



Dear Parents and Carers

Welcome. We hope that your child has an enjoyable and happy time at Coton Pre-School.

The following forms are to be filled out and handed in when your child starts at pre-school or if applying less than two terms in advance of your child starting.

If you are looking to apply for a place more than two terms in advance of your child's start date then you need only fill out the registration forms (please follow the links on the website).

Yours sincerely

Coton Pre-School Management Committee

Registered Charity No 1029297
Chair: Vicky Aldous 01954 210621
Secretary: Amanda Fuller 01954 211969
Treasurer: Chris/Kate Cooke 01954 210197

Coton Pre-School Registration Information

Childs Name

Date of Birth

Home Address

Home Telephone Number

Email(s)

Religion/Culture

Ethnic Origin

Language(s) Spoken

Parents' Names

Alternative Address (if a parent's address is not the same as the child's)

Emergency Contacts (to be called in order of priority)

(Please include both mobile and office/home phone numbers if these could be useful)

1

2

3

Tel:

Tel:

Tel:

I would like my child to start on (please enter date)

I would like my child to attend the following sessions (please tick)

Monday

Tuesday

Wednesday

Thursday

Friday

(Note: Tuesdays are reserved for children in the year prior to going to school)

Signed

Date

NOTE: CHILDREN MUST NOT BE LEFT BEFORE 0905 FOR INSURANCE REASONS

Collection Procedure

Pre-School ends at 12 noon. Please be punctual. Please notify the staff if a person other than yourself or your partner is collecting your child.

If you make a casual arrangement with another parent to take your child home then please sign the collection book. This avoids confusion, and in some cases distress to your child, at the end of the session. Our staff cannot remember each child's social calendar!

Please also advise of any restraining order or of anyone you do not wish to collect your child from Pre-School. This information is held in the strictest confidence.

We reserve the right to charge parents if they are late for collection without informing pre-school.

Coton Pre-School Collecting Record

I have arranged for _____ (*adult collecting your child*)

to collect _____ (*child's name*)

after Pre-School on Mon/Tue/Wed/Thu/Fri (*strike-out as necessary*)

Relationship of adult to child

Other relevant information regarding collection of your child

I will notify Coton Pre-School in writing if this arrangement changes.

Signed

Date

Use of Images Consent Form

During the year there maybe some opportunities to publicise Coton Pre-School activities which may involve the use of an image of your child. This will take the form of a photograph, video or website image.

It is a requirement of the Data Protection Act that we have your consent to this.

Coton Pre-School has adopted certain safeguards in order to minimise any risk to your child:

- We will avoid the publication of your child's full name with any image on any of our Pre-School's material / website, etc.
- Only appropriate images will be taken - i.e. children will always be fully dressed and in designated areas.
- Images will be kept securely and destroyed after their required time.
- Any external photographer will have the validity of their organisation checked.
- Appropriate levels of supervision will be undertaken at all times.

Do you give consent to your child having images taken according to the above guidelines?

Yes / No

Signed

Date

Name of child

Relationship to child

Request for Parents Wishing To Take Their Own Photos / Videos

I agree to ensure that all images I take will be for my personal use, will be kept securely and be used appropriately.

I agree not to distract or obscure the view of others whilst taking images.

Signed

Date

Print Name

Name of child

Relationship to child

Thank you for your co-operation. The safe use of images can be a source of pleasure and pride and a valuable record of achievements of your child.

Coton Pre-School Consent for Emergency Treatment

In the case of your child requiring emergency treatment and Coton Pre-school not being able to make contact with you or your child's carer, we require your permission for Coton Pre-school's Leader or Deputy Leader to escort your child to obtain emergency treatment, as deemed necessary by the emergency medical team.

Coton Pre-school will continue try to contact you, and any other named person on the permission form.

I agree for Coton Pre-school's Leader or Deputy Leader to escort my child to obtain emergency treatment, as deemed necessary by the emergency medical team.

Signed

Date

Print Name

Name of child

Relationship to child

Consent To Allow Your Child To Play on the Play Force Trim Trail Equipment with Adult Supervision

Children will have the opportunity to play in the school playground. We require your permission for your child to play on the Play Force Trim Trail Play Equipment under full supervision by Pre-school staff, volunteers and parent helpers.

I give consent / do not give consent for Coton Pre-school's Staff, volunteers and parent helpers to supervise my child on the Play Force Trim Trail equipment in the grounds of Coton Primary School.

Signed

Date

Print Name

Name of child

Relationship to child
