

# Norton Little Learners

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

## **Registration Form**

Date.....

### **Childs information**

Forename ..... Surname.....

Childs DOB .....

Address .....

.....Postcode.....

### **Parent/Carers information**

Name ..... Relationship to child .....

Name ..... Relationship to child .....

Address (if different from above).....

.....

.....Postcode.....

Any medical condition we should know about, details below please.

.....

### **Contact Information**

1. Name..... Relationship.....

Telephone number/s .....

2. Name..... Relationship .....

Telephone number/s .....

3. 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 Playleader on duty or the school office know who is to collect your child on your behalf.

By law the Playleader, 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**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> English          | <input type="checkbox"/> Scottish                 | <input type="checkbox"/> Welsh            | <input type="checkbox"/> Other White British |
| <input type="checkbox"/> Irish            | <input type="checkbox"/> Traveller Irish Heritage | <input type="checkbox"/> Eastern European |  |
| <input type="checkbox"/> Western European | <input type="checkbox"/> White other              | <input type="checkbox"/> Gypsy/Roma       |  |

### **Mixed**

- |  |  |
|--|--|
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> White and Black African |
| <input type="checkbox"/> White and Asian           | <input type="checkbox"/> White and Chinese       |
| <input type="checkbox"/> Other mixed background    |  |

### **Asian or Asian British**

- |                                 |                                    |                                      |   |
|---------------------------------|------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Any other Asian background |
|---------------------------------|------------------------------------|--------------------------------------|---|

### **Black or Black British**

- |                                    |                                  |   |
|------------------------------------|----------------------------------|---|
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> African | <input type="checkbox"/> 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

If yes please state.....

### **Medical information**

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 special needs? 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 Learner 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 within a 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 the children off the premises in group outings within the community Yes / No

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

I give permission for Norton Little Learner staff to contact previous 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.

Date: .....

Signature: .....

## **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: .....

## **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 – September 2016

Norton Little Learners prices:

full day	£28.90
session	£15.00
hour	£5.20
late fee	£3.30
snack	25p

*Prices with effect from January 2018*

<i>full day</i>	<i>£29.47</i>
<i>session</i>	<i>£15.30</i>
<i>hour</i>	<i>£5.30</i>
<i>late fee</i>	<i>£3.36</i>
<i>snack</i>	<i>25p</i>

Prices will be reviewed September 2017 for January 2018

Dear Parents/Carers,

It has come to our attention that having a 'Norton Little Learners' Facebook page may be a beneficial way of being able to share with you; upcoming events, pictures of things the children have made and activities we have done, pictures of displays, helpful tips for helping your children and anything that we think will be of interest to you. At no point will photos of any of the children be posted on the page.

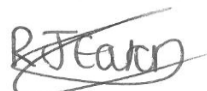


When using Facebook we will accept invitations from existing and former members, current parents and parents of children scheduled/interested in joining us.

We hope you find it extremely beneficial and we appreciate any feedback!

Norton Little Learners – Facebook Page rules and agreement

- The page will be managed and controlled by Gemma only.
- Under no circumstances will there be any photos of the children from Little Learners put on the page.
- The page will be controlled so that people have to 'request' to be part of it.
- At no point will children's names be mentioned on the page.

Agreement:

Rosie Eaton EYFS Class Teacher	
Gemma Nield Pre-school Manager	
Lois Everis Early Years Assistant	

Date document signed: September 2017

*The before and after school club is available to children attending Norton Little Learners.*

## **Terms and Conditions for the 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](mailto:admin@norton.gloucs.sch.uk)) 24 hours' before.
- A late fee of £5 will be charged from either 5pm or 5:30pm (depending on what you have booked) 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 (includes breakfast)
- After School - 3:15pm until 5:30pm, Monday and Thursday  
- 3:15pm until 5pm, Tuesday and Wednesday

**Charges** - Prices will be reviewed September 2017 for January 2018

- |                                     |                             |                                      |
|-------------------------------------|-----------------------------|--------------------------------------|
| • Before School Club --             | £1.15 per child per session | <b>Prices from Jan 2018</b><br>£1.20 |
| • After School Club until 5pm --    | £3.85 per child per session | £3.93                                |
| • After School Club until 5:30pm -- | £4.75 per child per session | £4.85                                |
| • Late Fee --                       | £5 per 15 minutes           | £5.00                                |

### **Invoice**

- Payment is required on receipt of an invoice. Invoices will be sent out at the end of each short term for that term.

We pride ourselves on offering extended services whilst striving to keep our prices low, as this remains a non-profit making service.