



## Cambo Pre-school

Cambo First School  
Cambo  
Morpeth  
Northumberland  
NE61 4BE  
Tel No. 07887 409641

### ADMISSIONS FORM

*To be completed before your child attends please.*

<b>CHILD'S NAME:</b>	
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?):	
<b>PARENT 1 - NAME</b>	
Address: (If different to child)	
Telephone Number:	
Mobile:	
Email address:	
Work Place & Telephone Number:	
<b>PARENT 2 - NAME:</b>	
Address: (If different to child)	
Telephone Number:	
Mobile:	
Email address:	
Work Place & Telephone Number:	



<b>NAME OF CARER/EMERGENCY CONTACT:</b>	
Relationship to Child:	
Telephone Number:	
Mobile:	
<b>CHILD'S DOCTOR:</b>	
Practice Address:	
Telephone Number:	
<b>CHILD'S DENTIST:</b>	
Practice Address:	
Telephone Number:	
<b>SPECIFIC DIETARY REQUIREMENTS:</b> (Include preferences & allergies e.g. nuts)	
<b>HEALTH REQUIREMENTS:</b> (Include relevant medical history, allergies: elastoplasts ,bees/wasps etc)	
<b>EMERGENCY TREATMENT</b> In the event of an emergency, accident or illness, I consent to my child receiving any necessary medical treatment.	
<b>Signed:</b>	<b>Date:</b>
<b>RELIGIOUS AND CULTURAL BELIEFS:</b> 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)	
<b>LANGUAGE:</b> 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).
<b>INCLUSIVE REQUIREMENTS</b> Does your child have any additional needs? YES / NO (Please circle) <i>If yes, please discuss details with your key person. Details of any additional needs for your child will be kept in a separate document to this registration form.</i>	
Needs were discussed and agreed upon:	Sign:  Date:

Are any of the following in place for your child:	
Early Years Action:	YES / NO (Please circle)
Statement of special educational needs:	YES / NO (Please circle)

**PROFESSIONAL CONTACTS**

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

Health Visitor's Name: Practice Address: Telephone Number:	
Professional Name 1: Role: Telephone Number:	
Professional Name 2: Role: Telephone Number:	
Professional Name 3: Role: Telephone Number:	

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



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### PRE-SCHOOL CONTRACT

Cambo Pre-school offers supporting services as outlined in our 'Parent Information Booklet'. 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 then sign the statement at the end as an expression of this shared commitment.

#### Punctuality

Pre-school welcomes children at 8.45 am and morning session closes promptly at 11.45 am, afternoon session promptly at 3.00 pm. 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 07887409641.

#### **Please note:**

Your child remains as your responsibility before 8.45 am and after you've collect them from our service. Cambo Pre-School insurance may not cover any accidents which occur during these times, e.g. unsupervised usage of outdoor toys and climbing frame.

#### Fees

Sessions fees are still due for payment in the case of holidays; we also ask that notice is given to staff if a child is to take holiday during session time.

Session fees are still due in the case of sickness.

In the event that the pre-school is unable to open (for example, due to adverse weather conditions) then fees are not payable.

#### 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 07887409641.

#### Entrance Door

Our children need to be kept safe at all times. We therefore ask you not to 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 shut when you leave and that the gates to the outside area are **closed by bolting and clipping each gate**.

#### 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 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 know so they can keep an eye on their own children.

### **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 the Pre-school door out into the Preschool outdoor area and up to the top left hand side of the School yard.

### **Children's Information Records**

All records are kept in Pre-school and are confidential.

If any of your personal circumstances change please let us know, e.g. email/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 Manager, or other staff member, if this is a requirement.

### **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 with your key person or direct to the Manager 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 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 Policies**

We urge you to read our policies and be familiar with them. Copies of all our policies are located on the filing cabinet beside the Wraparound desk in the hall and you can access them on our Website: <http://www.cambo-preschool.com>. 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, queries etc., please do not hesitate to contact me.

*Johanne*

Johanne Hodgson  
Cambo Wraparound Manager

Having read this contract please sign the declaration below and return to Pre-school.

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

Signature:	
Date:	
Parent/Guardian of:	