



# Registration Form

Lea Pre-School  
Greavestown Lane  
Lea  
Preston  
PR2 1PD

Tel: 07969 770555  
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Manager: Miss Sue Rigby  
Deputy: Mrs Denise McQueen

## Registration Pack Contents List:

- Welcome letter
- Enrolment form – *to be returned*
- Pre-school time table
- Information form
- Consent forms – *to be returned*
- Clothing information
- 2 Parent / carer contracts – (one to be kept for your records) *one to be returned*.
- Information on providing healthy lunch boxes
- **Please bring your child's birth certificate in for us to copy. We need this to claim free sessions, it is a legal requirement.**

# Welcome to Lea Pre-School

Dear Parent,

Welcome to Lea Pre-School, we hope you and your child has an enjoyable time with us. Our setting is run by trustees who oversee the management of the pre-school.

We have a vast amount of policies and procedures in place which are regularly updated to ensure we meet government guidelines and help to protect your child during their time in the setting. These policies and procedures are available for you to view on request, you can stay and read them if you wish or have copies of individual policies should you require them. Some particular policies which may interest you are the child protection and collection of children policies.

It is important we try to encourage your child to settle in the pre-school as this may be their first time away from you, your Key Worker will go through an All About Me form to gather important information before the settling in process. We understand the need for alternative people, other than yourselves, may collect your child at the end of the session. Please inform us of all the nominated people you wish to be involved, we have introduced a password system to make this easier for everyone. Please complete the forms if you wish to adopt it. Staff may refuse to allow your child to leave the setting if the correct procedures have not been followed.

We can collect funding after your child's second birthday in some circumstances and the term after your child's third birthday for all children to cover for standard costs, any additional sessions must be paid for in advance. Payments must be made before sessions are taken and paid preferably on a monthly basis. Any extra sessions to your usual sessions must be paid for in advance and confirmed with staff before taking place.

Parents and carers are valued at Lea Pre-School, we recognise you are the first and foremost educators of your child. We believe in parental partnership within the pre-school and aim to meet your personal needs involving your child's care, learning and development. The setting will hold parental meetings twice a year where you can discuss your child Learning Journey and development with your Key Worker. We also welcome pictures and information about any special occasions you have celebrated or achievements your child has made, please e-mail us at [sue.rigby@littleleapers.co.uk](mailto:sue.rigby@littleleapers.co.uk). If you wish to contact us by phone or text to find out how your child has settled during the day, please contact us on 07967 770555. We also provide regular newsletters in order to keep you up-to-date and informed. Please approach your child's key person or setting management if you wish to discuss any issues of your child's stay. If you feel you have any spare time you will be welcome to volunteer in the setting, or share any hobbies, interests or occupations you think the children will enjoy. This can be fathers and grandfathers as well as mothers and grandmothers

Play is valued as a tool which children learn through, Lea Pre-School organises the areas in a way to gain meaningful learning experiences from your child. Some of the opportunities we provide may seem a little strange, but they do have a purpose, tyres for example are great for rolling, stacking, climbing through, seeing circles, jumping in etc. Keys and locks are useful for children to explore how things work, what happens if the right key is used etc. Your child will be assessed throughout their stay to ensure their experiences are encouraging their learning, development and needs. The staff use a tool on the i-pad called 'Build a Profile' which helps us observe, record and assess your child's learning. We also make written notes which help us plan relevant activities for your child. If the staff have any concerns you will be notified as soon as possible. You are able to view your child's personal details and assessments at any time, please ask your child's key person or the pre-school manager.

You can comment on your child's progress and assessment if you wish, parental input is valuable for the staff involved with your child. You can either add a post it note or photograph to the records or write up some observations you made at home. Some assessments will be passed to the setting your child attends after Lea Pre-School, you will receive their Learning Journey at the end of their stay.

There may seem an awful lot of paperwork to get through, but please take time to read, sign and return the relevant documents. This ensures we are helping to keep your child safe and we are working within your wishes. If there is anything you do not understand or do not agree with please see me and I will try my best to explain anything.

Miss Sue Rigby  
Manager

**ENROLMENT FORM**

Child's Name: ..... D.O.B.: .....

NHS No: .....

Parent 1

Parent 2

Name: .....

Address :.....

Postcode: .....

Home No: .....

Work No: .....

Mobile No: .....

E-mails Add: .....

Do both parents have parental responsibility? Yes/No

If No please give details: .....

Alternative emergency contact – name: .....

Telephone number.....relationship to child.....

Names of people able to collect your child .....

Family doctor: Name .....

Address .....

Tel number .....

Health Visitors Name: ..... Tel No: .....

Dentist name: ..... Tel No: .....

Religion of child.....

Does your child have any special dietary/ cultural/religious requirements? .....

What language does your child speak at home? .....

How would you describe your child's health? .....

(please give any details of any serious illness, allergies or condition which might affect your child in play and general development, e.g. asthma, sight or hearing problems, foot conditions etc) *continue on separate sheet if necessary.*

Does your child have an allergies: yes/no

If yes, please give details: .....

Does your child require any regular medication? Yes/no

If yes, please give details, bring a supply of the meds to Pre-school and complete a medication form: .....

Please indicate any ways in which you feel Lea Pre-School could especially help your child. (e.g. shyness, aggressiveness, speech difficulties, poor co-ordination, etc.)

Does your child have a special toy or comforter? .....

Is your child toilet trained? Are there any special routines or words which would help us?

Is there any other information that you would like to share with us? (ethnicity of child, special educational needs etc.).....

Sometimes it is valuable if we contact other agencies which may be in contact with your family such as the Health Visitor or Speech and Language Therapist, this helps us to take the very best care of your child. Please circle to say if you give us permission to do so. Yes/No

Signed ..... Date .....

## Daily Timetable

*This is a guideline to what happens each day in the setting, the activities and times are not set in stone but are flexible to meet the needs of the children.*

**9:00** – Children arrive are dropped off in Pre-School. For the safety of your children, we require you to sign them in and out of each session. The Manager/Deputy Manager will be available at the door on opening and your Key Workers will be available in the setting should you wish to speak to them.

**9:10** – Registration – children answer when names called. We talk **about what day it is and the weather.** **We also ask if any children have any ‘news’.** We use this opportunity to count things such as how many children are there and days of the week.

**9:20** – Free play – children can play indoors or outdoors choosing their own activities. *There will be the option of an adult led activity if your child wishes to participate.*

**9.30 - 10** – Rolling Snack time – children will have the chance to sit with their friends and choose a healthy snack with either milk or water to drink which they pour themselves.

**10:30** – Hall time – on set days we get a time slot in the school hall, this time is spent doing adult lead activities focusing on physical development. We may get climbing equipment out or sing group action song or play group games.

**11.25** – Lunch time – we walk to the school canteen for lunch. We provide a school dinner at £2.20 (payable at time of booking) or you are welcome to provide your child with a packed lunch

**12 noon** – End of morning session/start of afternoon session We go to the story corner and sing the goodbye song for the children leaving us at this time. They then get their coats and bags for collection at the main entrance where we welcome the afternoon children. Again please remember to sign your child in/out.

**12.10** – Registration – children answer when names called. We talk about what day it is and the weather. We also ask if any children have any ‘news’. We use this opportunity to count things such as how many children are there and days of the week.

**12:15** – Afternoon session commences. – same schedule as morning session, may have some different adult led activities available for those children who are staying all day. Again we have a rolling snack between 1.30-2pm.

**2.45** – Story and songs we sit in a group and read a story and sing songs relevant to the time of year or special activities we have been doing, e.g. in the spring if we have been in the garden a lot and planning out we would probably sing about mini beasts and gardens

**3:00** – Afternoon session ends Please come into Pre-School to sign your child out.

*The daily timetable has been designed to encourage children to develop their own learning, at their own pace with their own interests at heart. Research has shown children learn through playful experiences, it may appear to some adults the children are just playing but the environment has been planned in such a way to encourage learning through the children’s play. There will be many opportunities for your child to take part in activities led by an adult, but it is your child’s choice to participate or not. All activities will be fun and have a learning outcome suited to your child.*

## **Information for Consent Forms**

At Lea Pre-School we want to take every measure possible to protect your child. With this in mind we require your consent as a parent or guardian. Please do not feel you must give your consent, the choice is entirely yours as a parent. If you change your mind at anytime please inform a member of staff and amend your child's records.

**Photographs and video recording** - Sometimes the children at Pre-school are doing an activity that is best captured on with a photograph. The photos usually get entered into their pre-school record and are returned to you when your child leaves. There are occasions when this is difficult (e.g. there is more than one child on the photo) and we also like to display them to show the activities we do at pre-school. It is a sad fact of life that we need to be careful with children's photos. We are conscious of this and names are never attached to photos that are displayed.

**Record Keeping** - Whilst your child is attending Pre-school, we will need to keep records on his/her development called a 'learning journey'. This will help us plan future sessions and provide the best start for your child. These records are available to you at any time. As part of this process, we will send a record of interests and achievements to your next setting. You will receive a Learning Journey with samples of their work which we have collected during their time with us. If you have any questions about the record keeping system, please speak to the Pre-school Supervisor or your child's key worker who will be able to explain.

**Leaving the School Premises** - From time to time we would like to be able to take your child outside Pre-school premises for a visit for example; to the library or Ashton Park gardens in relation to children's interests. Adult to child ratios would be 1:3 as required by OFSTED. For any visits we will require a consent form to be completed. *Please be assured if you do not consent to any of the above visits your child will not be excluded from any of the pre-school activities, they may take place at a time your child is not at pre-school to avoid them feeling left out.*

### **Applying Sun Protection**

At Lea Pre-School we use the outdoor environment as much as possible and the children play outside regardless of the weather conditions. To protect your child from the affects of sun we will offer shaded areas to play, encourage them to wear hats and will keep them indoors during extreme sun conditions. Sun protection is essential and wearing sun cream, lotion or block is an added factor to their protection.

*If you do not consent to the staff applying sun protection to your child, please be assured that no member of staff will apply any sun protection to your child. This will mean that you will be responsible for your child's sun protection. Staff will reserve the right to keep your child indoors or under reasonable shade during outdoor play time.*

**Emergency Treatment** - Although every care is taken for your child's safety, it is possible they will sustain a few bumps/bruises whilst playing at pre-school. All members of staff are qualified in First Aid and any treatment necessary will be given and recorded in the Accident Book which we will ask you to sign when you collect your child. We do hope that they will never require any medical intervention and if they become ill, we will ask for them to be collected using the emergency numbers provided by you. It is therefore very important that the information you give us is kept up to date. If we felt emergency treatment was necessary, we would call for an Ambulance and inform you. A member of staff would accompany your child to hospital.

**Password System** - We have introduced the option for you to use the 'password' system here at Lea Pre-School. In case you are not familiar with this system, it is a safe word for yourselves and other people who you may wish to collect your child from Pre-school. It is your responsibility to keep this password safe and to share it only with those as necessary. Without this password we will not let your child leave Pre-School with anyone without first ringing you for confirmation. If you wish to be part of this system, please complete the attached form and return it to us as soon as possible.



**Consent Forms: *If you wish to consent please fill in the consent forms below and return to the pre-school, if you do not wish to consent to any please put a cross through each box.***

**Childs name:** ..... **date of birth:** .....

**Permission to take Photograph images of your child:**

I give for permission for photographs to be taken of my child and used within the pre-school \*displays, \*school web site, \*assessments and \*records, \*newsletters, \*prospectus, \*promotional material, for \*training purposes and within the \*media, \*press (*\*delete any you do not wish to consent to*). I understand the setting will seek my permission to include my child's name in any press / media coverage.

Parent / guardian signature:..... date:.....

**Permission to keep records on your child:**

I give permission for Lea Pre-School to keep records on my child and pass them onto the next setting my child attends. I also agree to not look at any other child's learning journey on the shelves in the welcome area.

Parent / guardian signature:..... date:.....

**Permission for pre-school staff to apply sun cream to your child:**

I give permission for staff within the pre-school to apply sun protection in the form of cream and or lotion provided by myself in a named bottle.

Parent / guardian signature:..... date:.....

**Permission to administer first aid treatment in the event of an emergency:**

I give permission for qualified staff at Lea Pre-School to administer or seek first aid treatment for my child. This includes administering plasters if needed. Also for either Miss Rigby/Mrs McQueen to accompany your child to the A&E Dept should an emergency arise, you will be informed of this immediately.

Parent / guardian signature:..... date:.....

**Permission to leave the school premises with pre-school staff to visit the local environment:**

I give permission for my child to leave the pre-school setting and visit the local environment, this may include walking to the local \*woodland, \*churches, \*shops, \*Moor Park, \*police station, \*doctors surgery and \*community centre (*\*delete any you do not wish to consent to*).

Parent / guardian signature: ..... date: .....

## Password System

The unique password I have chosen is .....  
I understand anyone collecting my child will need to use this password.

Parent / guardian signature:..... date:.....  
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## **What to wear at Lea Pre-School**

While we take every care to protect your child's clothing whilst in the setting, there may be times when their clothes become wet or dirty during activities. We have painting aprons and waterproof aprons for the messy areas. Please do not send your child into pre-school with their best clothes on, older or **inexpensive clothing would be most suitable** We encourage children to be independent, please ensure their clothing allows this, **velcro and buckle shoes** are a good idea, dungarees and belts may prevent them undressing for using the toilet quickly.

Please ensure your child is dressed appropriately for the weather conditions at different times of the year. We spend a lot of time outdoors so your child will always **need to have a coat** and in bad weather a hat, scarf and gloves. In summer we will only allow your child to play outdoors if they have a **sun hat** to protect them from sun damage. All clothing should have the child's **name on each article** of clothing. This is to ensure it can be returned to you if it is found in the setting or mistakenly taken home by another child.

Could we ask you to provide a **complete change of clothes** for your child to be left in the setting in a bag with their **name on**. This is to ensure we have clothes to suit your child if they need to be changed. Your child may want to have a pair of **wellington boots** left at the setting, this allows them to go on grass, snow and muddy areas during outdoor play. Could their name be written on the inside of each boot please to enable staff to know which boots belong to which child.

## Parent / Guardian Contract

*The following information is important for the wellbeing of your child and the efficient running of Lea Pre-School. Please read through, sign and return one of the copies to the setting manager. If you do not fully understand or agree with any section please speak to a member of staff who will be happy to go through it with you.*

1. I agree to abide by the policies and procedures set by Lea Pre-School (copies of policies are available to view, please ask a member of staff if you require any copies).
2. I agree to organise my child's schedule with the pre-school manager before each term and I understand changes and additional sessions may not always be available.
3. I agree to pay any fees owed at the beginning of each week/month. If payment is not made these extra sessions are not available and the non-collection procedure will be followed at the end of the fifth session.
4. I agree to pay for pre-booked sessions which my child may not attend (due to illness and holidays for example).
5. I agree to allow the pre-school to store information and photographic and video evidence about my child. Any photos displayed will not display a child's name or personal details.
6. I agree to keep my child away from pre-school if they are ill, within the settings policies and procedures. Please ring the pre-school if you are unsure.
7. I agree to inform the pre-school of any change in circumstances and change of details to allow my child's information and records to be updated.
8. I agree to discuss any concerns I have about my child with the pre-school staff and management.
9. I accept full responsibility for my child before and after each session on the school premises. This includes if my child plays on any equipment as pre-school staff are not present to supervise.
10. I agree to close all gates on the school premises behind me to protect the other children within the school premises.
11. I agree to **pay for school dinners on** booking or provide a packed lunch for my child if they stay all day.

*I have read and understood the above information and agree to abide by it*

Child's name: ..... Date of birth.....

Parent / guardian's name (printed): .....

Parent / guardian signature: .....date: .....

Manager/Deputy Manager Signature : .....date: .....

**Please sign this form and keep for your own records.**

**Parent / Guardian Contract**

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Child's name: ..... Date of birth.....

Parent / guardian's name (printed): .....

Parent / guardian signature: .....date: .....

Manager/Deputy Manager Signature : .....date: .....

**Please sign this form and return to Lea Pre-School.**

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# Ideas for a healthy lunch box

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Suggestions from the food groups that you can include in lunch boxes to help keep Lea Pre-School a healthy place to be. **Please do not include nuts** as some children may have extreme allergies within the school. Ensure grapes are cut in half to avoid choking.

Choosing an item from each group will help to provide a balanced diet and help children towards the goal of five portions of fruit and vegetables a day. You also might like to include some of these ideas in your lunch box.

## Cereals, breads and starches

- breads such as wholemeal, pitta, granary, tortilla wraps, bagels, or soft grain bread.
- whole-wheat muffins or muffins made with fresh fruit such as banana, dried fruit or cheese muffins
- rice, noodle, couscous or pasta-based salads
- potato salad (use light salad dressing or mayonnaise with fat-free yoghurt)

## Protein foods

- lean cold cuts (ham, beef, chicken, tongue or vegetarian alternative)
- grilled chicken pieces (wings or drumsticks)
- cooked, chopped or minced meat or chicken/turkey
- homemade hamburger patties (use lean mince)
- meat or fish spreads and paste
- fish: cooked flaked, tinned e.g. tuna or pilchards or sardines
- beans, such as kidney beans or hummus
- boiled eggs

## Milk and dairy foods

- yoghurt (plain mixed with honey and nuts or fresh fruit, or ready-made flavoured, low-fat varieties)
- cottage cheese (try flavouring with piccalilli, mashed banana or avocado or dried fruit)
- cheeses (all types, use grated or cut into cubes)

## Vegetables

- carrot or celery sticks, baby tomatoes, cucumber wedges, lettuce
- vegetable muffins (grated carrots and baby marrows can be added to a basic muffin mix).
- vegetable soups (keep hot in flask)

Some vegetable soups can contain high levels of sugar and salt.

**Here are some suggestions for sweet items and drinks. Be aware that some fruit yogurts, fromage frais and rice puddings can contain high levels of sugar, it is always a good idea to check the nutrition label.**

### **Fruit**

- fresh fruit e.g. apples, pears, oranges, plums, peaches, grapes (cut in half), lychees, mango, pineapple
- mashed banana (add lemon juice to prevent discolouration)
- dried fruit

### **Sweet treats**

- fruit yoghurt
- fromage frais
- a pot of rice pudding
- fruit scone
- fruit bun
- oat cakes
- whole wheat biscuits
- piece of fruit cake

### **Drinks**

- water
- milk
- fruit smoothie
- yogurt drink
- homemade milk shakes (puree fruit with low-fat milk, add honey and/or vanilla flavouring)
- pure fruit juice, still and sparkling

**Tip: If you want to introduce new food to your children it can often help if you involve them in lunch box planning and/or shopping. If that still doesn't tempt them, you could reward them with stickers for trying new food.**