CAMBO
Preschool

Admissions Form

To be completed before your child attends.

CHILD'S NAME: …….

Preferred name to be used in pre-school (if applicable): …….

Date of Birth: ……

Home Address: ……

……

Telephone Number: …….

Access arrangements (if applicable): ……
(Who has legal contact with child, parental responsibility)

PARENT 1 NAME: …….

Address: ……..

(If different to child)

Telephone Number: ……..

Mobile: ----------

Email address ----------

PRE SCHOOL LEARNING ALLIANCE

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790

CAMBO
Preschool

Work Place & Telephone Number: ----------
PARENT 2 NAME:----------

Address: ……..

(If different to child)
Telephone Number: ……..

Mobile: ----------

Email address ----------

Work Place & Telephone Number: ----------
NAME OF CARER/EMERGENCY CONTACT: ……..

Relation to Child: …….

Telephone Number: ……

Mobile: ……

CHILD'S DOCTOR: …….

Practice Address: …….

……

PRESCHOOL LEARNING ALLIANCE

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790

CAMBO
Preschool

Telephone Number: ……

CHILD'S DENTIST: ……..

Practice Address …….

……..

Telephone Number: ……..

SPECIFIC DIETARY REQUIREMENTS:
(Include preferences & allergies)

HEALTH REQUIREMENTS:
(Include relevant medical history, allergies)

PRESCHOOL LEARNING ALLIANCE

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790

CAMBO
Preschool

RELIGIOUS AND CULTURAL BELIEFS:

At Cambo Pre-school we have a multi-cultural curriculum. We learn about different cultures and faiths through planned activities. If you celebrate any festivals or special occasions that you would like to see acknowledged and celebrated in pre-school, please tell us here.

Would you be willing to help us celebrate any festivals or celebrations?

YES NO (Please circle)

LANGUAGE

What language is spoken at home? ……

(If English is not the main language at home, how can we support your child in pre-school? (Please discuss with your key person)

PRESCHOOL LEARNING ALLIANCE

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790

CAMBO
Preschool

INCLUSIVE REQUIREMENTS

Does your child have any additional needs? YES / NO (delete where appropriate)

If yes, please discuss details with your key person. Details of your child's needs will be kept in a separate document to this registration form.

Needs where discussed and agreed upon. Sign and date

Are any of the following in place for your child:

Early Years Action	YES/NO
Early Years Action Plus	YES/NO
Statement of special educational needs	YES/NO

PROFESSIONAL CONTACTS

Please include details of all other professionals involved with your child. Continue overleaf if necessary.

Health Visitor: …….

Telephone Number: …….

Prof Name 1: ……. Role: …….

PRESCHOOL LEARNING ALLIANCE

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790

CAMBO
Preschool

Telephone Number: …….

Prof Name 2: ……. Role: …….

Telephone Number: …….

Prof Name 3: ……. Role: …….

Telephone Number: …….

OTHER INFORMATION

Background information on your child may help us to understand him/her – brothers and sisters, recent events that have affected your child, toileting issues, comforters, special words, etc…

EMERGENCY TREATMENT

In the event of an emergency, accident or illness, I consent to my child receiving any necessary medical treatment.

PRESCHOOL LEARNING ALLIANCE

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790

CAMBO
Preschool

Signed: **Date:**

EQUALITIES MONITORING FORM

We are required to submit this information to the local authority. Please can you help us?

White

- British ( )
- Irish ( )
- Traveller of Irish heritage ( )
- Gypsy/Roma ( )
- Any other white background ( )

Mixed – White and Black Caribbean

- White and Black African ( )
- White and Asian ( )
- Any other mixed background ( )

Asian or Asian British

- Indian ( )
- Pakistani ( )
- Bangladeshi ( )
- Any other Asian background ( )

PRESCHOOL LEARNING ALLIANCE

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790

CAMBO
Preschool

Black or Black British

- Caribbean ( )
- African ( )
- Any other Black background ( )

Chinese

- Chinese ( )

Any other ethnic background

- Please state: …… ( )

Thank you!

PRESCHOOL LEARNING ALLIANCE

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790

CAMBO
Preschool

PRE-SCHOOL CONTRACT

Cambo pre-school offers supporting services as outlined in our 'Information Book for Parents'. However, parents are the first and most important educators of their young children. The work of the group cannot be fully effective unless pre-school and parents work together in the child's interests.

Parents are asked to read and sign the statement below as an expression of this shared commitment.

Punctuality

Pre-school welcomes children at 8.45am and closes promptly at 11.45am. Please ensure you collect your child on time as failure to do so can cause unnecessary stress for your child. If you may be late please try to warn both the staff and your child on any occasion when this might happen. Messages can always be left, during session time, on 07799073201

Please note:
Your child remains as your responsibility before 8.45am and after you collect them at 11.45am. Cambo Pre-School insurance may not cover any accidents which occur during these times. E.g. unsupervised usage of outdoor toys and climbing frame.

Collecting Your Child

If someone other than you is to collect your child please inform a member of staff. We will not release your child to anyone unauthorised or unfamiliar to us. Messages can always be left, during session time, on 07799073201

PRE SCHOOL LEARNING ALLIANCE

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790

CAMBO
Preschool

Entrance Door

Our children need to be kept safe at all times. We therefore ask you to not open our doors to anyone. This must be done by a member of staff.
We would like to stress that if you are the last person to leave in the morning please could you ensure the door is locked when you leave and that the gates to the outside area are closed.

Sickness

If your child takes ill during the session we will reassure your child and make them comfortable. If we feel that your child needs to be taken home from the facility we will contact you using the emergency contacts list [given on your child's admission form]. Should it be necessary to take your child to hospital, you [or the emergency contact] will be informed of their condition and where they are being taken.
If the emergency portion of the form is signed [admissions form] for emergency procedures then a member of staff will give permission to medical staff to carry out any medical procedures, but only if waiting for your arrival will put your child at risk.

If your child has been sick or had diarrhoea please wait 48 hours before sending them back to pre-school.
Please let us know if your child is poorly with an infectious disease such as chicken pox etc,this will allow us to let other parents be aware.

PRESCHOOL LEARNING ALLIANCE

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790

CAMBO
Preschool

Fire Exits

Fire notices are displayed around the building and within the hall where pre-school is held. Fire drills are carried out each term and at different times of the day. We have both visual and aural alarms. Please familiarise yourself with fire procedures in case we need to evacuate.

Please note the main fire exit from the hall & pre-school room is in the chair store area. (Pre-school outdoor area door)

Children's Information Records

All are kept in pre-school and are confidential. If any circumstances change please let us know. E.g. mobile telephone numbers.

Confidentiality

Staff members are always available to speak with you at the start and end of sessions. However if you require have a more confidential matter to discuss, appointments can be made with a designated member of staff and a private room used. Please speak to the leader, or other staff member, if this is a requirement.

CAMBO
Preschool

Child Protection

Throughout a child's life minor accidents are to be expected, as are changes in behaviour due to a variety of reasons. Whilst staff are trained to expect such occurrences, any unusual, repetitive or sudden changes may give cause for concern.

Any person who has suspicions that a child may have been abused or neglected has a responsibility to the child to refer their concerns to the Social Services Department.

Cambo pre-school works in conjunction with the guidelines of Northumberland Safeguarding Children Board, and, if there are concerns about any of the children which cannot adequately be explained by parents, a referral will be made to social services.

If your child has sustained any injuries or circumstances at home have resulted in a change to their behaviour, it is necessary for you to share this information on arrival at pre-school.

Parents will be consulted and informed where possible. However, our responsibility is to the child and their well being will always be the first concern.

Any information that is shared with the staff will be dealt with in confidence. Information will be passed to the social services only when this is considered to be in the best interests of the child.

Staff at Cambo Pre-School are available if you would like to know more about your role in protecting children. Please feel free to ask.

PRE SCHOOL LEARNING ALLIANCE

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790

CAMBO
Preschool

Pre-school policies

We urge you to read our policies and be familiar with them. A copy is located on the notice board. It contains more details on the above areas and other important information, including our admissions and complaints policy.

Please read the health & safety policy to ensure we are covering the needs of your child. Please inform your key person of any amendments you require.

PLEASE LET US KNOW IF ANY OF THIS INFORMATION CHANGES.

If you have any concerns, questions or queries please do not hesitate to contact me.

Patsy Millen
(Wraparound Manager)

****

Having read this contract please sign it and return to pre-school, were a copy will be made for pre-school records.

I have read Cambo Pre-School's contract, I understand it and agree to abide by it.

Signature: …… Date: ……

PRE SCHOOL LEARNING ALLIANCE

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790

CAMBO
Preschool

Parent/Guardian of: ……

Cambo Wraparound, Cambo Morpeth, Northumberland NE61 4BE.
Tel: 07887 409641 Email: cambowraparound@hotmail.co.uk

Cambo Wraparound is a limited company, registered in England and Wales. Registered address Cambo First School, Cambo, Northumberland, NE61 4BE.
Registration number: 6817917. Registered charity number: 1092790