

HETTY PRESCHOOL

Hoole Lane, Hoole, Chester, CH2 3HB

Telephone: 01244 500908

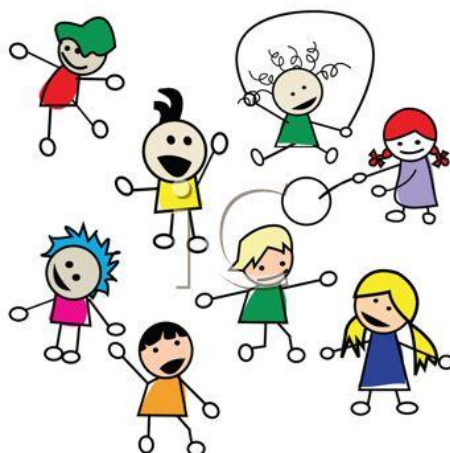
Email: hettymanager@hooleceprimary.cheshire.sch.uk

Website: www.hettypreschool.co.uk

HETTY MANAGER: Mrs Denise Bowes

DEPUTY MANAGER: Mrs Sue Noden

TEACHER: Mrs Su Chester B.Ed (Hons)



Date application submitted :

Requested start date :

	HETTY PUPIL INFORMATION ON ADMINISTRATION
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Child's Details

Name	Preferred name (if different)	Date of birth
Brothers'/sisters' names:	Age:	Class (if applicable):

Provision	Monday		Tuesday		Wednesday		Thursday		Friday	
	am	pm	am	pm	am	pm	am	pm	am	pm
Breakfast club										
1st choice										
2nd choice										
After school club										

Every effort will be made to accommodate your requests, however in some circumstances an alternative day may be offered.

Religion/Faith	
Festivals/customs observed	
Language spoken at home	

Parent/Carer details

Title <small>(Mr, Mrs, Miss, etc)</small>	Name
Relationship to child:	
<u>Home Address</u>	
Postcode: Telephone:	
<u>Work Address</u>	
Telephone:	
Mobile Number:	
Email Address	

Title <small>(Mr, Mrs, Miss, etc)</small>	Name
Relationship to child:	
<u>Home Address</u>	
Postcode: Telephone:	
<u>Work Address</u>	
Telephone:	
Mobile Number	
Email Address	

Please provide the number you wish to be contacted on:

Alternative Emergency Contact Details (please provide details of at least one other person we can phone if we are not able to contact you)

Name	Relationship to Child	Mobile Number
Address		Other Telephone Number:

Name	Relationship to Child	Mobile Number
Address		Other Telephone Number:

Please list any other adults that have permission to collect your child from HETTY other than those already named on this form.

Please detail any additional/special needs:
Please detail any medical needs including details of any medication:
Please detail any dietary requirements:
Any additional information:

It is not part of our usual daily routine to administer medication, however where this is unavoidable we will do so, but only when a medication form has been completed. It is important that we are aware of any form of medication your child is taking and any allergic reactions which may have occurred due to any medication.
Please list below any medication which your child has previously had an allergic reaction to:

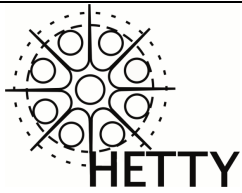
Allergies
Please list below of any know allergies which your child suffers from. We present the children with a wide variety of materials and objects with which to play and explore and so are interested in any type of allergy, not just those caused by food they have eaten:

NB. If your child does suffer with severe allergies and has been prescribed anti-histamine and/or an epipen we must be informed of this and the relevant forms and administration instructions.

Name of Doctor	Name of Health Visitor
Address of surgery	Telephone number of surgery

I give permission for a member of staff to administer appropriate first aid if required.
I give permission for a member of staff to seek any necessary emergency medical advice or treatment in the event that my child is involved in a serious accident. I expect to be contacted immediately on the above telephone numbers.

Signed.....



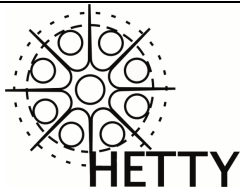
SUPPORTING HOME LANGUAGES

Please help us to support your child in their transition to HETTY Preschool by writing the following key words and any other words which are important to them in their home language.

It is also helpful to write the words phonetically, this enables staff to pronounce them correctly.

Child's home language

	Home language	Phonetically written
Key words eg. Hello, food, drink, toilet, thank you, play, sleep, wash hands, coat, goodbye, mummy, daddy, etc.		



HETTY OPENING TIMES, FEES AND TERMS & CONDITIONS

HETTY Pre-School is open from 7.45am - 5.45pm: Monday to Friday throughout the year providing it is viable, except for the Christmas holidays and all public holidays. There is no charge for statutory Bank holidays.

Price List / Opening Times	* prices may be subject to change as agreed by the Governing Body	
Full Day Care	7.45 am - 5.45 pm	£36.00
Half Day Care	7.45 am - 1.00 pm	£18.00
Half Day Care	1.00 pm - 5.45 pm	£18.00
Morning Session	8.45 am - 11.45 am	£12.00
Afternoon Session	12.25 pm - 3.25 pm	£12.00
Breakfast	7.45 am - 8.45 am	£4.00
Lunch	11.45 pm - 12.45 pm	£4.50
School day	8.45 am - 3.25 pm	£25.50
After school	3.25 pm - 5.45 pm	£10.00
Hot dinner	Extra	£2.50
Hourly rate		£5.00
Additional charges for snack and resources		
Up to 15 hours per week		£3.00
15 to 30 hours per week		£4.00
30 hours and above per week		£5.00

Meals and Snacks

Breakfast will be provided and served between 7.45am and 8.30am. Children will need to provide their own packed lunch if they attend a full day or stay for lunch club which is an additional £4.00 (not including a hot lunch). A healthy snack will be provided at morning and afternoon break. Children have access to water at all times.

Fees and Holidays

Fees should be paid in advance. There will be a charge of £5.00 per hour above the 15 and 30 hours provided through the NĒG. Children in full day care may request up to three weeks holiday keeping their child's place through a reduced 50% retention payment. Fees will be charged for pupils for all sessions booked.

If your child is off sick, fees will still be charged, at the same rate.

Late Payment of Fees

In the event that bank charges are incurred by HETTY due to the cancellation or dishonour of a cheque, standing order or other payment, we reserve the right to claim reimbursement of the total charges incurred.

In the event of non-payment HETTY will follow agreed procedure, and in extreme circumstances your child may no longer have a place

Illness

For health reasons any child suffering from a doubtful rash or diagnosed with a contagious illness, a sore throat, discharge from the eyes, vomiting or diarrhoea, should be kept at home for 48hrs. A child may return to Pre-school when the infection has cleared. Should a child become ill and need to go home parents/carers will be expected to collect their child as soon as possible. It is particularly important therefore that we have at least two current emergency contact numbers. Every effort will be made to contact the parent/carer using the telephone numbers provided. Parent/carers have a responsibility to inform HETTY of any changes in contact details as soon as they occur.

Should your child be ill, please inform HETTY by ringing 01244 500908. Fees are still charged should your child be off ill.

Notice

Two full working weeks' notice is required if your child no longer needs a place.

Clothing and Personal Property

Whenever possible children will be taken outside to play, and must therefore have suitable waterproof outdoor clothing and a bag clearly marked with his/her name containing:

- Spare clothes
- Nappies/wipes if appropriate

All clothing, bags, lunch boxes, gloves, hats etc should be clearly labelled.

Fire Precautions

HETTY complies with all fire regulations and has regular fire drills. All electrical appliances are regularly checked and maintained. Our premises are strictly no smoking areas.

Sun Cream

Sun cream should be applied by parents/carers at the beginning of each session the child attends. Sun cream should be provided in a named bottle and will be applied again at lunchtime by a member of staff if the child is with us all day or before if necessary.

Parent/Carers

Signature.....Date.....

Observations

As part of the EYFS, HETTY staff will be required to observe your child performing various tasks. This is necessary to ensure that your child is in a stimulating learning environment. These observations may be used to support your child and for staff training.

Parent/Carer

Signature.....Date.....

Professionals

We sometimes converse with other health care professionals such as health visitors. This may be used to share information regarding your child.

Parent/Carer

Signature.....Date.....

The Local Community of Hoole.

We believe it is important to use our local community to the full. Children may be taken out of HETTY to visit various features of Hoole such as local shops, the post box and the park. These outings can take place at any time during the pre-school day and will always comply with the legal ratio of staff to children.

We therefore ask for your consent to visits in the local community of Hoole under the supervision of qualified members of the HETTY Staff.

Parent/Carer
Signature.....Date.....

Photographs of Children

As part of helping children see themselves as learners, HETTY staff would like the opportunity to take photographs of them engaged in successful learning activities or imaginative role playing. Such photographs would then be displayed around the Pre-school setting, on our HETTY website or on promotional literature such as fliers or the local newspapers. Photographs will be stored on the system at HETTY for up to 6 years.

Parent/Carer
signature.....Date.....

Celebrations

At HETTY we explore festivals and celebrations as part of the Early Years Foundation Stage (EYFS). Occasionally, we may also take part in Hoole C of E Primary School assemblies and celebrations.

We therefore ask your consent for your child to participate in these activities.

Parent/Carer
signature.....Date.....

Patch

We are fortunate to have our own 'allotment' in the woodland area of the school playground. We will often take the HETTY children to work or play in this area making use of the extended classroom.

We therefore ask for your consent for your child to participate in these activities.

Parent/Carer
SignatureDate.....

Please see our privacy data protection policy on the HETTY website (hettypreschool.co.uk) for detailed information on what information is collected and how this information is stored.

By ticking this box, you are consenting to us continuing to holding and processing your data and sending you information.

Agreement

I/We wish to apply for admission of the above named child to HETTY Pre-School. I/We have received and read the Pre-School fee scales and Terms and Conditions of the Acceptance into the Pre-School, and agree to comply with Pre-school. I/We understand that policies and procedures for HETTY Preschool are available if requested.

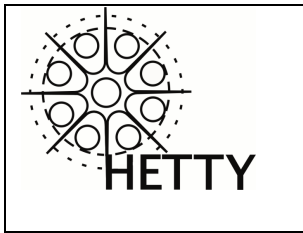
Parent/Carers
Signature.....Date.....

Ethnic Background Information forms part of our census, please complete.

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry of family history. Ethnic background is not the same as nationality or country of birth.

Ethnicity Code (Please tick)

WBR I	White British		WIRI	White Irish	
WR OM	Gypsy/Roma		WIRT	Traveller of Irish Heritage	
WO TH	White, any other white background		MWB A	Mixed, White and Black African	
MW BC	Mixed, white and black Caribbean		MWA S	Mixed, White and Asian	
AOT H	Any other Asian background		MOT H	Any other mixed background	
BOT H	Any other black background		APKN	Asian or British Pakistani	
BCR B	Black or Black Irish Caribbean		ABAN	Asian or Asian British Bangladeshi	
BAF R	Black or black British African		AIND	Asian or Asian British Indian	
CHN E	Chinese		OOH	Any other ethnic background	
REF U	Do not wish to be recorded				

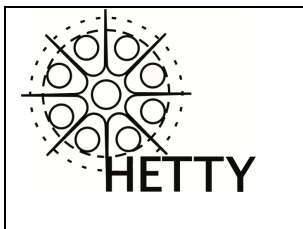


**HETTY ADMINISTRATION OF
LONG TERM MEDICINE**

Child's name	
Doctor's name	
Medical condition	
Medicine to be administered	
Time when medication is to be administered	
Dose for each occasion	
Date when administration is to start	
Date when administration is to cease	
Any special needs provision needed at HETTY	
Any danger signs and action to be taken	
Other information	
Emergency contact number	

I understand that HETTY staff will make every effort to do all that is reasonable to ensure that the medicine is administered as specified. I understand that my child's doctor may be approached to give specific medical directions to HETTY Preschool.

Parent / Carer SignatureDate



HETTY PARENT QUESTIONNAIRE

We ask that you complete this questionnaire to enable us to have some background information of your child's capabilities and possible needs.

Question	Yes	No	?	
Are there any concerns about your child's sight?				
Are your child's vaccinations up to date?				
Does your child have persistent catarrh, hayfever or asthma?				
Are there any concerns about your child's speech?				
Can your child listen and respond to simple instructions?				
Does your child enjoy sharing books at home?				
Does your child enjoy singing nursery rhymes?				
Can your child recognise simple shapes?				
Can your child count in sequence (1,2,3 etc)?				
Is your child able to tidy up?				
Is your child able to share?				
Does your child have difficulty playing with other children?				
Is your child confident to try new things?				

Any other information we have not asked but you would like us to know:



HETTY Hoole Enterprise Trust
 Hoole CE Primary School
 Hoole Lane
 Hoole
 Chester
 CH2 3HB

Dear Parent/Carer

HETTY is a Social Enterprise Trust, and as such we provide access to a range of services and activities, beyond the school day, to help meet the needs of children, parents and the wider community.

In order to become a member of HETTY Social Enterprise Trust, there is a nominal membership fee of £1. This entitles you to attend the AGM, and receive regular updates on our progress.

If you would like to join, please complete the form below and return it to the above address.

Mrs D Bowes
 HETTY Manager

Name			
Address			
Telephone			
Name of child		Age	
How would you like us to contact you?			
Letter			Alternative address:
	YES	<input type="checkbox"/>	
	YES at above address	<input type="checkbox"/>	
	NO	<input type="checkbox"/>	
email	Address:		

For Office Use:

Application Processed	y / n	Membership No:	
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