

**Caterpillars Registration Form**

Child's Surname.....

Child's Forename(s).....

Date of Birth.....

Home Address.....

Town..... Postcode.....

Male/Female (delete as applicable)

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**Parent/Carer 1**

Name & Relationship to child.....

Place of work.....

Contact Number 1 .....

Contact Number 2.....

Email Address-.....

(Please note- This email address will be used to make contact with you regarding sessions, updates and INVOICES)

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**Parent/Carer 2**

Name & Relationship to child.....

Place of work.....

Contact Number 1 .....

Contact Number 2.....

Email Address.....

(Please note- This email address will be used to make contact with you regarding sessions, updates and INVOICES if applicable)

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Please provide full names and contact numbers for those authorised to collect your child. (In the event of parents not being available- who would we contact?)

Name	Relationship to Child	Contact Number 1	Contact Number 2

**Medical/Services Information**

Name of doctor.....

Surgery.....

Tel.....

Does your child take any medication?      Yes/No

If so, please provide the name of that medication and what it is for.

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Name of Health Visitor.....

Surgery.....

Tel.....

Has your child had their “two year check” carried out by the Health Visitor?  
 Yes/No

Name of Social Worker.....

Based at.....

Tel.....

**Do you have contact with any of our local family centres?**

**Please share which one –**

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**Does your child suffer with any allergies? Yes/ No**

**(If yes, please provide details)**

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**Does your child have any special dietary requirements? Yes/ No**

**(If yes, please provide details)**

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**Does your child have any disabilities? Yes/ No**

**(If yes, please provide details)**

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**Does your family celebrate any festivals or special occasions? If so, please provide details on how this would look at home.**

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**Is English an additional language to your child? Yes/No**

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

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## Parental Consent and Agreements

- Do you give permission for Caterpillars to take your child on short walks/ visits- eg shops/ park?

Yes/ No

- Do you give permission for your child's photo to appear in the newspaper relating to Caterpillars?

Yes/No

- Do you give permission for your child's photo to appear on the school's website?

Yes/ No

- Do you give permission for staff to seek emergency medical treatment for your child if necessary?

Yes/ No

- I give permission to staff to re-apply sun cream that is provided from home. (We ask that parents support us by applying sun cream during the summer before the children arrive at school)

Yes/No

- Caterpillars have a “**no mobile phone**” policy. We ask that all parents and carers refrain from using their mobile phone when on the premises. This includes taking photos of the children (including your own) in the setting. Please do not be offended if a member of staff asks you to put your phone away.
- We request that parents **keep us up to date with all important contact details**- this includes changes to emergency contact details.
- **Children must be collected promptly** at the end of their session due to strict staffing and ratio purposes.
- Please ensure that you **inform us if someone we do not know is going to be collecting** your child at the end of the day. If a change arises during the day, please telephone the office so that we can ensure staff are sending your child home with the correct person and to limit any upset for your child too. **(01295 709583)**
- As a Hanwell Fields Family, if you require time out of Nursery during term-time, you will be asked to fill out a holiday form through our school-office. Your child's attendance will be monitored in-line with the whole-school attendance policy.
- **Government Funding is not available through holidays and Inset Days.** If you require 'wrap-around care' outside of Term Time, please contact the Ladybirds team who may be able to support you with childcare requirements if spaces are available.
- We want all parents to be aware that **if we suspect that a child may have been abused or neglected**, we have a duty of care to report such concerns to the Social Services Department and any other service that may be relevant to such concern.
- All school dates/closures/policies can be found on the School Website.
- If you are eligible to receive 30-hours of funded childcare per week for your child and your family circumstances change, there will be a 'grace-period' prior to your eligibility returning to 15-hours only. Organising child-care for your child after this time is the responsibility of the parent.

Your co-operation with the above is fully appreciated by the Caterpillars Team to ensure that we can offer and provide a fair service to all of our families.

Please sign below to say you have read and understood the above information. If you have any queries, please do not hesitate to contact us using the details provided at the front of this pack.

Signed Parent/ Carer.....

Date.....

**15 Hours Funding:** All families are eligible to receive 15 hours Nursery funding from the Term after their child’s third birthday. To join the Peacock Caterpillar class, a child’s third birthday must fall before 1<sup>st</sup> September.

**30 Hours Funding:** Working families may be eligible to receive 30 hours Nursery funding from the term after their child’s third birthday. To join the Tiger Caterpillar class, a child’s third birthday must fall before 1<sup>st</sup> September. To discover if you are eligible please visit: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Please provide us with your National Insurance Number(s): \_\_\_\_\_

Please provide us with your ‘Eligibility Code’: \_\_\_\_\_

**Please tick the sessions that you wish your child to attend.**

**PLEASE NOTE: These sessions are Term Time only (Please refer to the Schools website for term dates).**

Caterpillars Sessions run <b>Monday-Friday</b> and children are required to attend sessions on a daily basis.	<b>8:30am-11:30am</b>  <b>15 HOUR FUNDED SESSIONS</b> Peacock Caterpillars	<b>12:15pm-3:15pm</b>  <b>15 HOUR FUNDED SESSIONS</b> Peacock Caterpillars	<b>08:30am-2:30pm</b> (Lunch session included)  <b>30 HOUR FUNDED SESSIONS</b> Tiger Caterpillars

\*\*\*Lunch Sessions must be used in conjunction with all day sessions (For Tiger/30 Hours funded Caterpillars).

**Signed Parent/ Carer**.....

**Date**.....

**Intended Start Date** .....