To read more about Early Years Pupil Premium visit:

[www.enfield.gov.uk/eypp](http://www.enfield.gov.uk/eypp)

Parent/Guardian/Carer \_\_\_\_\_ Date: