



HETTY PRESCHOOL

Application form

Hoole Enterprise Trust Time for You (HETTY)

Hoole Lane, Hoole, Chester, CH2 3HB

Telephone: 01244 500908

Email: Denise - hettymanager@hooleceprimary.cheshire.sch.uk

Website: www.hettypreschool.co.uk

HETTY MANAGER: Mrs Denise Bowes

DEPUTY MANAGER: Mrs Sue Noden

TEACHERS: Mrs Su Chester B.Ed. (Hons)

Ms Solange Wood (EYTS)



Date of form submitted:

Requested start date:

HETTY Preschool

HETTY Pre-School care is available five days a week, term time only. HETTY will close on all statutory bank holidays and for 2 weeks over the Christmas holidays.

Holiday care is available for school holiday dates and INSET days unless you are notified otherwise. Holiday care booking forms and registration forms are separate.

HETTY can accept children from age 2 years.

Session	Session time	Price
Full Day Care	7.45 am - 5.45 pm	£52.00*
Half Day Care	7.45 am - 1.00 pm	£28.00*
Half Day Care	1.00 pm - 5.45 pm	£28.00*
Morning Session	8.45 am - 11.45 am	£23.50*
Afternoon Session	12.25 pm - 3.25 pm	£23.50*
Breakfast	7.45 am - 8.45 am	£4.50*
School day	8.45 am - 3.25 pm	£38.00*
After school	3.25 pm - 5.45 pm	£11.00*
Hot dinner (provided by edsential)	*Extra per meal	£2.85
Hourly rate	(additional to any funded hours)	£12.00*
*prices are be subject to change as agreed by the Governing Body		
Additional charges for snack and consumables		
This covers the cost of HETTY providing wipes, sun cream, nappy sacks, stationary, books, snacks, soil, sand, baking ingredients and other consumables. This does not include hot dinner.		
If your child attends up to 15 hours per week		£10.00* p/w
If your child attends 15 to 30 hours per week		£15.00* p/w
If your child attends 30 hours and above per week		£25.00* p/w

A sibling discount of 5% will be applied for families with for more than one child who attends, discount is taken off the second child's fees.

Full fees are payable for sessions missed through sickness, non-attendance, or cancellations. HETTY offers two weeks holiday per year.

There is no charge for statutory bank holidays.

Contracts are for term time only. Holiday care by HETTY is available and is booked separately as and when you require it.

Valuables & lost property

Children must not wear or bring jewellery, toys or other valuable items into HETTY to avoid them getting lost or damaged. HETTY do not accept responsibility for lost or damaged items brought from home.

Attendance and bookings

If you wish to cancel your child's place at HETTY, we require two weeks' notice in writing or charges will continue to be made. All bookings must be agreed with the Manager or Deputy Manager.

Policies and procedures

All of our policies and procedures are available for parents/carers to view on our website www.hettypreschool.co.uk

Child's Details

First Name			
Middle names			
Surname			
Preferred name (if different)			
Gender	Male	Female	
Child's date of birth (dd/mm/yyyy)			
Child's main home address	Postcode:		
Religion/Faith			
Festivals/customs observed at home			
Language spoken at home			
Please list the name and age of any siblings and which school or nursery they attend			

I wish to register my child for (please tick to indicate your choices)

	First Choice						Second choice					
	AM half day 7.45am-1.00pm	PM half day 1.00pm-5.45pm	Morning 8.45am-11.45am	Afternoon 12.25pm-3.25pm	School day 8.45am-3.25pm	Full Day 7.45am-5.45pm	AM half day 7.45am-1.00pm	PM half day 1.00pm-5.45pm	Morning 8.45am-11.45am	Afternoon 12.25pm-3.25pm	School day 8.45am-3.25pm	Full Day 7.45am-5.45pm
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												

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

Please detail the names of adults with <u>legal guardianship</u> of the named child		
First name		<u>Relationship to child</u>
Surname		
First name		<u>Relationship to child</u>
Surname		

Parent/Carer details

Parent/Carer 1		Parent/Carer 2	
Title	Miss, Mrs, Ms, Dr	Title	Miss, Mrs, Ms, Dr
First name		First name	
Surname		Surname	
Relationship to child		Relationship to child	
Date of Birth		Date of Birth	
Home address		Home address	
Postcode		Postcode	
Home telephone		Home telephone	
Mobile telephone		Mobile telephone	
Email address		Email address	
Work address		Work address	
Work telephone		Work telephone	
Parent/Carer 1 <input type="checkbox"/>	Please indicate which person will be the bill payer for HETTY nursery fees by ticking the relevant box.	Parent/Carer 2 <input type="checkbox"/>	

Alternative contact details

Please provide details of at least one other person we can phone if we are unable to contact the primary caregiver

<u>Name</u>	<u>Relationship to child</u>	<u>Mobile Number</u>
<u>Address with postcode</u>		<u>Other telephone number</u>
<u>Name</u>	<u>Relationship to child</u>	<u>Mobile number</u>
<u>Address with postcode</u>		<u>Other telephone number</u>

About your child

Please detail any special educational needs or disability that your child may have. Include any past referrals to speech and language, SEND team etc:

Please detail any medical needs including details of regular medication that your child may require:

Please detail any allergies or intolerances: *any allergy, not just food allergies*

please also fill out a medical healthcare plan if your child suffers from allergies and medical conditions

Please detail any dietary requirements:

More about your child

Childcare setting history

Has your child attended a nursery/preschool/childminder before joining HETTY? **YES/NO**
If yes please provide us with details of the provider:

Will your child be attending more than one setting whilst they attend HETTY? **YES/NO**
If yes, please provide us with details of the other provider and if you wish to share funded hours with another setting:

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	Comment
Are there any concerns about your child's sight?			
Are your child's vaccinations up to date?			
Are there any concerns about your child's speech? Have they previously been referred to SALT? (Speech and Language Team)			
Does your child have persistent catarrh, hayfever or asthma?			
Can your child listen and respond to a simple instruction?			
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 e.g 1,2,3?			
Is your child able to tidy up?			
Is your child able to share?			
Does your child have difficulty socialising or interacting with others?			
Is your child confident to try new things?			

Any other information?

Ethnic background information

Ethnic background information forms part of our census, please indicate your child's ethnic code.

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 one)

WBRI	White British		WIRI	White Irish	
WROM	Gypsy/Roma		WIRT	Traveller of Irish Heritage	
WOTH	White, any other white background		MWBA	Mixed, White and Black African	
MWBC	Mixed, white and black Caribbean		MWAS	Mixed, White and Asian	
AOTH	Any other Asian background		MOTH	Any other mixed background	
BOTH	Any other black background		APKN	Asian or British Pakistani	
BCRB	Black or Black Irish Caribbean		ABAN	Asian or Asian British Bangladeshi	
BAFR	Black or black British African		AIND	Asian or Asian British Indian	
CHNE	Chinese		OOTH	Any other ethnic background	
REFU	Do not wish to be recorded				

Child's Health Information

Name of child's doctor		Address of Doctor's surgery	
Doctor's telephone number			Postcode
Name of child's Health visitor		Health visitor contact number	
First aid and emergency medical treatment			
<p>I give HETTY staff permission to administer appropriate first aid if required. I give permission for a member of HETTY staff to seek 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.</p>			
Signature		Date	

Medicine Consent

It is not part of our usual daily routine to administer medication, however where this is necessary we will do so, but only when an administration of medication form has been completed and we have checked with parents if medicine has already been administered earlier in the same day.

It is important that parents/carers make us aware of any form of medication your child is taking and any allergic reactions, which may have occurred in the past due to any medication.

Please sign the following permissions for HETTY staff to administer/apply the following medicines and creams if they feel it is necessary

Calpol (or liquid paracetamol for children alternative)	YES/NO	Signature		Date	
Piriton (or liquid antihistamine for children alternative)	YES/NO	Signature		Date	
Aldi own brand sun cream	YES/NO	Signature		Date	
Sudocrem (or supermarket own brand alternative)	YES/NO	Signature		Date	

Sun Cream

Sun cream should be applied by parents/carers at the beginning of each session the child attends. Aldi own brand sun cream will be provided by HETTY and will be applied after lunch by a member of staff if the child is with us all day and as and when necessary.

Please indicate any medicines or creams your child is allergic to or may have had an adverse reaction to in the past

Supporting home languages

Help us to support your child with their transition to HETTY 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 if you can, this enables staff to pronounce them correctly.

Please tell us about your home language or any languages spoken or overheard by your child at home:

Languages spoken at home:

Key words	Home language	Phonetically written
<p>Example: Hello, goodbye, please, help, coat, food toilet, thank you, play, sleep, wash hands, goodbye, Mummy, Daddy, etc.</p>		

Terms and conditions

- I understand that my child will be provided with a snack and drink whilst at HETTY unless otherwise requested.
- I understand that there will be additional charges for snack and consumables, charged on a weekly basis based on how many hours my child attends
- I understand that hot lunches are charged additionally to the daily rate and consumables charge
- I understand that ad hoc sessions and extra sessions are charged at a higher rate due to additional admin required to amend bookings
- I understand that persistent late or non-payment of fees may jeopardise my child's place.
- If my child is not collected by the end of their session time, this will incur an extra charge. If my child has still not been collected after doing everything possible to contact parents and emergency contacts, then I understand that HETTY staff will be legally required to contact Social Care as stated in the non-collection of children policy.
- I understand that persistent late collection may jeopardise my child's place
- I understand that staff cannot be held responsible for any lost, damaged or stolen items.
- I understand that HETTY will endeavour to cater for all children's needs and make adaptations wherever possible, however in exceptional circumstances if the setting cannot meet my child's needs, they may no longer be able to attend the setting.
- I confirm that the information given on this form is correct and agree to notify HETTY of any changes in writing as soon as possible
- I understand that HETTY has policies and procedures, there are expectations and obligations relating to the conduct of myself, and my child and I agree to abide by them. I understand that failure to do so could mean that my child will no longer be able to attend HETTY.
- I have been made aware of how to access the company's policies and procedures and I understand that terms of my child attending the club are detailed in the settings policies.
- Once my child is dropped off at HETTY he/she will be in the care of the staff until collected by a 'named' responsible adult. Parents/Carers must inform a member of staff if someone other than them self is collecting the child.
- I will inform HETTY staff if my child will not be attending the HETTY on a day that he/she is booked in.
- I will pay promptly for sessions even when my child does not attend, unless other arrangements have been made with the manager, Mrs Bowes.

I have read, understood and in signing this form and I accept the above terms and conditions for my child attending HETTY Preschool.

SignaturePrint name.....Date.....

Consent & Permissions – Please sign to give consent for each statement

Observations

As part of the EYFS requirements, HETTY staff will observe your child performing various tasks, to evidence their progress and celebrate their achievements. Observations will be used to support your child's development, track their progress and identify their next steps. Observations may be used for staff training. Observations are recorded and shared with parents/carers on the 'Evidence Me' App. Please sign to give us consent to observe your child.

Parent/Carer signature.....Print name.....

Photographs and videos of children

As part of helping children see themselves as learners and for staff to record your child's development and achievements, HETTY staff would like the opportunity to take photographs of your children. Photographs would then be displayed around the Preschool setting, on our HETTY website or on promotional literature such as fliers or the local newspapers. **When using photographs for our website and promotional literature we will never publish your child's full name alongside their image.**

HETTY staff will record short videos of your child engaged in successful learning activities and celebrating their achievements. Photographs and videos will be stored on the system at HETTY for up to 6 years. Please sign to give us consent to photograph and record your child for such purposes.

Please tick:

- I give permission for my child to have their **individual photograph** taken and take part in video recordings for observation purposes on 'Evidence me'
- I give permission for my child to appear in **group photographs** with other children that may be shared with other parents/carers on 'Evidence Me'
- I give permission for my child's photograph to be displayed within the setting
- I give permission for my child's photograph to be published on the HETTY website/social media/promotional literature

Parent/Carer signature.....Print name.....

Professionals

It is sometimes necessary for us to converse with other health care professionals such as health visitors, speech and language team, children's centre nurse, your child's doctor or other childcare providers to share information about your child. Please sign to give us consent to share information with other healthcare professionals

Parent/Carer signature.....Print name.....

Consent & Permissions – Please sign to give consent for each statement

Celebrations and festivals

At HETTY, as part of our curriculum we explore different festivals and celebrations as part of the Early Years Foundation Stage (EYFS) and promoting British Values and celebrating diversity. Occasionally, we may also take part in Hoole C of E Primary School assemblies and cultural celebrations.

Please consent for your child to participating in these activities.

Parent/Carer signature.....Print name.....

The Patch and use of the school grounds

We are fortunate enough 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 outdoor classroom. We also have access to the school grounds which your children will be able to use to enrich their learning opportunities.

Please sign to give consent for your child to participate in such activities.

Parent/Carer signature.....Print name.....

The local community of Hoole.

We believe it is important to utilise facilities in our local community. Children will sometimes be taken out of HETTY to visit various locations around Hoole such as the local shops, the post box and the park. These outings can take place at any time during the preschool day and will always comply with the legal ratio of staff to children.

We therefore ask for your consent to taking your child on such visits in the local community of Hoole under the supervision of HETTY staff members.

Parent/Carer signature.....Print name.....



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		
	YES at above address		
	NO		
email	Address:		

For Office Use:

Application Processed	y / n	Membership No:
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Other information – Please tear off this page and retain it for your information

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 (unless parents request and pay for a hot lunch). A healthy snack will be offered in the morning and afternoon session and again at 3.40pm for children in after school club. Children have access to drinking water at all times.

Fees and Holidays

Invoices are issued at the end of each month covering the first to last day. We expect prompt payment of invoices. Parents/Carers may request up to two weeks holiday per school year, Other absences are still charged at the full rate at the Manager's discretion. Late fees apply for late collection.

Additional charges for snack and consumables

This is a voluntary addition to your weekly fee, however HETTY does rely on payment of the consumables charge help to contribute to the funding of stationary supplies, books, wipes, nappy sacks, resources, baking ingredients, snacks, soil, sand, sun cream, and medicines that are available to all children. Children will not be penalised if parents/carers choose not to pay the consumables fee.

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 the fee policy, and in extreme circumstances, your child's place may be suspended or limited.

NEG/Funded hours

We accept funded places for 15 & 30 hours. **Funding is available to use over 38 weeks (term time only)** Bank holidays and INSET days are not included in funded hours. Parent/Carers must reconfirm their eligibility 3 times per year. If the deadline for re-confirmation is missed and HETTY are unable to claim funding, Parent/Carers will be charged full fees for childcare. All Nursery Educational grant forms must be completed and returned to HETTY in order for us to make accurate claims for your child each term.

Sickness

For health reasons, any child diagnosed with a contagious illness, vomiting or diarrhoea should be kept at home for 48hrs. A child may return to preschool 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

Notice

Two full working weeks' notice is required if your child no longer needs a place. This should be given in writing.

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. We ask that all children bring a named bag containing spare clothes and nappies, where appropriate. All clothing, bags, lunch boxes, gloves, hats etc. should be clearly labelled.