

**Holy Cross Pre-school [Nursery]**

The Nursery: Holy Cross School

Tracyes Road : HARLOW CM18 6JJ

**Application / Registration Form** for Nursery Education

[www.holycrosspreschool.co.uk](http://www.holycrosspreschool.co.uk)

Email: Natalielynch@btconnect.com

Contact name = **Natalie Lynch**

Telephone: **01279-306327**

**PLEASE ALWAYS WRITE CHRISTIAN NAMES FIRST FOLLOWED BY SUR/LAST NAMES IN EACH CATEGORY AS SET OUT BELOW. Thank you**

Child's <b>FULL name</b> First [Christian] name:		Middle Name	Sur/last name:	please circle <b>MALE / FEMALE</b>
[Capital letters please]				
Date of Birth	Religion	Main language spoken		
Postal Address:				
Post Code		Email address:		
Home telephone:		Mobile telephone:		
Mother's full name		Father's full name		
Place of work		Place of work		
Work telephone No.		Work telephone No.		
Other parental details:		Other parental details:		
<b>Alternative</b> Emergency contact [not as listed above]		Family Doctor:		
Name:		Surgery:		
Relationship to child:		Telephone No.:		
Telephone No:		Health Visitor:		
Name in <b>CAPITALS</b> of responsible adult (over 16yrs old) regularly bringing/collecting your child:				
<b>ANY changes MUST IMMEDIATELY be notified to staff. Children are NOT permitted to leave without prior notification of change or adult over the age of 16yrs</b>				
Name + Date of birth + school of this child's brothers/sisters:				
Circumstances which would help us to help your child. E.g. recent move, loss of a close relative, parental separation, session preferences etc.[continue on use reverse]				
Your child will be a healthy lunch including fruit & veg. If your child has any intolerances or allergies it is important this is noted ↓				
Other Nursery/Pre-school attended [or will be attending]:		Known allergies [including food] & medical conditions [continue on reverse]:		
Primary School this child will be applying for:		Regular medication:		
Is your child up to date with normal child vaccinations <b>Y / N</b>		Has your child received their Tetanus vaccine <b>Y / N</b>		
Has your child received combined MMR vaccination <b>Y / N OR</b>		Has your child received separate M.M.R vaccine <b>Y / N</b>		
<p><b>Terms &amp; conditions:</b> NB our Policies &amp; procedures form part of these terms &amp; conditions. (Kept in the Pre-school, please ask to see a copy.)                  I will inform staff immediately if my child has any infectious diseases e.g. German Measles, Chicken Pox, conjunctivitis etc.,                  I understand that All <b>NON</b>-accidental injuries or Safeguarding/ Child Protection situations will be reported to the appropriate authorities.                  Photos &amp; recordings/video/DVD are regularly taken of the children during play for their diaries, displays &amp; on special occasions (i.e. concerts, activity days etc.), also by students for their course work. Any objections to this must be given separately in writing.                  Evidence of your child's educational progress [EYFS] &amp; learning are recorded throughout their time with us, which will be handed to you when your child leaves us. We also share information with educational &amp; medical authorities/associates to help us tailor your child's needs and we pass on information to the reception class teacher at the school they will attend. CCTV is in use in some areas &amp; will be monitored.                  A Pre-school fee is payable until the <b>term after 3<sup>rd</sup> birthday</b>, payable termly in <b>advance</b> (Ask for discounted rates available). <b>5 free</b> Nursery Education places are offered the term after 3<sup>rd</sup> birthday providing parents/carers accept Nursery Education within the Pre-school. [i.e. remain with the Pre-school until reception class] Children are only accepted on a regular basis. Prior notice must be given for prolonged absences or it will forfeit the place. Any notification of absence must be directed to the Pre-school on 01279 - <b>306327</b>. A Pre-school year consists of 38 weeks [3 terms] and a termly contribution is required for activities such as baking, gardening, healthy eating etc. Details will be explained on your offer letter.                  I agree to the above terms &amp; conditions and give authority for the Pre-school to call in Emergency medical assistance (e.g. Doctor, casualty) if necessary, liaise with other professionals i.e health visitor and I accept all of the Terms &amp; Conditions as outlined herewith &amp; understand I can read the Pre-school policies on request.</p>				
<b>Parent/Guardian's Signature</b> .....				<b>Date:</b> .....

**PLEASE ATTACH A PHOTOCOPY OF YOUR CHILD'S BIRTH CERTIFICATE – It is a requirement of Essex County Council and your application cannot proceed without support of a Birth Certificate.** The Pre-school will contact you when a place becomes available  
 Please avoid telephoning for time of placements (place on waiting list etc), as we cannot confirm times. We WILL contact you as soon as a place is vacant. Thank you.  
 If oversubscribed, our admissions policy will be enforced.

Office use: Start date offered..... Days offered.- M T W Th F **AM / PM** Key worker.....

Pre-visit date:..... time..... **1<sup>st</sup> Term £..... 2<sup>nd</sup> Term £..... 3<sup>rd</sup> Term £.....**

Due to the current situation we find ourselves in at the moment we are unable to allow visitors into our setting. If you would like to take a place at holy Cross Pre-School, please fill out the application form and return to me via post or Email. please do not hesitate to call me at the setting on 01279 306327

If places are available before your child is eligible for FEEE Funded places, would you like them to start early at a discounted rate    Yes.....    NO.....

Are you wanting to access the Extended 15 hours funded childcare,

YES.....    NO.....    If so we will need your Extended 15 Hours Code  
CODE.....