



**Barty Bear's Pre-school at
St Bartholomew's CE (VC) Primary School**

Child Data Collection Form

Date of Application to School		
Name of Child		
Known as		
Gender		
Date of Birth		Please bring your child's full birth certificate.
Passport		Passport Number and country
Nationality		
Religion		
Are any additional languages spoken at home?		
Mum's name		
Contact tel no: (home/ mobile/work)		
E-mail address		
Parental responsibility	Yes	No

Dad's name		
Contact tel no: (home/ mobile/work)		
E-mail address		
Parental responsibility	Yes	No

Main Address of Child		
Any other address child regularly resides		
Status of Parents	Single/ married/ civil partnership/ divorced/ widowed (circle or highlight as required)	

Parental responsibility	Names
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Name of Sibling	Date of Birth	School attended

Previous School (if applicable)	
Address and Telephone number of previous school	
Postcode	
Department of Education Number	
Date entry	
Date left	

Previous School (if applicable)	
Address and Telephone number of previous school	
Postcode	
Department of Education Number	
Date entry	
Date left	

Keeping your Child Safe

Who will collect your child when they attend school?	Name	Tel Number	Relationship to child
	1		
	2		
	3		
If an emergency occurs and collection by someone else is required please give a secret password to use			

This is for your child's protection and part of safeguarding

Have there been any traumatic events or situations the child has been exposed to such as a death in the family, divorce, new sibling etc?	
Are there any care orders in relation to the child? (Include dates and number)	
Are there any other comments or information that you would like to tell school that are not covered in this document?	

Health Record- this information is required

Doctor's Name	
Address	
Telephone Number	
Dentist Name	
To the best of your knowledge does your child have any pre-existing health issues/ medical conditions even if they do not require regular monitoring/ treatment	
School Nurse - From time to time the school nurse will visit school to carry out non-invasive checks such as eye testing, weight and height measurements. <i>Please give your consent or the limits of your consent opposite</i>	Yes No (circle or highlight)
Allergies- food and/ or environmental- including suspected even if not proven	
Treatment for allergies	
Immunisation record and dates	
The following are common childhood illnesses/ conditions. Please circle or highlight those which have affected your child	
constipation	asthma
convulsions	bronchitis
ADHD	autism
diarrhoea	Chicken pox
Fainting spells	diabetes
Frequent colds	Heart disease
Frequent ear infections	hepatitis
Frequent sore throats	impetigo
lice	measles
ringworm	mumps
Skin rash	German measles
soiling	polio
Stomach upsets	Scarlet fever
Urinary problems	tuberculosis
worms	Whooping cough
Does your child have any speech, hearing or visual problems and if so have they been tested to confirm the extent of the issue?	Please give details

Has any surgery been required in the past that may impact on lifestyle/ require monitoring?	Please give details
Is your child restricted by any handicap that may impact on life style/ require monitoring?	
Is your child toilet trained? What stage are they at?	

Personality

What are your child's favourite foods?	
What foods does your child dislike?	
What experience with other children does your child have?	
Please give a brief description of your child's personality. Are they friendly, aggressive, shy, withdrawn, imaginative, and demanding?	
How does your child show their feelings when : <ul style="list-style-type: none"> • Afraid • Happy • Angry • intolerant 	
Are there any other comments or information that you would like to tell school that are not covered in this document?	

Permissions			
Please note that photos are required to be taken within school for evidence of learning, identification and child safeguarding purposes.	Photos within school	Yes	No
	Photos/ video- website	Yes	No
	Photos- prospectus	Yes	No
	Photos press	Yes	No
	Video- television	Yes	No
<p>ICT including the Internet, email, computers, mobile phones, digital cameras, ipads etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.</p> <p>Please discuss these e-safety rules with your child.</p> <ul style="list-style-type: none"> • I will only use ICT in school for school purposes. • I will only use my class email address. • I will make sure that all ICT contacts with other children and adults are responsible. • I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will turn off my monitor and tell my teacher immediately. • I will not send to children or adults anything that could be considered unpleasant or nasty. • I will not give out my own details such as my name, phone number or home address. • I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me. • I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe. • I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-safety. <p>We have discussed this and my child agrees to follow the e-safety rules and to support the safe use of ICT at St Bartholomew's Primary School.</p>		Signature	Date
<p>I understand that in order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:</p> <ul style="list-style-type: none"> • Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches. • Using loud/or offensive language, swearing, cursing, using profane language or displaying temper. 			

<ul style="list-style-type: none"> • Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence. • Damaging or destroying school property. • Abusive or threatening e-mails or text/voicemail/phone messages or other written communication • Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites. Any concerns you may have about the school must be made through the appropriate channels, which includes the school Complaints Procedure. You can speak to the class teacher, in the first instance then the Head Teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned. If you are not happy with the outcome, you can also ask for a copy of the Complaints Procedure and follow the steps for formal complaint. • The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises. • Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their 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 drugs whilst on school property. • Dogs being brought on to school premises. 	
<p>To go across to the church /market place etc / school trips / visits etc as and when they arise with teacher's supervision.</p>	
<p>Do you give permission for Emergency First Aid?</p>	<p>Yes /No</p>
<p>Do you give permission for Emergency Medical Treatment?</p>	<p>Yes /No</p>
<p>Do you give permission for Sun Cream use?</p>	<p>Yes /No</p>
<p>Do you give permission for Nappy Cream use?</p>	<p>Yes /No</p>
<p>Do you give permission for medication to be administered?</p>	<p>Yes /No</p>
<p>Parent / Carer (please print)</p>	
<p>Parent / Carer Signature</p>	
<p>Date</p>	

PARENT CONTRACT

We believe that there needs to be a formal agreement between the Pre-school and Parents. The contract will outline the obligations and commitment, of both the Pre-school and the Parent(s).

- a) Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 1 Calendar months written notice, commencing from the first day of the month, to reduce or cancel your child's normal booking.
- b) Increasing your booking is subject to availability.
- c) Special short-term contracts are available, subject to agreement and availability of places.

HOURS OF OPERATION

Monday, Wednesday, Friday 09:00 to 15:00. Tuesday, Thursday 9:00-12:00.

MONTHLY FEES

Monthly fees are at the prevailing fee schedule. The setting reserves the right to increase said fees at any time giving one calendar month's notice of the proposed increase to parents / guardians. Monthly fees include all sick days and holidays taken as these are paid days. Any statutory holidays will be deducted from your monthly bill. Fees are based on booked days, not attendance. Refunds and credits will not be given for days where your child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability, we will try to accommodate swapping of days in cases of emergency or under special circumstances.

GOVERNMENT FUNDING

Parents who qualify for funding will have this amount deducted from the invoice. All tax efficient funding from your company will not be deducted from the invoice; it is up to the parent/carer to deduct this. Any fees not covered by a subsidy are the parents' responsibility and are payable on the first of each month in advance. All subsidised payments must also be paid by the first of each month in advance.

PAYMENT POLICY

Parents agree that all monthly fees (full time and part-time attendance) will be paid on the first of each month in advance. Additional sessions will be invoiced at the end of the each month and will be due for payment immediately. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Extra hours are billed at the session rate or hourly rate.

ILLNESS POLICY

Please advise the pre-school prior to 8:30 am if a child will not be attending due to illness. Parents agree that a child who is ill (e.g. fever, infection, diarrhoea, communicable disease,

or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the staff and other children in our care. The parents further agree should a child become ill while in our care that immediate arrangement will be made to remove the child from the nursery. Children will not be allowed to return to pre-school until they have been symptom free for at least 24 hours for a fever and 48 hours for sickness or diarrhoea. In some cases, a note from a doctor may be necessary. By signing this contract you are agreeing to staff seeking any necessary emergency medical advice or treatment during their time at Nursery. Please refer to our sickness policy for more information about this topic.

LATE ARRIVAL/PICKUP POLICY

Please advise the pre-school immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 15:00. If you are not able to pick up your child by 15:00 alternate arrangements must be made.

Please notify the pre-school if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form. They must bring photographic I.D. plus a photograph to be kept on file and a password will be used.

TERMINATION

The Pre-school reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children.

WITHDRAWAL

Parents agree that a minimum notice of one full month (notice to given in writing) will be given for permanent withdrawal of, or reducing hours of any child from care or agree to pay one month's fee in lieu. The responsibility is of the parents to ensure that the notice has been received by the office. No exceptions will be made.

HEALTH & SAFETY

The name of the designated Health & Safety Officer is Mrs A Collins. If you have any health & safety queries please arrange to meet with the Head. We would ask all parents to make sure doors are closed when entering or leaving the building and that they are mindful of little fingers.

ACCEPTANCES

The above terms and conditions are considered fair and reasonable. The parent /guardian has read and understands the Term and Conditions contained and undertakes to be bound by the same.

This agreement must be signed by all persons with parental responsibility and /or those accepting responsibility for paying fees.

I have read and understood the parental agreement and I agree to be bound to it and any other relevant terms and conditions that are issued.

Please tick the sessions you require

Day	9.00-12.00	12.00-13.00	13.00-15.00
Monday			
Tuesday	(3 years only)		N/A
Wednesday			
Thursday	(3 years only)		N/A
Friday			

signed	Print name	Date
signed	Print name	Date
signed	Print name	Date