



Please find enclosed:

Enrolment Form

'All about Me' - Personal Information Form

Terms and Conditions

Welcome Letter From Committee

Parent Helpers List

My Details

Child's Full Name _____

Child's known name (if different to above) _____

Child's date of birth _____ Child's Gender _____

Child's first language _____ Child's Religion _____

Name(s) of Parent(s)/Carer(s) with whom the child normally lives _____

Do all of the above have parental responsibility for the child? YES / NO

Parents/Carers Information

Mother's Name _____

Address _____

_____ Postcode _____

Home Phone _____

Job Title / Work Place _____

Work phone number _____

Mobile number _____

Email address _____

Father's Name _____

Address (if different from above) _____

_____ Postcode _____

Home phone _____

Job Title / Work Place _____

Work phone number _____

Mobile number _____

Email address _____

Name/Names and address of previous Pre-schools or Nurseries

Emergency Contacts

My first Contact

Name _____ Relationship _____

Day Time number _____ Mobile _____

My Second Contact

Name _____ Relationship _____

Daytime Number _____ Mobile _____

My Third Contact

Name _____ Relationship _____

Daytime number _____ Mobile _____

In the event that no one can be contacted in an emergency the Nursery Manager will allow other trained professionals to make decisions in the best interest of your child (e.g. medical staff)

Alternative Persons Authorised to Pick Up Child

It is assumed that any of the above named persons will be allowed to collect your child unless stated. Names of any other people authorised to collect your child from nursery

Session Details

Please tick your preferred sessions

Day/Session	8.30 - 9.00am (Early Start)	9.00 - 11.30am (Morning)	11.40 - 12.40am (Lunch)	12.45 - 3.15pm (Afternoon)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Preferred Start Date:

Medical Information

Child's Doctor _____

Surgery Name and Address _____

_____ Postcode _____

Phone Number _____

Child's Health Visitor _____

Telephone Number _____

Has your child had any of the following childhood illnesses? (please tick as appropriate)

Chicken Pox	Measles	Mumps	Rubella	Whooping Cough	Convulsions / Fits	Scarlet Fever

Has your child had any of the following immunisations? (please tick as appropriate)

Measles	Mumps	Rubella	MMR	HIB	Polio	Tetnus	Diphtheria	Men C	Whooping Cough

Does your child have any known medical problems that we should know about (e.g. Asthma, Eczema)?

Has your child any allergies, food intolerances etc. _____

If yes, how does your child react to these? (so that we know the symptoms to look for in cases of emergency) _____

Are there any special dietary needs or preferences? _____

Does your child have any other special needs and / or require any additional support?

Are there any other professionals involved with your child? (e.g. Social services, Speech therapy etc. _____

Permissions

Do you give permission for First Aid to be administered to your child in case of an accident or emergency?	Yes	No
Do you give permission for medical treatment to be sought and administered in the case of an accident or emergency?	Yes	No
Do you give permission for your child to be taken on outings and short walks to the park etc?	Yes	No
Do you give permission for your child's photo to be taken during activities and displayed in the nursery?	Yes	No
Do you give permission for your child's photo to be used in press articles?	Yes	No
Do you agree to be responsible for informing the nursery of changes to contact names, addresses, phone numbers etc?	Yes	No
Do you give permission for your child to have his/her teeth brushed after lunch?	Yes	No
Do you give permission for the nursery staff to apply sun cream to your child?	Yes	No
Do you give permission for staff and other agencies such as Ofsted, Area Senco and Health Visitor to carry out and record observations on your child for the purpose of developmental assessment?	Yes	No

Acceptance

I wish to apply for the admission of the above child to The Cabin Pre-School. I have read the enrolment form and agree to comply with the Terms and Conditions, the policies, plus any updated information when necessary.

Name of Parent(s)/Carer(s) _____

Signature of Parent(s)/Carer(s) _____

Date: / /

Cabin Pre-School Signature _____

Date: / /

I enclose a cheque payable to The Cabin Pre-School for the sum of £20, being a deposit to secure my child's place.

Please tick the box if you do NOT want to donate your deposit to us

Please return completed forms to: The Cabin Pre-School, Langtree School Grounds, Reading Road, Woodcote, RG8 0QY. Charity Registration Number 296168. Telephone number 01491 680854.

My Name	
Date of Birth	
Names and ages of any brothers and sisters	
Pets if any and their names	
Favourite toy and story	
Names of my friends	
Any particular fears	
Details of any other group you attend e.g. swimming, playgroup or music group.	
Food dislikes	
Comfort objects e.g. blanket	
To help us settle in your child as quickly as possible, please let us know if there is anything your child particularly enjoys e.g. painting, singing	
Is your child able to go to the toilet independently?	YES / NO
Anything else you would like us to know about your child	

Session Times and Fees

	Morning Session	Lunch Session	Afternoon Session
Monday	9.00am - 11.30am	11.40am - 12.40pm	12.45pm - 3.15pm
Tuesday	9.00am - 11.30am	11.40am - 12.40pm	12.45pm - 3.15pm
Wednesday	9.00am - 11.30am	11.40am - 12.40pm	12.45pm - 3.15pm
Thursday	9.00am - 11.30am	11.40am - 12.40pm	12.45pm - 3.15pm
Friday	9.00am - 11.30am	11.40am - 12.40pm	12.45pm - 3.15pm

Term dates are displayed on the notice board inside The Cabin and are detailed in the Manager's termly newsletter.

Early starts 8.30am - 9am.

Fees are invoiced on a termly basis and should be paid within seven days of receipt of the invoice. Payment can be made by cash or cheque. Cheques should be made payable to 'The Cabin Pre-School'

One reminder for payment will be issued and any subsequent late payment will be met with an additional charge of 5% of the bill for each subsequent reminder until fees or an agreement is made to settle any outstanding amounts. We reserve the rights to ultimately refuse admissions if fees remain unpaid. If your child is ill or absent from the Pre-School no refund can be made. We may be able to sell some sessions if we have advanced notice of holidays etc. We will encourage extra bought sessions to be paid directly to the persons selling them. We are unable to sell government grant sessions.

Notice of Leaving / Changing Sessions

Once you have signed to accept these Terms and Conditions, one term's written notice is required to change or cancel sessions and you will be liable for the term's fees should you remove your child mid term or not use your allotted sessions.

Lunchtimes

A Cabin lunchtime session is available everyday (11.40 - 12.40)

HOT LUNCH - Hot lunches are provided by catering department at the local Secondary School for children to eat at the cabin. The cost of hot meals are £2. Weekly menus are on display in cabin and on our website.

Parents/Carers should provide lunch in a named lunchbox. The Cabin will provide a drink. Mid-morning and mid-afternoon snacks and milk or water and a savoury biscuit or fruit/raw veg. will be offered to each child. Special dietary needs should be notified to the Cabin in writing. Any foods which you would like to be refrigerated please give to a member of staff each morning, ensuring it is labelled.

We must especially insist that **NO Nuts**, peanut butter or cakes / biscuits containing nuts are sent in any lunchbox. We are all aware of the severity and consequences of a child who is allergic to nuts accidentally or mistakenly eating them and we would therefore appreciate your co-operation with this request.

Outside Activities

Whenever possible we will be using our bikes, trikes and scooters as well the primary school's maze play area. In the event of a hot summer, please send your child with a sun hat and sun cream marked with his/her name, and during the winter with a warm hat and gloves. During wet weather, it would be appreciated if the children changed into clean footwear and leave muddy wellington boots on the newspaper /mat on arrival.

Collection

In case of emergency The Cabin's telephone number is **01491 680854**

Please note that the staff have to be paid for any additional hours resulting from late collection of children. NB: Discretion will be used in exceptional circumstances - e.g. breakdown etc.

A late collection fee will be charged at £5.00 for the first half hour and £5.00 for each subsequent 15 minutes.

Dress

There is no compulsory uniform; however, Cabin Sweatshirts and T-Shirts are available. We would suggest that your child wears old comfortable clothing, avoid jeans with buttons and a zip, dungarees and any clothing that will prevent your child from using the toilet independently. Aprons will be provided for messy play and whilst washable products are used (pens & paints) there is no guarantee staining will not result from spills.

Discipline

We aim to deal with children in a positive manner at all times. Children are encouraged to be kind and caring towards each other and adults. Should problems arise, we would want to be firm but fair. Adults will not shout or raise their voice in a threatening way. No child will be physically chastised or punished. In extreme cases of consistent bad behaviour or disruption, this will be discussed with the parent(s)/guardian(s) of the child and may result in a child being asked to leave the pre-school as we have to act in the best interest of the whole group.

Illness

We will refuse to accept children at a session who present symptoms for any contagious illnesses. Please keep your child away from pre-school for a further 48 hours after recovery.

Head Lice

The staff will not actively check your child's hair for signs of head lice, however, should they notice any infestation you will be advised. Should you require any information or guidance on how to treat the problem, the staff will be pleased to furnish you with any information they may have.

Accidents

In the event of a serious accident, staff will attempt to telephone parents or the emergency contacts as provided. The child's own doctor would also be contacted. Should a child need to receive emergency treatment away from the pre-school, a member of staff would accompany the child to either a surgery or hospital until a parent/carer arrived. All major and minor accidents are recorded in the 'Accident Book' located within the pre-school.

Please be aware that we need to keep a record of all accidents and if you are approached by a member of staff to complete our accident records we would appreciate your co-operation.

Medicines

The Cabin must be advised of all medication that your child may take on a regular basis. We are unable to give any medicines unless they have been prescribed by a doctor and we have written consent - this means that we are unable to administer medicines such as Calpol unless a doctor's prescription label is on the bottle.

Leaving your child

We would ask parents/carers to co-operate with the wishes of the Manager when leaving their child. As they are so young it may take them a while to settle with us. Parents are requested to go, stay or come back within a short time span, whichever is appropriate. Our best interests are for each child to make the break with home as confidently and happily as possible. The only exception to this is when coming for introductory visits, when a parent /carer must remain with the child.

Your child can only be collected by people named by you. If you arrange for someone else to collect your child, please ensure that you inform a member of staff and that this is recorded in the daily diary.

The Role of Parents / Guardians

The Cabin Pre-School is run under a constitution set out by The Pre-School Learning Alliance. The PLA recognises parents as the first and most important educators of their young children. Our pre-School aim to support parents. Parents are welcomed:

- to work in the group with the children
- to assist with fund-raising
- to take part in the management of the Pre-School
- to represent the pre-school at branch and county activities of the Pre School Learning Alliance.
- to attend open meetings of the Pre-School Learning Alliance.
- to attend training courses, workshops and conferences organised by the Pre-School Learning Alliance.

A copy of the full prospectus is available on request.

Child Observations

We occasionally have staff and/or students at Pre-School completing course work. If you do not wish your child to be included, please let the manager know and your wish will be respected.

Changes to Family Circumstances

Changes in your family environment, however subtle, can have a very unsettling effect on your child. Please help us to understand any changes in their behaviour by advising us of any recent or imminent events that may be on your child's mind (e.g. new baby or moving house).



The Cabin Pre-School Association
Langtree School Ground, Reading Road,
Woodcote, RG8 0QY
Charity Registration Number 296168
Telephone Number 01491 680854



Welcome letter from the Committee

We would like to take this opportunity to wish you a warm welcome to The Cabin Pre-School.

As a new parent you are perhaps a bit bewildered by all the various fundraising events, or may view them as just a routine part of Pre-School life. We would like to explain why fundraising is so very necessary for The Cabin.

The Pre-School is run as a charity and therefore has always relied on the full support of all parents for its continued survival. The funds we receive each term cover the costs of staffing but not all other requirements of running The Cabin, such as electricity bills, building repairs etc. There is also the need to keep all toys and educational material updated.

The Cabin is run by a committee; you may have already been approached by one of our members asking support at a future event. Please do offer your help when you can; all parents receive regular Newsletters detailing what we are doing and what help we need. If you would be interested in joining the committee please speak to any one on the committee, or complete the attached form. We are always looking for new members and fresh ideas for fundraising events.

If you have any questions or problems please do contact any of the committee members, our names and phone numbers are on the main notice board.

We look forward to your support and hope that your child's time at Cabin is a happy one for you and your child.

The Cabin Committee



Parental Helpers List

As you may be aware we are managed by a volunteer Committee which are mainly made up of parents whom have children at The Cabin. The Committee need support from parents to help raise funds to keep cabin fees low and provide excellent all round education. If you could tick any of the attached boxes below agreeing to help where possible, we can contact you when necessary.

Name	
Contact Number	
Contact Email	
Being on the committee	
Parent Helper (you will need to be police checked)	
Help with the washing - say how often	
Help organise events, such as coffee shop.	
Help work on fundraising events	
Research new projects ie. Gain quotes for new equipment.	
Cleaning and mending toys	
Baking Cakes	
General maintenance, small jobs.	
Any other specialized qualities which you would like to offer.	