To register your child for Pre-School **PLEASE COMPLETE BOTH SIDES OF THIS FORM and return it to 50 Woolley road**, Matlock, DE4 3HU. We are required to maintain these details on record under the Children’s Act 1989, and the information will be held in the strictest confidence as required by the Data Protection Act 2018.

**Personal Details:**

**Name of Child**: ……………………………….……...…………….. **Date of Birth:** …………………………………………….

**Parent/Guardian Name**: **1**.……...……………………………………………. **Occupation …………………………………**

**Parent/Guardian Name: 2**……………………………………………………. **Occupation** ………………………………….

**Address of Parent/Guardian 1**…………………...…………………………………………..............**Postcode**:………………

**Main Contact** **No:………………………………………. Mobile Telephone No**: …………………………………………..

**Email Address**:………………………………………………………………………………………………………………………..

**Address of Parent/Guardian 2** ………………………………………….……………………......... **Postcode**:…………………

**Main Contact** Landline No:.………………….…….... **Mobile Telephone No**:...…………………………...……………...

**Email Address**:…………………………………………………………………………………………………………………………

Details of anyone else that will regularly collect child from Pre-School or can be an emergency contact: (must be over 18 years of age)

**Name**: ……………………………………..………………………**Telephone No**: ................................................................

**Address:** …………………………………………….………………. **Relationship to child**: …………………………………

Details of anyone who is not allowed access to your child

…………………………………………………………………………………………………………………………………………

**Session Information:** All offers are subject to availability, after starting with us subsequent requests for additional sessions and/or changes to existing sessions are to be made separately by emailing [matlockpreschool@gmail.com](mailto:matlockpreschool@gmail.com).

We open Monday – Friday from 8.50am-11.50am and 12.20pm-3.20pm. Please could you state how many sessions and which days you require below:

**Monday am/pm/all day\* Tuesday am/pm/all day\* Wednesday am/pm/all day\***

**Thursday am/pm/all day\* Friday am/pm/all day\*** \*circle as appropriate

**Please state how sessions will be funded:** 15 hour universal funding / 30 hour extended funding / fee paying / combination of funding and fee paying **\*delete as applicable**

Please provide 30 hour funding code if applicable ………………………………………………………………………

Parents National insurance number ……………………………………… Parents date of birth ……………………..

When would you like sessions to start…………………………………………………………………………………….

Details of any other preschool/nursery or childcare setting attended by your child: …………………………………

……………………………………………………………………………………………………………………………………………

Contact: Kirsty Tonks - Email: [matlockpreschool@gmail.com](mailto:matlockpreschool@gmail.com) Or telephone 07792353802

**Health Details:**

Doctors name: ……………………………………………………….…………Telephone No:…………………..……………

Surgery Address: ………………………………………………………………………………………………….…….….…….………...…………...

Health Visitor: …………………………………………………………………..Telephone No: …………………………..…

Does your family have a social worker **Yes /No\***  **if yes please give details**

Does your child have any additional needs or a disability **Yes / No\* If yes please give details**

**Immunisation Details** (Tick box if your child is immunised)

MMR @ 12 to18 mnths  or 3 to 5 yrs  Diphtheria/Tetanus/Whooping Cough/ Polio @ 2,3 & 4 months 

Diphtheria/Tetanus/Polio @ 3 to 5 yrs  Hib @ 2,3 & 4 months  Meningitis C 

Details of any other immunisations, health conditions or allergies (please note that we can only administer prescribed medicines)

…………………………………………………………………………………………..…………………………………………..

Does your child have any dietary needs? **Yes / No** Please specify: ………………………………………..……........

What language(s) is/are spoken at home …………………………………………………………..

Are there any festivals/celebrations that you would like to see acknowledged at Pre-School? ………………….

…………………………………………………………………………………………………………………………………………..

**DATA PROTECTION**

**I understand that my child’s records will be held at the Pre-school and that this is protected by the Data Protection Act 2018 and that they will be used for no other purpose than company business. I understand that if I require a copy of this personal information. I must make a request in writing. I agree to be contacted via email for the purposes of Pre-school business.**

**SAFEGUARDING**

**I understand that the staff have a duty to follow specific child protection procedures should any concerns be made and that there is a Safeguarding and Child Protection Policy available for me to view at any time.**

**I understand that all sessions are to be paid for in advance, and that refunds are at the discretion of the organising committee. I agree to give four weeks notice, in writing to the Manager, for cancellation of fee paying places and agree to pay any monies due within two weeks of invoice date.**

**Signed (Parent/Guardian): ……………………………………….……………………………Date………..……………..………………………..**

**Signed (Parent/Guardian): ………………………………… Date: ……………………………...………………**

**Checked by ………………………………………………… Date ……………………………**

**(Staff member)**

**FUNDING and FEES**

**All** Children are eligible for the **15 hours** universal Early Years Funding from the **term after** their **3rd birthday** (Pre-School will provide the relevant paper work to access this funding).

Depending on working hours some families of **3 and 4 year olds** are eligible for **30 hours** funded childcare. You need to apply for the 30 hours and will be given an 11 digit code if you are eligible, please inform Pre-School as soon as possible if you are eligible for this funding, and you will be given a funding form to complete.

To check if you are eligible please go to the following link: [30 hours of funded childcare for 3 and 4 year-olds - Derbyshire County Council](https://www.derbyshire.gov.uk/education/early-years-childcare/early-learning-free-places/increase-free-childcare-30hours/free-childcare-for-three-and-four-year-olds.aspx)

Eligible families of **2-year-olds** can receive **15 hours** funding the **term after** their **2nd birthday**, if parents are working, you will be given an 11 digit code for working families funding.

There is also some funding available for those families claiming certain benefits and other eligibility, in this case you will have a 6-digit code.

Please inform Pre-School as soon as you have your codes so that we can arrange for the correct paperwork for you to complete. We will need at least one parents national insurance number and date of birth to claim the funding.

To check if you are eligible please go to the following link [Free childcare for 2-year-olds - Derbyshire County Council](https://www.derbyshire.gov.uk/education/early-years-childcare/early-learning-free-places/free-places-two/free-childcare-for-two-year-olds.aspx)

**OUR FEES**

**From September 2024**

**@ Woolley Road – 3 hour session = £15.00, additional hours charged at £5 per hour.**

**@ Tin Hut – 3 hour session = £18.00, additional hours charged at £6 per hour**

For those children who are accessing their EYE funding from the local authority, any additional hours requested will be charged at the above rates.