



Forest Row Community Pre-school  
Hambro Hall  
Community Centre  
Hartfield Road  
FOREST ROW  
East Sussex  
RH18 5DZ

Dear

Thank you for your interest regarding.....attending our Pre-school.

Please find enclosed our registration pack. I would be grateful if you would complete and return the relevant forms together with a photograph of your child, for our registration tree.

You should also include the £35 fee with the application to secure a place for your child. If you find that you are struggling to pay the fees, please contact the Administrator, Chair or Supervisor as soon as possible so an appropriate solution can be discussed.

Parents are asked to provide a mid morning snack, we are keen to promote healthy eating awareness and therefore we ask that the snack provided is fruit or vegetable. The children each receive a carton of milk mid morning, if your child is dairy intolerant or dislikes milk you are welcome to provide an alternative in a named container.

If you have any questions or concerns please do not hesitate to contact me either at the pre-school, by email or leave a message and I will contact you.

Playgroup phone number 01342 825625

Email [forestrowpreschool@hotmail.co.uk](mailto:forestrowpreschool@hotmail.co.uk)

I look forward to receiving your application pack together with the application fee and will be in contact with you soon to arrange days of attendance for your child.

Please remember to inform me of any changes to registration details, which may occur during the time your child is attending the Pre-school.

Yours sincerely

Jacquie Scarlett  
Administrator



# Registration Pack

[forestrowpreschool@hotmail.co.uk](mailto:forestrowpreschool@hotmail.co.uk)

Telephone : 01342 825625

Forest Row Community Pre-school is a registered charity no. 1133515



## Child Registration Form

<b>Full Name of Child</b>	
<b>Commonly known as</b>	

<b>Date of Birth</b>	
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### Name of Parents/Guardians

<b>1</b>	<b>Title</b>	<b>First Name</b>	<b>Surname</b>
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<b>Telephone</b>	<b>Home</b>		<b>Work</b>	
	<b>Mobile</b>			

<b>2</b>	<b>Title</b>	<b>First Name</b>	<b>Surname</b>
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<b>Telephone</b>	<b>Home</b>		<b>Work</b>	
	<b>Mobile</b>			

<b>Family Address</b>	
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<b>Postcode</b>	
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### Alternative contact in the event parents/guardians 1 and 2 are not available

<b>3</b>	<b>Title</b>	<b>First Name</b>	<b>Surname</b>
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<b>Relationship to child</b>	
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<b>Telephone</b>	<b>Home</b>		<b>Work</b>	
	<b>Mobile</b>			

### Medical Information

(This form would accompany your child in the event emergency treatment was required therefore any information you consider relevant in this instance should be noted. None of the information you give here will affect this application)

<b>Name of Doctor</b>	
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<b>Surgery Address</b>	
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<b>Surgery Telephone</b>	
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<b>Any known allergies/ medical conditions</b>	
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### Immunisations (Please indicate which of the following your child has received)

<b>Diphtheria</b>		<b>Tetanus</b>		<b>Polio</b>		<b>Hib</b>	
<b>Measles</b>		<b>Mumps</b>		<b>Men C</b>		<b>Rubella</b>	

<b>Whooping Cough</b>	
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**I/we confirm the information given in this application is accurate and agree to inform you immediately of any changes which may arise during my/our child's time at FRCP. I/we give consent for emergency medical treatment to be obtained for my/our child.**

<b>Signed by Parent/Guardian</b>	<b>Dated</b>
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<b>1</b>		
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<b>2</b>		
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## Parental Agreement

### Forest Row Community Pre-school

Hambro Hall, Hartfield Road,  
Forest Row, East Sussex RH18 5DZ  
Telephone : 01342 825625

#### Registered with OFSTED

Address : 1st & 2nd floor, Dukes Court, Dukes Street, Woking, Surrey GU21 5EP

Registration No. : EY413894

#### The Following Terms and Conditions apply

##### Fees

Fees are payable in accordance with the rates in force at the time. Please refer to the separate Hours & Fees sheet which is updated each year (a copy is attached). Any changes to current rates will be advised in writing. Invoices are issued half-terminally and must be settled no later than the first week of the half-term. Cheques should be made payable to Forest Row Community Pre-school. Unfortunately we cannot refund fees for sessions missed by your child due to sickness or holiday unless playgroup is closed by us (e.g. due to exceptionally bad weather). FRCP reserves the right to withdraw places where no payment has been received. In certain circumstances special arrangements can be made for weekly payment with prior agreement. If you do have any problems please contact the Administrator at the Pre-school who will try to help you.

##### Late collection of children

Prompt collection of children is important for safety and insurance reasons.

##### Collection of children by a person other than the usual parent/carer

If you have arranged for a person unknown to the staff at the pre-school to collect your child you must note this in the Collection Book at the Pre-school. In the instance that your child would be dropped off and collected by someone unknown to the staff at pre-school, please telephone the office to notify us.

##### Sickness

If your child is unwell please telephone the office to notify the staff. Children should only return to Pre-school once they have been well for 24 hours. (48 Hours for sickness & diarrhea)  
Pre-school staff will not administer any medicines to children except in special cases where a child may require an emergency dose of a medicine such as an adrenaline Epi-pen or Ventolin inhaler. A consent form will be provided and carers must provide the named medication with clear written instructions for the Supervisor to follow.  
In order for staff to act appropriately in an emergency, you are required to complete the Medical Information section of the Child Registration Form and sign to give consent for treatment to be obtained. The form would accompany a child in this instance and therefore should be updated with any relevant information by you.

##### Statutory Public Holidays

FRCP will be closed on Statutory Public Holidays.

##### Profile

Pre-school prepares a Profile about each child which must be passed on to school – either by the Pre-school or parents, dependent upon which school you have selected. You will be contacted in this regard if necessary.

##### Data Protection

If you do not intend to return the Data Protection Form enclosed within this pack you have therefore agreed to allow images of your child to be used by the Pre-school within the parameters of the Data Protection Act.

##### Application Fee

This is a one-off fee payable when you apply for a place for your child and covers administrative costs. This fee is non-refundable and non-transferable. Please refer to separate Hours & Fees sheet for current charge.

#### I agree to the Terms and Conditions outlined above

Signed (Parent/Guardian)

Signed (Parent/Guardian)

Child's Name

Date



## PHOTO PERMISSION FORM

Dear Parent / Carer,

Whilst your child attends Forest Row Community Pre-school, there may be occasions when photographs may be taken to share with you, use in promotional literature, accompany coursework, send to press or keep for our own child development records. We are writing for your permission to enable us to do so.

**CHILDS FULL NAME:**

.....

I / We are the parent / carer of the above named child. I / We give permission for our child to be photographed **for** the following reasons only.

**Please tick ONLY those that apply.**

To record your child's daily routine development

To record your child's

Pre-school's own album

Pre-school staff's coursework

Pre-school's internal displays

Pre-school's promotional literature (ie external posters, fliers)

Pre-school's official website

Other publications (ie newspapers, The Grapevine, Forest Row News)

**PARENTS / CARERS FULL NAME:**

.....

**PARENTS / CARERS SIGNATURE:**

.....

**DATE:**

.....



## **PARENTAL / CARER CONSENT FORM**

### **Pre-school Visits**

Forest Row Community Pre-school arrange visits to various locations within the village; eg Table Hurst Farm, Bakery, Library, Church (Harvest Festival/Nativity).

These visits have a ratio of one adult per two children in order to hold hands and safely supervise. Information will be displayed requesting help, when required from parents/carers. Prior notice will be given to all these events, dates and details will also appear in the newsletter and on the notice board.

Please do not hesitate to contact the Supervisor or Administrator if you have any concerns regarding any visits.

I/we give consent for our child to be escorted out of Pre-school premises for visits.	
Child's Name	
Parent/Carer Signature	
Date	

### **Sun Protection Cream Application**

I/We agree for sun cream protection to be applied to our child/children when required by approved Forest Row Community Pre-school members of staff.	
Child's Name	
Parent/Carer Signature	
Date	



## Festivals and Religions

We aim to show respectful awareness of all major events in the lives of the children and families at Pre-school and in our society as a whole, and to welcome the diversity of backgrounds from which they come.

In order to achieve this, we aim to acknowledge all the festivals which are celebrated in our area and/or by the families involved in the Pre-school. Before introducing a festival with which staff at Pre-school are not themselves familiar, appropriate advice will be sought from those to whom that festival is a familiar one.

Without indoctrination in any specific faith, children will be made aware of the festivals which are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind the festivals. Children will be encouraged to welcome a range of different festivals together with stories, celebrations and the special food and clothing they involve, as part of the diversity of life.

Please help us to achieve this by noting below any festivals you and child will celebrate that could be shared by the children at Pre-school. The staff would appreciate your guidance and knowledge to construct a session incorporating your ideas.

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Child's Name	
Parent/Carer Signature	
Date	



**HOW DID YOU HEAR ABOUT US?**

Please indicate below:

PRE-SCHOOL WEBSITE

OTHER WEBSITES (please specify)   
.....

FLIER / POSTERS

FOREST ROW NEWS

THE GRAPEVINE

FRIEND / REFERRAL

OTHER (please specify)   
.....  
.....



### **Parents Contact List**

Please indicate below if you would like your name, telephone number and email address to be added to a list to be made available to all parents/carers of other children at Pre-school.

I would not like my details added to a contact list	<input type="checkbox"/>
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We/I give permission for our/my name/s to be added to a contact list to be issued to other parents/carers of children at Forest Row Community Pre-school
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Child's Name	
Parents'/Carers Names	
Telephone Number	
Mobile Telephone Number	
Email Address	

signed & dated
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signed & dated
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### **Pre-school Emails**

Pre-school would also like to be able to contact you with information and newsletters via email. If you are happy for us to do this, please sign below and ensure you have entered your email address above.

I am happy to be contacted by email at the address above
signed & dated



## **FAIR PROCESSING NOTICE**

### **DATA PROTECTION ACT 1998**

Early Years Settings, Schools, Local Authorities (LAs), the Secretary of State for Education and the Department of Education and Skills (DfES), the government department which deals with education and children's services, the Qualifications and Curriculum Authority (QCA), Her Majesty's Chief Inspector for Schools and the Office for Standards in Education (Ofsted), and the National Assessment Agency (NAA) all process information on children's services and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about children must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why data is held, and to whom it may be passed on.

The **Early Years Setting** hold information on children in order to support their development, to monitor progress, to provide appropriate pastoral care, and to assess how well the setting as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time Early Years Settings are required to pass some of this data to LAs, the DfES and to agencies that are prescribed by law, such as QCA and Ofsted. In particular, at the age of five an assessment is made of all children (the Foundation Stage Profile) and this **information is passed to the Local Authority and receiving maintained school.**

The **Local Authority** uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the Local Authority will make an assessment of any special educational needs a child may have. It also uses the information to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about children to administer national assessments such as the Foundation Stage Profile. Any results passed on to the DfES are used to compile statistics on trends and patterns in levels of development of development. The QCA can use information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure these are continually improved.

**Her Majesty's Chief Inspector for Schools and Ofsted** use information about the progress and performance of children to help inspectors evaluate the work of Early Years Settings, to assist them in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual children.

The **National Assessment Agency** uses information for those, relatively few, Settings undertaking the Foundation Stage Profile. The resulting data is passed on to the NAA which also uses information in working with schools, the QCA, and Awarding Bodies, for ensuring an efficient and effective assessment system covering all ages is delivered nationally.

The **Secretary of State for Education and the Department for Education and Skills** use information about children and pupils for research and statistical purposes, to allocate funds, to inform, influence and improve education policy and to monitor the performance of the education and the children's services as a whole. The DfES will feed back to LAs information about children for a variety of purposes that will include data checking exercises, and use in self-evaluation analyses.

Information about children may be held to provide comprehensive information back to LAs to support their day to day business. The DfES may also use contact details from those sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

The DfES may also disclose individual child and pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

Children, as data subjects, have certain rights under the Data Protection Act 1998, including a general right to access of personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- The **Early Years Setting** at Forest Row Community Playgroup, Hambro Hall, Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ.
- The **Local Authority** at County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1SG.
- The **QCA's** Data Protection Officer at QCA, 83 Piccadilly, London, W1 8QA.
- **Ofsted's** Data Protection Officer at Alexandra House, 33 Kingsway, London, WC2B 6SE..
- the **National Assessment Agency** Data Protection Officer at NAA, 29 Bolton Street, London, W1J 8BT.
- the **DfES** Data Protection Officer at DfES, Caxton House, Tothill Street, London, SW1H 9NA.

Forest Row Community Pre-school is a registered charity no. 1133515

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.



## **HELP WITH THE COSTS OF CHILDCARE**

Parents / carers if you are in receipt of Working Tax Credits either as a single parent or as a couple and are working 16 hrs per week or more, you may be able to claim the Childcare Element of Working Tax Credit towards the cost of childcare at playgroup.

Please see the Inland Revenue Booklet in the display stand for further information.

**Tax Credits Helpline 0845 300 3900**

**[www.inlandrevenue.gov.uk/taxcredits](http://www.inlandrevenue.gov.uk/taxcredits)**

Information required as follows:  
Details of your weekly childcare costs

**OFSTED REGISTRATION NO: EY413894**

**FOREST ROW COMMUNITY PRE-SCHOOL  
HAMBRO HALL  
COMMUNITY CENTRE  
HARTFIELD ROAD  
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