Norton Little Learners

Old Tewkesbury Road, Norton, Gloucestershire, GL2 9LJ
Telephone Number: 01452 730531 / Email Address: admin@norton.gloucs.sch.uk

Registration Form

Date……

Child's information

Forename ……..…… Surname…….

Childs Date Of Birth ……..……..…….

Address ……..……

……Postcode…..……

Parent/Carers information

Parent/Carer 1 Name ……...…….…….. Relationship to child ……..

Parent/Carer 1 Telephone number……..……

Parent/Carer 2 Name …… Relationship to child ……..

Parent/Carer 2 Telephone number……

Address of parent 2 (if different from above)…….

…….……..……...……

…….. ……Postcode……..……

Is there a parental court order in place? Yes [ ] No [ ]

Do you have a social worker? Yes [ ] No [ ]

If yes please state their name……

Other Emergency Contact Information

1. Name…….…… Relationship……

Telephone number/s ……..……..

2. Name…….…….. Relationship ……..

Telephone number/s ……..……..

Days Attending

Start Date (month/year): _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session	9am – 12noon	9am – 12noon	9am – 12noon	9am – 12noon	9am – 12noon
Afternoon session	12noon – 3pm	12noon – 3pm	12noon – 3pm	12noon – 3pm	12noon – 3pm
Full Day	9am – 3pm	9am – 3pm	9am – 3pm	9am – 3pm	9am – 3pm

Who will be collecting your child?

……

Please note, we prefer written confirmation if you require any person, other than yourself to collect your child. However, if this is not possible please let the Pre-School Manager on duty or the school office know who is to collect your child on your behalf.

By law the Pre-School Manager, or other staff are not allowed to take your child home. In unforeseen circumstances, if we cannot reach any of the contact numbers given, which other person do you wish us to send your child home with.

……

Ethnicity

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 or family history.
Ethnic background is not the same as nationality or country of birth.
Please study the list below and **tick *one* box only** to indicate your ethnic background.

White

[ ] English [ ] Scottish [ ] Welsh [ ] Other White British
[ ] Irish [ ] Traveller Irish Heritage [ ] Eastern European
[ ] Western European [ ] White other [ ] Gypsy/Roma

Mixed

[ ] White and Black Caribbean [ ] White and Black African
[ ] White and Asian [ ] White and Chinese
[ ] Other mixed background

Asian or Asian British

[ ] Indian [ ] Pakistani [ ] Bangladeshi [ ] Any other Asian background

Black or Black British
[ ] Caribbean [ ] African [ ] Any other Black background
[ ] Chinese
[ ] Any other ethnic background
[ ] I do not wish an ethnic background category to be recorded
[ ] Information not yet obtained

What is your religion?

…..…….

Are there any procedures forbidden by your religion? Yes [ ] No [ ]
Yes / No

If yes please state.…….....

Medical information

Any Medical Conditions…….
.
Name of doctor ……

Address ……

Telephone Number ……

Any routine vaccinations NOT received? Yes [ ] No [ ]

If yes, please state……..……

I give permission for Norton Little Learners to seek emergency medical advice/treatment.

Signature: ……...

Do you know if your child has any additional medical/educational needs?
Yes [ ] No [ ]
If yes, please state:…….

If yes, is there a plan already in place to support this? Yes [ ] No [ ]

If yes, please state:…….

Does your child have any allergies? Yes [ ] No [ ]

If yes, please state:…….....

Does your child have any feeding difficulties or dietary restriction Yes [ ] No [ ]

If yes, please state:…….

Is your child allergic to plasters Yes [ ] No [ ]

Permissions

If your child injures him/herself at Norton Little Learners do you permit us to use a plaster (only if we feel it necessary)? Yes [ ] No [ ]

The Norton Little Learners staff are qualified to administer emergency first aid. St Johns recommend we ask permission from parents/carers for consent to carry out basic first aid on your child.

Please sign to give your permission.

Signature: ……...

If your child required emergency treatment at hospital do you permit Norton Little Learners to arrange an ambulance to transport him/her to hospital? Yes [ ] No [ ]

Do you consent to photographs being taken of your child doing a certain activity?. Yes [ ] No [ ]

Do you consent to NLL staff occasionally taking your child off the premises in group outings within the community? Yes [ ] No [ ]

Do you consent to your child being observed during play/activities? Yes [ ] No [ ]

I give permission for Norton Little Learner staff to contact previous/other settings/multi-agencies. Yes [ ] No [ ]

Thank you for taking the time to complete this registration form. All information is strictly confidential. If at any time your circumstances change, please inform us, as it is vital we update any changes.

Signed: …… Date: ……

Policies

All of Norton Little Learners policies are available online (school website). However, we do keep copies of our behaviour, SENCO, safeguarding and complaints policies in the children's cloakroom. These are available to read at any point.

Please sign to show your agreement to work with the setting.

Signed: …….. Date: …….

……

For office use only:

Birth Certificate seen and checked by…… Date……...

Parental Contract

I agree to pay fees for each session that my child is registered to attend and understand that all fees are due for payment upon receiving a termly invoice (approximately every 6 weeks).

I understand that I may withdraw my child at any time, by giving one month's written notice.

I have read a copy of the pre-school policies and procedures and agree to follow them in their entirety.

I have read the fire evacuation procedure.

Signed: …….. Date: …….

Prices with effect from January 2021

full day	*£31.25*
session	*£16.22*
hour	*£5.61*
late fee (per 15minutes)	*£3.54*
Snack (per day)	*£0.28*

Prices will be reviewed September 2021 for January 2022

Dear Parents/Carers,

We will be using ClassDojo to keep you informed of what we have been doing in Little Learners. We will post daily of our activities but it will also be a good information board for us to post on too. Posts include messages, posting photos, announcements etc. It is also easy for you to get in touch with Little Learners staff too through private messages.

On ClassDojo, only parents from Little Learners will be able to view any posts made to our 'class story'. There is also a 'school story' where you will find the weekly diary and other useful posts made for the whole school.

If you wish to have an account but do not want photos of your child to be uploaded, please indicate below. We will give out information on how to join and your personal login to our class once your child has started at Little Learners.

As this communication has photos uploaded onto our ClassDojo page, it is important that these photos **must not** be shared by yourselves.

Learn more about ClassDojo

ClassDojo is used by teachers in 90% of K-8 schools to create amazing classroom communities. Find out more about why we're excited to use ClassDojo student accounts for digital profiles, and how it is safe and simple for everyone:

Learn more: *classdojo.com/learnmore*

Privacy Policy: *classdojo.com/privacy*

I agree for my child's photo and daily activities to be posted on Little Learners ClassDojo
Yes / No

I agree for my child's photo to be posted on the whole school ClassDojo
Yes [ ] No [ ]

Student Name: ……

Your name/s: ……

Your email/s: ……

Teachers2Parents is a texting service which is used as well as Dojo.

I give permission for you to text me on my mobile telephone. Yes [ ] No [ ]

My mobile telephone number: ……..

Your signature:…… Date……

The before and after school club is available to children attending Norton Little Learners. If this is something you require, please download a booking form from the school website or a paper copy from the school office.

Terms and Conditions
Before and After School Clubs

In order that we can provide a safe and well organised club there are a few important points that **MUST** be adhered to:

- At the end of the prior term you must inform the school of the sessions your child will be attending for the following term by completing a booking form (download from the website or collect from the school office).
- The only exception to this is an emergency booking whereby you **MUST** phone the school at your earliest convenience. Please note: We cannot guarantee the after school facility until 5:30pm for emergency bookings.
- If you wish to cancel a pre-booked session, please notify the school by letter or email (admin@norton.gloucs.sch.uk) 24 hours' before.
- A late fee of £5.25 will be charged from either 5pm or 5:30pm for each 15 minutes thereafter. ***If you are late on 3 occasions within a school year, the after school club will no longer be available for your child/ren for the remainder of that year.***
- Children attending a school run club will be taken to the After School Club when their club finishes. The whole session cost still applies.
- Registration of children will be similar to that of the school register - if your child is unable to attend, we must know as soon as possible as safety is of utmost importance.
- Please sign your child in school for the before school club.
- Please sign your child out of the after school club.
- The school behaviour expectations and the school policy still apply.

Age

- 2yrs 9 months – 11 years old children who are attending Norton Primary School or Norton Little learners.

Hours

- Before School - 8:00am until 8:45am, Monday to Friday (no breakfast is currently available)
- After School - 3:15pm until 5pm, Monday to Thursday (Please provide a snack)

Charges

- Before School Club -- 91p per school child / £1.36 per Little Learner child per session
- After School Club until 5pm -- £4.16 per child per session
- After School Club until 5:30pm -- £5.15 per child per session
- Late Fee -- £5.25 per 15 minutes

Invoice

- Payment is required on receipt of an invoice. Invoices will be sent monthly.

We pride ourselves on offering extended services whilst striving to keep our prices low, as this remains a non-profit making service. The charges will be reviewed again October 2021.