



@ Emersons Green Village Hall and @ United Reform Church,  
Mangotsfield.  
[www. abacuspreschool.co.uk](http://www.abacuspreschool.co.uk)

## Registration Form and Child's Personal Record

Academic year 2010 - 2011

If you have any queries regarding the running of the Pre-school or would like to check availability, please do not hesitate to contact **01454 867285** and we will be happy to assist you.

Childs Full Name

Name child is known by (if applicable)

Male / Female

Date of Birth

To fulfil the requirements of the Children Act 1989 we require the names of those persons who have legal responsibility for, or care of the above named child.

Name

Address

Postcode

Home Tel no

Mobile no

Work Tel no

Relationship to child

Email

Name

Address

Postcode

Home Tel no

Mobile no

Work Tel no

Relationship to child

Name

Address

Postcode

Home Tel no

Mobile no

Work Tel no

Relationship to child

Name

Address

Postcode

Home Tel no

Mobile no

Work Tel no

Relationship to child

My child lives with the following person(s)

Emergency Contact (if different from any of the above) i.e grandparent

Relationship to child

Are there any residence orders or contact orders in place  
yes/no.

If yes, please provide written details separately to the Pre-school  
Manager of any relevant information.

Name of Child's Doctor  
Address & Telephone No.

Religion (if applicable)

Which is your child's first language spoken at home?  
English / other .....

Are there any additional languages spoken at home?  
No / Yes .....

Do you have any special requests or requirements regarding religious  
observance, food, clothing or any other matters that we may need to be  
aware of?

In the event of an accident/injury I give permission for my child to be  
administered first aid by a qualified member of staff. Yes/no.

We will always endeavour to contact a parent, but in the event of an  
emergency, do you give permission for your child to receive treatment in  
the event of an accident?  
Yes/No

Does your child have any allergies or health problems that may affect  
their time in Pre-School, including asthma?

Has your child experienced any hearing, visual or speech difficulties?  
If yes, please give details.

Do you have any further information on your child that may help us to enable them to feel comfortable in Pre-School? For example, any fears, siblings, pets, special words, or any recent family events that may have affected the child.

Has your child previously or currently attended any other Nursery or Pre-School?

If so, which one?

Do you give permission for your child to be photographed for Pre-School purposes or for use on the Website only? Yes/No

Please give your email address if you prefer to receive newsletters in this way

Do you give permission for *Abacus* to hold confidential records on your child, such as progress reports and observations?

Yes/No

### Authorisation For Collection

Your child will NOT be permitted to leave the Pre-School with any other persons than the ones you have nominated below. Any changes must be in writing immediately.

*Please advise the Leaders in confidence of any person that you DO NOT wish to collect under any circumstances.*

<u>Name</u>	<u>Relationship to child</u>
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Signature

1.

2.

3.

4.

5.

A registration fee of **£30.00** will be required with return of the child's registration form. This will provide you with a parent handbook of information about Abacus and an Abacus T-shirt. Although we will endeavour to fulfil your requests for sessions, we are unable to guarantee this and will therefore allocate spaces on availability. Your registration fee will only be refunded to you in the event of us being unable to offer your child **any** sessions.

**Please return correct payment with this form** - cheques made payable to **Abacus Pre- School**. Please return cheque & form to:-

**Abacus Pre School  
@ St Michaels Primary School  
Linden Close  
Winterbourne  
Bristol BS36 1LG**

This address is for postal enquiries only. All verbal communication must be directed to the Winterbourne office on 01454 867285.

Signed.....

Date.....

## **Please indicate preferred days/times of sessions required**

Please note we operate from 2 locations throughout the week to enable us to offer care Monday to Friday.

Monday and Friday we are in the park room @ Emersons Green Village Hall, Emersons Way, Emersons Green and Tuesday, Wednesday and Thursday we operate from the United Reform Church, Cossham St, Mangotsfield. You are able to choose a variety of sessions over both sites.

Please note: Our admissions policy states children must attend a minimum of 2 sessions per week, which must be on 2 separate days.

**Abacus Pre-school @ Emersons Green Village hall and Mangotsfield United reform Church.**

AM	= 9.00 am	- 12.30 pm	= £13.23
PM	= 12.30 pm	- 3.00 pm	= £9.45
Full day	= 9.00 am	- 3.00 pm	= £22.68

**Prices maybe subject to change.**

Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM
Full day	Full day	Full day	Full day	Full day

The fees will be invoiced directly to the carer and are payable monthly *in advance* by the 1st day of every month.

Fees must still be paid if children are absent without notice for a short period of time. For your child to keep her/his place at the pre-school, you must pay the fees or we must receive Nursery Education funding for your child.

Please note: - If you have a child aged 3 or above, the term after their birthday they are entitled to access **15 hours per week FREE childcare**, funded by the Nursery Education Grant in South Glos. If your child is under the age of 3 or you would like more than the 15 hours free care, it would cost £3.78 per hour.

Preferred Start Date .....

Registration fee enclosed.....

### Uniform

Your child will receive 1 FREE Abacus T-shirt upon commencing Pre School.

Additional T-Shirts may be ordered at the cost of £6.00 and sweatshirts at £7.75 each. If you wish to purchase any, please complete the slip

below and return to pre-school with full payment (please note:- payment needs to be kept separate from fee payments i.e. separate cheques)

Many thanks

Child's name .....

I would like to order my child's FREE T-shirt in size \*3 / 4 \*size 5 /6

I wish to purchase..... T-shirt's at the cost of £6.00 each

Size \*3-4      Size \*5-6

I wish to purchase..... Sweat shirts at the cost of £7.75 each.

Size \*3-4      Size \*5- 6

\* (Please delete)

Please make cheques payable to: - Abacus Pre- School.

Signed.....