



'Tick, Tock' Pre School
Merrylands Primary School, Cumberland Drive,
Laindon, Basildon, Essex SS15 6QS
Tel No: 544288 During School Hours
Mobile No's: 07863350075/07790461919

Registration Form

*Please complete all details below and return this form to the Pre School Management Team.
If any changes to your personal details arise please advise us as soon as possible.*

Child's Name: _____ Child's Home Address: _____

_____ Post Code: _____

Home Telephone No: _____ Mobile Telephone No: _____

Child's Date of Birth: _____ Ethnic Origin & Religion: _____

Doctor's Name, Address & Telephone No: _____

Emergency Contact Name, Address & Telephone No: (Somebody other than Parent/Carer)

_____ Relationship to Child: _____

Medical Conditions, Allergies Etc: (including plasters): _____

Has your child received the following immunisations? (Please tick all that apply):

- | | |
|---------------|-------------------------------------|
| 2 months old | 1 st DTP/Polio/Hib/Men C |
| 3 months old | 2 nd DTP/Polio/Hib/Men C |
| 4 months old | 3 rd DTP/Polio/Hib/Men C |
| 12 months old | MMR (1) plus Men C |

Is there any other that is not listed above? _____ Do You have a record of these? _____

People who may collect my child/children:

Name _____ Relationship to Child _____

Name _____ Relationship to Child _____

Name _____ Relationship to Child _____

Name _____ Relationship to Child _____

Persons named must be over 16 years of age.

Security

Password: _____(we use a Password system as another form of security. If none of the above named people are able to collect your child then you can ask somebody else as long as they know the password)

Please read the next section 'Rules & Regulations' carefully and sign both copies.

RULES & REGULATIONS

Fees are due on the first day of each week or term. Fees are payable even if your child/children does **not** attend the Pre School. This includes Bank holidays and Training days.

Notice Two weeks must be given if your child/children is leaving the Pre School **or** two weeks in lieu of notice.

Illness Please do not send your child/children to Pre School if they are unwell. If he/she has been physically sick they **must** be kept away from Pre School for at least 24 hours. Also, please inform us of any infectious diseases including head lice.

Clothing Please send your child/children in old clothing and bring plimsolls to change into. Jewellery should not be worn in Pre School.

Photography & Video Recording Your child/children may be photographed or videoed whilst at the Pre School.

Time Keeping We would appreciate it that your child/children should arrive in time for the start of Pre School at 9:15am or 12:30pm. When collecting your child/children if you are going to be late a phone call must be made to the Pre School Supervisor. If you are more than 15 minutes late with no contact to the Pre School, then a £10 fee will be required.

Emergency Medical Treatment If your child requires emergency medical advice or treatment do you give permission for the Pre School to seek professional assistance? **YES/NO***

Daily Walks & Visits I give permission for the Pre School to take my child/children out on daily walks and visits, which may take place during his/her time at Pre School.

Child Protection If your child shows any of the four signs of abuse we have the duty to contact Social Services or other professional bodies regarding this matter.

I/we have read and understood the policies and procedures and that I/we agree to abide by the rules and regulations during my child's time at Pre School.

SIGNED _____ PARENT/CARER DATE _____

* Delete where applicable

Parents'/Carers Copy

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