



CENTRAL@RLK

POLICIES AND PROCEDURES

10.4 Registration Form

This form should be completed by the child's key-person or manager with the parent/carer(s) of the child when they start at the setting.

Child's details:

Child's first name(s)	
Surname	
Name child is known as	
D.O.B.	
Child's full address	Postcode:
Gender	

Parent/Guardian Details:

Please note that ALL persons named on the above named child's birth certificate or other legal papers (i.e. adoption certificate) should be named in this section. Should one of the persons named in this section, not have regular access with the above named child, this should be discussed with a member of staff as this information could be vitally important to the care of your child.

Parent/Guardian full name (Mother)	
Relationship to child	
Daytime/work telephone number	
Home telephone number	
Email address	
Home address	Postcode:
Work address	Postcode:



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Parent/Guardian full name (Father)	
Relationship to child	
Daytime/work telephone number	
Home telephone number	
Email address	
Home address	Postcode:
Work address	Postcode:

Correspondence Details:

To enable Central Pre-school to be in an environmentally friendly manner, please provide the setting with an email address which can be used to provide you with information such as newsletters, updates and copies of letters throughout the academic year.

Email Address:	
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To enable Central Pre-school to send out information to a large number of parents in a quick and efficient manner (i.e. in the event of an unexpected setting closure or a delay in return time on a school trip), please provide a mobile telephone number that will be used for all such instances, unless we are otherwise informed of an alternative.

Mobile Number	
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Emergency Contact Details:

This section is for persons other than those named in the Parent/Guardian section that parents/guardians authorise to collect their child.

Please note: only persons aged over 16 years of age are permitted to collect a child. Where doubt is present regarding a person's age, Central Pre-school reserves the right to refuse to allow a child to leave until suitable ID is presented.

Contact 1:

Name	
Relationship to Child/Family	
Address	
	Postcode:
Home Telephone Number	
Work Telephone Number	
Mobile Telephone Number	

Contact 2:

Name	
Relationship to Child/Family	
Address	
	Postcode:
Home Telephone Number	
Work Telephone Number	
Mobile Telephone Number	

Contact 3:

Name	
Relationship to Child/Family	
Address	
	Postcode:
Home Telephone Number	
Work Telephone Number	
Mobile Telephone Number	



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Parental Responsibility:

Please be aware that we are unable to stop a child going with a parent who has 'Parental Responsibility' (even if they do not have the password). All parents married or otherwise, of children born after December 2003, have Parental Responsibility of their children if they are named on the Birth Certificate. If a parent with Parental Responsibility wishes to restrict access to another parent with Parental Responsibility, a court order must be sought from a court of law.

If the above is a concern to you and your child, please speak to a member of staff who will be able to talk you through the procedures in place to deal with situations such as the one stated above.

Collection of Children:

Central Pre-school operates a password collection system for occasions where a child's main carer is not able to collect their child.

In this event, the child's main carer should ensure Central Pre-school is provided with the following information (at the earliest possible opportunity);

- i) The name of the person collecting their child.
- ii) The date and time this named person will be collecting their child.

The child's main carer must also ensure that the person collecting their child is 16 years of age or above, has been provided with the password (as set below), brings ID with them (photographic if possible) and is informed of the correct time they should collect the child.

When the named person arrives at Central Pre-school to collect the child, they will be asked to complete a collection form, stating their name, the child's name and the password. A member of staff will then check the password against the one on record before allowing your child to go with them.

Should the setting not have been provided with this information, they will not be able to release your child (which may result in them being upset), until we have been able to contact you by telephone to verify the collection. If the setting staff members are unable to contact you, they will NOT let your child go and may result in you receiving a late collection charge (as detailed below).

If you give the password to someone whom you later decided is NOT allowed to collect your child, it is imperative you inform the pre-school to this effect and consequently change the password held on file. Changes such as this are the responsibility of you as a parent. Central Pre-school will request a change of password every September to ensure security remains at a premium.



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Late Collections

In the past we have had problems with the late collection of children. This can cause your child to become distressed and also exceed our staff ratios, therefore breaking Ofsted regulations. We understand that occasionally parents can become unavoidably detained and we ask that if this is the case, please call and let us know. If a child is collected late more than twice in a term, we will invoice parents to the cost of £10, for each and every late collection during that term (approx. 12 weeks). Please see our terms and conditions for more information on this.

Chosen Password: _____

Date Password was set up: _____

I understand that if I give this password to anyone who is subsequently not authorised to collect my child, that it is my responsibility to inform Central Pre-School and change the password held on file. I also understand that it is still my responsibility to inform Central Pre-school if someone other than me (or another parent/guardian) will be collecting my child and that such information should be provided as soon as possible. I understand that a late collection fee may apply if my appointed collector arrives late or if I have not informed pre-school prior to an unknown collection and they cannot contact me.

Signed: _____ Date: _____

Print Name: _____



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About your child's health:

Has your child received the following immunisations?

(Please confirm and provide the date the immunisations were given)

Two months old		Diphtheria, Tetanus, Pertussis (whooping cough), Polio and Haemophilus Influenzae Type B (Hib). Pneumococcal Infection. Rotavirus.	DTaP/IPV/Hib, Pneumococcal Conjugate Vaccine (PCV) and Rotavirus
Yes / No			
Date Given:			
Three months old		Diphtheria, Tetanus, Pertussis (whooping cough), Polio and Haemophilus Influenzae Type B (Hib). Meningitis C (Meningococcal Group C). Rotavirus.	DTaP/IPV/Hib, MenC and Rotavirus
Yes / No			
Date Given:			
Four months old		Diphtheria, Tetanus, Pertussis (whooping cough), Polio and Haemophilus Influenzae Type B (Hib). Meningitis C (Meningococcal Group C). Pneumococcal Infection.	DTaP/IPV/Hib and MenC and PCV
Yes / No			
Date Given:			
12 months old		Haemophilus Influenza Type B (Hib) and Meningitis C.	Hib/MenC
Yes / No			
Date Given:			
13 months old		Measles, Mumps and Rubella (German Measles). Pneumococcal Infection.	MMR and PCV
Yes / No			
Date Given:			
Three years and four months or soon after		Diphtheria, Tetanus, Pertussis (whooping cough) and Polio. Measles, Mumps and Rubella.	DTaP/IPV (or dTaP/IPV) and MMR
Yes / No			
Date Given:			
Has the child's health record book been seen to confirm immunisation dates?			Yes / No
Has your child ever had Chickenpox?			Yes / No



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Has your child been diagnosed with Asthma or use an inhaler of any sort?	Yes / No
<i>If you answered yes to the above question, please be advised that you will be required to provide Central Pre-school with an inhaler and spacer unit which will be kept at the setting at all times. Your GP can provide you with a prescription for this purpose.</i>	
Does your child suffer from any other known medical conditions or allergies, or have any special dietary needs or preferences?	Yes / No
If so, please provide details:	
Are there any other medical details which would be useful for us to know i.e. illnesses, spells in hospital, previous operations etc.?	Yes / No
If so, please provide details:	
Has a risk assessment, if required, been completed?	Yes / No
Has a health care plan and agreement to administer medicine, if required, been completed?	Yes / No
Does your child have any special needs or disabilities?	Yes / No
If so, please provide details:	

Details of professionals involved with your child:

GP (General Practitioner)	
Name	
Address	
	Postcode:
Telephone Number	

HV (Health Visitor)	
Name	
Address	
	Postcode:
Telephone Number	



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SCW (Social Care Worker)	
Name	
Address	
	Postcode:
Telephone Number	
<p>What is the reason for the involvement of the social care department with your family? <i>NB If the child has a child protection plan, make a note here, but do not include details. Central Pre-school will obtain details from the social care worker named above and will keep these securely in the child's file.</i></p>	

FSW (Family Support Worker - from a Children's Centre)	
Name	
Address	
	Postcode:
Telephone Number	
<p>What is the reason for the involvement of the family support worker with your family?</p>	

Please provide details of any other professional who has regular contact with your child:	
Name of Professional 1	
Role	
Agency	
Address	
	Postcode:
Telephone Number	



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Name of Professional 2	
Role	
Agency	
Address	
	Postcode:
Telephone Number	

Name of Professional 3	
Role	
Agency	
Address	
	Postcode:
Telephone Number	

Additional Support Information:

Are any of the following in place for your child?

Early Years Action (IPP but not professionals involved)	Yes / No
Early Years Action Plus (IPP plus other professionals)	Yes / No
Statement of special educational need	Yes / No
What special support will he/she require in our setting?	

Two Year Old Information:

Has your child ever received Free Government Funding for 2 year olds?	Yes / No
If Yes, when and where was this received?	
Has your child had a two year old check carried out?	Yes / No
If Yes, when and who carried this out?	



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Additional Cultural/Language Information:

How would you describe your child's ethnicity or cultural background?	
What is the main religion in your family (if applicable)?	
Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?	
What language(s) is/are spoken at home?	
If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment?	Yes/No
If so, discuss and agree with the key person how we can work together to support your child when settling-in:	
What other information is it important for us to know about your child? For example, what they like, or what fears they may have, any special words they use, or what comforter they may need and when.	



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General parental permissions:

Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the setting manager (or authorised deputy manager) for emergency treatment. I understand that health professionals will be responsible for any decisions on medical treatment in my absence.

Signed: _____ Date: _____

Print Name: _____

For inhaler/Epipens only

I give permission for a named member of staff (as detailed below), who has been trained to administer the inhaler/Epipen or Anapen (supplied by mysef,) to do so, as necessary for my child.

Staff members trained to administer the above named medications are as follows:

- _____
- _____

Signed: _____ Date: _____

Print Name: _____

Sun-cream

I give permission for Central Pre-school staff members to administer Boots Soltan Kids Sensitive, Factor 50+ Sun-cream to my child, as they deem appropriate.

I understand that as a result of not consenting to the use of this product (by signing below), I will be required to provide an alternative Sun-cream that may be applied to my child on an 'as needed' basis. I understand that failure to provide sun-cream will mean my child is not permitted to participate in any outdoor activities.

Signed: _____ Date: _____

Print Name: _____



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Short Trips - General/Daily Outings

Your child will be taken out of the setting as part of the daily activities. The venues used are detailed here:

Farringdon Road Park (Occasionally)
Surrounding Streets in the Westcott Stree and Railway Village area (occasionally)
Cambria Bridge Park (occasionally)
Central Library (occasionally)
Outlet Village (on rare occasions)

I understand that individual risk assessments are carried out for each location/type of trip or outing taken and are available for me to see as required. For any major outings, I understand I will be informed and my specific consent obtained.

Signed: _____ Date: _____

Print Name: _____

Paracetamol Products (e.g. Calpol)

I give permission for staff to administer a 'one-off' dose of paracetamol based products (e.g. Calpol), to my child in the case of a raised temperature, in accordance with the manufacturer's product recommendations and the setting's procedures on the administration of medicines.

Signed: _____ Date: _____

Print Name: _____

Animals

We may occasionally have supervised visits of animals to our setting. We do not keep pets on site. A risk assessment will be carried out for visiting animals, and parents informed.

Please state below any known allergies or aversion your child has to animals:

Signed: _____ Date: _____

Print Name: _____



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Photographs/Videos

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. These photographs are used for displays, photo albums (kept in the setting, for the children to look at), to play on our digital photo frame/laptop (allowing you to see what your child has done that day), for gifts from your child/children (i.e. a mother's day present) and for your child's records within the setting. We may also record events and activities on video. Sometimes these photographs/videos may be individual (only of your child) and sometimes they may be of a group of children (i.e. be of your child and another child or group of children). When staff are using photos/videos as evidence in a 'child's learning journal' it may sometimes be desirable to use a group photograph/video as evidence, this may mean a photograph/video containing your child, appearing in another child's profile. Photos/videos are stored on the setting's computer only; we only store images during the period your child is with us. If we would like to use any image of your child for training, publicity or marketing purposes, we will always seek your written consent for each image we intend to use.

I give permission for my child to have his/her photograph taken or be videoed. I also agree to these images being used as detailed above.

Signed: _____ Date: _____

Print Name: _____

Library

Central Pre-school offers a library lending service, which allows children to borrow a book from the setting to take home and share with their family. This is subject to the following conditions:

- i) The book or resource will be returned to the setting within one week of borrowing the item.
- ii) If the book or resource is damaged beyond reasonable repair, you as the parent/main carer will pay for the cost of a replacement item.
- iii) If the book is lost or not returned 7 days after a 'Library reminder form' has been sent home by Central Pre-school, you as the child's parent/main carer will pay the cost of a replacement item.

I agree to the above terms and conditions and would like my child to be included in the Central Pre-school Library Lending Service.

Signed: _____ Date: _____

Print Name: _____



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Key persons - Information for parents

Each child joining the setting will have a key person appointed to them. It will be the key person's responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up-to date. Your child's key person may change as your child progresses through the setting. You will be notified of these changes. Your child's key person is your first point of contact for anything you wish to discuss about your child.

Your child's key person will be _____

Your child's 'back up' person will be _____

The key-person (manager) will discuss the settling-in process with you prior to your child's start date (usually at your home-visit).

However, please provide details of any information you wish to share regarding your child's settling in process with Central Pre-school here:

Face Painting

On special occasions (i.e. concerts, parties and fundraising sessions), Central Pre-school may offer the opportunity for children to participate in adult-led face painting activities.

Should parents have any stipulations or objections regarding the use of face paints on their child, they must detail these below (i.e. only on the arm/cheek or my child must NOT participate in face painting activities etc.).

I have read and understood the 'Face Painting' section of the Registration Pack and have recorded my stipulations or objections regarding this matter.

Signed: _____ Date: _____

Print Name: _____



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Fees, Payments and Charges

Fees are payable from a child's third birthday up until a child is eligible for 3 year old government funding (term aft a child's third birthday).

Fees are also payable for any sessions attended in excess of the 15 hours (5 sessions) covered by the 3 year old government funding.

- Fees are payable in the event of any absence, including holidays and sickness.
- Payments must be made week, monthly or termly; at least one week in advance.
- Payments must be made in cash (or cheque if over £50). Cheques should be made payable to Central Pre-school.
- Payments must be placed in an envelope, clearly marked with the child's name, the reason for the payment (i.e. fees or trip), and if applicable the invoice number and reference number for each payment being made.
- Staff members are unable to accept any money which has not been placed in an envelope.
- You are required to give 4 weeks' notice, in writing, of any decrease to your child's sessions; you will be charged in full for any sessions missed during the notice period.

Late Payments Charges

- If a payment is not received on time, a reminder will be sent.
- If payment is then not received by the date stated on the reminder, a £10 penalty charge will be added to the outstanding amount and an 'Overdue Fees' letter will be sent to you.
- Should payment still not be received by the date stated on the 'Overdue Fees' letter a further charge of £5 will be added to the outstanding amount and a 'Final Notice' will be issued. If a 'Final Notice' is issued your child will not be able to attend any unfunded sessions until the debt has been cleared.

Late Collection Charges

- A £10 late collection charge will be invoiced to any parent who arrives late to collect their child more than twice in a term. Late is deemed as being 'after the door has closed following the last parent in the collection line'.
- Non-payment of 'Late Collection Charges' are subject to further charges as stated above.
- Any late collection of 15 minutes or over will incur a £20 charge and a further £20, for each subsequent 15 minutes.

I have read, understood and accept the above payment and charges terms and conditions.

Signed: _____ Date: _____

Print Name: _____



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Website

Central Pre-school's website which can be found at the following web address:

www.centralpreschool-ccc.co.uk.

This website is intended to provide information to current, previous and potential future families of the pre-school setting.

The type of information provided on the website includes contact details, opening hours, session costs, setting dynamics and routines, current policies and procedures, newsletters/forms, links to other useful sites, guest feedback and photo gallery.

The 'photo gallery' is an area where the setting can upload photographs of events which have taken place both inside and outside of the pre-school. This will enable you and your family to share the experiences your child has had with them and for other prospective parents to get a feel for the types of activities we provide.

We would like to make you aware, that as this is a website, it is available for *anyone* to view. We assure you that only the Committee and Management Team of Central Pre-school will have access to upload and/or change information on the website and all photographs uploaded to the site will be appropriate and mindful of Safeguarding/Child Protection Policies and Procedures. Our aim for this website is to provide an exciting and easily accessible partnership between parents, staff and children, enabling families to share experiences, thoughts and ideas with your child and the setting.

However, it is my duty to inform you that as this is a website, threat from hacking is present in this day and age, and we cannot be held responsible for any such act unknown to Central Pre-school. We can assure you however, that immediate and serious action would be taken if evidence of hacking were to come to light.

I understand and give permission for photographs of my child to be included on the Central Pre-school website named above.

Signed: _____ Date: _____

Print Name: _____



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7.2 PARENT'S AND VISITORS CODE OF CONDUCT

At Central Pre-school/Central@RLK we are very fortunate to have a supportive and friendly committee made up of parents and volunteers. We recognise that educating children is a process that involves partnership between parents, staff members and committee. As a partnership, our aim to ensure that our parents understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our early year's educational setting.

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

Central Pre-school/Central@RLK expect parents, carers and visitors to:

- Respect the caring ethos of the setting.
- Understand that both staff members and parents need to work together for the benefit of their children.
- Demonstrate that **all** members of the settings community should be treated with respect and therefore set a good example in their own speech and behaviour
- Seek to clarify a child's version of events with the setting's view in order to bring about a peaceful solution to any issue.
- Correct their own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the setting to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.

In order to support a peaceful and safe environment the setting will not tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of the setting or any other area or business carried out in the building or grounds that the setting occupies.
- Using loud/or offensive language, swearing, cursing, using profane language or outward displays of temper.
- Threatening to do actual bodily harm to a member of the staff, committee, visitor, fellow parent/carer or child, regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication.



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- Defamatory, offensive or derogatory comments regarding the setting or any of the children/parent/staff, either at the setting or on any social networking site. Any concerns you may have about the setting must be made through the appropriate channels by speaking to a staff member, Manager or a member of the Committee, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on the setting's premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards your own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking and consumption of alcohol or other narcotics whilst on the setting's premises.
- Dogs being brought on to setting's premises (without prior written consent).
- Collecting a child after consuming any alcohol or narcotics, as this may hinder a person's ability to care adequately for a child. (Failure to meet this requirement, may result in a child not being permitted to leave the setting and will constitute the implementation of safeguarding actions).

Should **any** of the above behaviour's occur either on the setting's premises or in relation to the setting, Central Pre-school/Central@RLK may feel it is necessary to contact the appropriate authorities and if necessary, issue a written warning to parents that should another incident happen, then the setting will look to retract the offer of a child's space at the setting with immediate effect or ban the offending adult from entering the setting's grounds.

Central Pre-school/Central@RLK's Code of Conduct was developed to promote a learning environment based on respect for the rights of the children, staff, committee members and parents. Children learn best when they are respected, valued, feel safe and know what is expected of them. Staff members are most effective when they feel valued, trusted, respected and supported by both their employer and parents, when caring for children. Therefore, staff, parents and children both need to be aware of these rules and their relationship to the rights of other person in the setting.

All parents will be expected to read and agree to abide by the fundamental values listed within this code of conduct as part of the registration process i.e. in the child registration pack. Visitors will be made aware of this policy, wherever appropriate and possible.

I, the undersigned, agree that both parents and any other person sent to collect my child on our behalf, will abide by the Parent Code of Conduct Policy of Central Pre-school/Central@RLK.

Signed: _____ Date: _____

Print Name: _____



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CHILD PROTECTION		HEALTH	
1.1	Children's rights and entitlements	6.1	Administering medicines
1.2	Safeguarding children	6.2	Managing children who are sick, infectious or with allergies
1.3	Looked after children	6.3	Recording or reporting of accidents and incidents
1.4	Uncollected child	6.4	Nappy changing
1.5	Missing child	6.5	Food and drink
1.6	Use of mobile phones and cameras	6.6	Food Hygiene
1.7	Whistleblowing	6.7	Basic kitchen opening and closing checks template
SUITABLE PEOPLE		6.8	Individual Health Plan
2.1	Employment	MANAGING BEHAVIOUR	
2.2	Student placements	7.1	Promoting positive behaviour
2.3	Trustee code of conduct	7.2	Parent and visitor code of conduct
2.4	Induction of staff and volunteers	SECURITY AND SUITABILITY OF PREMISES	
2.5	Induction of Trustees	8.1	Health and safety general standard
STAFF QUALIFICATION		8.2	Maintaining children's safety and security
3.1	Induction of staff, volunteers and managers	8.3	Supervision of children on outings and visits
3.2	First Aid	8.4	Risk assessment
3.3	Volunteering record	8.5	Fire safety and emergency evacuation
3.4	Online training registration details	8.6	Animals in the setting
KEY PERSON		8.7	No smoking
4.1	The role of the key person and settling in	8.8	Health and safety risk assessment template
4.2	Home visits	8.9	Fire safety risk assessment template
STAFFING		EQUAL OPPORTUNITIES	
5.1	Staffing	9.1	Valuing diversity and promoting equality
5.2	Staff Conduct	9.2	Supporting children with special educational needs
5.3	Staff Expense Policy	9.3	Social well-being audit
		9.4	Access Audit
INFORMATION AND RECORDS			
10.1	Early years prospectus	10.8	Transfer of records to school
10.2	Admissions	10.9	Confidentiality and client access to records
10.3	Application to join	10.10	Information sharing
10.4	Registration form	10.11	Working in partnership with other agencies
10.5	Parental involvement	10.12	Making a complaint
10.6	Children's records	10.13	Childcare terms and conditions
10.7	Providers records	10.14	Notification of leaving
10.15	Schedule of fees		

Please sign below to confirm the following:

- 1) That you have been provided with details regarding Central Pre-school's current policies and procedures, their location in the setting and that you have been made aware that these are available to you at any time (as long as access to the building permits).



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- 2) That you have been informed that there may circumstances where information is shared with other professionals or agencies without your consent (as per our Information Sharing Policy and Safeguarding Children/Child Protection Policy).
- 3) That all information provided in this 'Child Registration Forms' Booklet, is accurate and correct, and that you will notify the setting of any changes as soon as they arise.

Name (Parent 1): _____
Signed: _____
Date: _____

Name (Parent 2): _____
Signed: _____
Date: _____

Name: (Key-person) _____
Signed: _____
Date: _____

Name: (Manager) _____
Signed: _____
Date: _____



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Equalities Monitoring Form

Ethnicity should be recorded by settings according to the following categories. Should you wish to provide the setting with this information, please select from one of these categories.

White - British

- White British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other White background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Mixed - White and Black Caribbean

- White and Black Caribbean
- White and Asian
- Any other mixed background

Black or Black British

- Caribbean
- African
- Any other Black background

Chinese

- Chinese

Any other ethnic background

- Please state _____

A child's learning difficulties and disabilities status should be recorded according to the following categories, please select the category describes your child's current status:

No special educational need

Early Years Action

Early Years Action Plus

Statement

(Reference should be made to the SEN Code of Practice for an explanation of the terms above.)



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Getting to know your child:

We want your child to feel comfortable and at home in a caring and secure environment at Pre-school. We would appreciate it if you could tell us a few details about him/her. This information will be passed on to your child's key worker and the other practitioners in the setting to ensure that your child is happy here during their time with us. For instance, they may have a favourite toy or a comfort item, a television character they are particularly fond of or an activity they really enjoy. Any information would be greatly appreciated. We look forward to welcoming your child to Central.

Educational experience.....

- Nursery/Pre-school
- Childminder
- Friends/Family Members
- Home Only

Does your child still use a dummy or bottle at any time of the day?

- Yes
- No

Special words for people, objects or favourite toys:

Names and ages of siblings and any other immediate family members (including relationships):

How does your child show when they are distressed?



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When upset, how does your child like to be comforted?

How do you feel your child will settle at Pre-school?



Communication and Language

- Enjoys singing and listening to simple songs & rhymes
- Has a favourite song/rhyme
.....
.....
- Is able to follow simple instructions
- Speaks clearly in sentences (2-3 / 3-4 or 4+ words)
- Speech is sometimes difficult to understand
- Likes to look at books
- Listens to others in one to one and group situations
- Enjoys using ICT equipment (computer and mouse, cameras)



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Personal, Social and Emotional

- Likes playing with other children
- Prefers to play alone
- Can be shy
- Is confident/outgoing
- Is able and will ask for help
- Plays cooperatively
- Finds sharing difficult

Physical development

[Gross & Fine Motor]

- Likes to run and jump
- Can climb safely on a climbing frame
- Can pedal a bicycle
- Can walk up/down stairs
- Enjoys using pencils or crayons to make marks on paper
- Can hold scissors safely and snip
- Uses left/ right /both hands

Physical Development

[Health and Self-care]

Able to do the following things for themselves:

- Toilet trained (sitting/standing)
- Wash and dry hands
- Put on coat
- Put on shoes
- Wipe & their blow nose
- Dress and undress self
- Wipe self after toileting
- Has an awareness of safety issues e.g. road safety, using scissors



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Specific Areas of the EYFS

Mathematics

- Knows primary colours (red, blue and yellow)
- Can count up to 5 / 10
- Understands / uses positional language

Recognises these shapes:

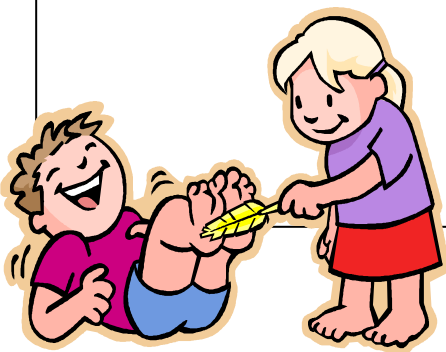
- Square
- Circle
- Triangle
- Rectangle



Expressive Art and Design

- Enjoys painting and drawing
- Responds to comments and questions about their creations
- Enjoys making models (3D structures, collages etc)
- Enjoys playing with musical instruments
- Enjoys dressing up and imaginary play

Any other information you would like us to know:





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This policy was adopted at a meeting of	Central@RLK
Held on	27th July 2015
Date to be reviewed	July 2016
Signed on behalf of the management committee	
Name of signatory	Rebecca Davies
Role of signatory (e.g. chair/owner)	Chairperson