



Mulberry Pre-School Registration Form

Mulberry Road, Marchwood, SO40 4WB

Tel: 02380 660354

Registered Charity No. 1062690

www.mulberrypreschoolmarchwood@btconnect.com

For office Use:

Date received:	
Registration fee received:	
Confirmation of registration sent:	
Confirmation of offer sent:	

Please remember to enclose your deposit in with your registration form.



Child Registration Form

(Private & Confidential)

Child's Details (please use block capitals)

Surname (family name)

First Name

Known as		Date of birth	
Gender		What language(s) are spoken at home?	

How would you describe your ethnic origin? (please tick)

Ethnicity			
White British		Any other Mixed background	
Bangladeshi		White and Asian	
Indian		White and Black African	
Pakistani		White and Black Caribbean	
Any other Asian background		White Irish	
Black African		White Traveller of Irish Heritage	
Black Caribbean		Any other White background	
Any other Black background		Gypsy/Roma	
Chinese		Any other ethnic group	
		Do not wish to disclose	

How would you describe your religion or belief?

Christian		Buddhist		Hindu		Jewish	
Muslim		Sikh		None		Prefer not to say	

Other (please specify)

Are there any festivals or special occasions celebrated in your culture that you would like acknowledged and celebrated in Pre-School?	
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Parent / Guardian Details

Parents/Guardian with whom the child lives

Name of parent/guardian 1			
Does this parent have parental responsibility? Yes/No			
Name of parent/guardian 2			
Does the parent have parental responsibility? Yes/No			
Home Address			
		Postcode	
Home telephone number			
Mobile number (parent/guardian 1)		Mobile (parent/guardian 2)	
Work number (parent/guardian 1)		Work number (parent/guardian 2)	
Email address (parent/guardian 1)			
Email address (parent/guardian 2)			

Parents/Guardian with whom the child does not live with (if applicable)

Name of parent/guardian 1			
Does this parent have parental responsibility? Yes/No			
Does this person have legal access to the child? Yes/No			
Home Address			
		Postcode	
Telephone number			
Mobile number (parent 1)		Work number	
Email address			
Any person to whom the child should not be handed over to:			



Siblings

Name (S)	Date of Birth

Emergency Contacts

We will always endeavour to contact a Parent/Guardian in the first instance; however, should we be unable to contact a parent or guardian, please provide details of individuals that we have authority to contact in an emergency. (Must be over the age of 16 years of age).

Contact 1

Name	Relationship to child
Home Telephone Number	Mobile number

Contact 2

Name	Relationship to child
Home Telephone Number	Mobile number

Contact 3

Name	Relationship to child
Home Telephone Number	Mobile number

Security

We operate a password system for emergency security purposes. This should be used by any of your emergency contacts collecting your child/children.

Please detail the password you would like to use



Health and Wellbeing

Name of Child's Doctor:

Has your child received the full immunisation programme? Yes / No (delete as applicable)

Doctor's address	
Doctor's telephone number	
Name of Health Visitor	

Name of child's Dental Practice

Dentist's telephone number	
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Does your child have an allergy? Yes / No (If so, please give details. An allergy sheet will need to be completed).			
Does your child have any dietary requirements or food intolerances? YES / No. (If so, please give details)			
Does your child have any medical conditions? Yes / No (if so, please give details)			
Has your child had any operations? Yes / No (if so, please give details)			
Is your child being seen at any hospital or by a community paediatrician? Yes / No	If so, please provide name of Consultant/Paediatrician	Name of hospital and/or surgery.	Telephone number of consultant/paediatrician if known)



Additional Needs

Does your child have any additional needs or disabilities? Yes / No	If so, please provide details
Do you have any concerns regarding your child's development? (e.g. speech and language) Yes / No	If so, please provide details
Do you have concerns regarding your child's behaviour that we need to be aware of to help your child settle into the setting? Yes / No	If so, please provide details

Are there any of the following in place for the child?

Early Years Action	Yes / No
Early Years Action Plus	Yes / No
Statement of Special Educational Needs	Yes / No

Details of other professionals involved with the child

Name :

Role:

Agency		Telephone number	
Name:		Role	
Agency		Telephone number	
Does your family have a social worker for any reason?	Yes / No		
Name			

What is the reason for involvement of the social care department with your family?

I confirm that the information I have given is correct.

Name (please print)	
Signature	
Date	



Session Request Form

Required Start Date (not before 2nd birthday).....

For Office Use Only: Evidence of identity (birth certificate) checked by:

Name:

Date

Mulberry Pre-school prides itself on being able to offer flexible times to suit the needs of our parents. Please indicate your preferences for sessions using the table below (a minimum of 2 sessions per week) – these will be allocated strictly on availability and will be confirmed to you in line with our Admissions Policy.

Mornings	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 12.00					
9.00 – 12.00					
9.30 – 12.00					

Afternoons	Monday	Tuesday	Wednesday	Thursday	Friday
12.30 – 3.00					
12.30 – 3.30					

All day session	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 2.30					
8.30 – 3.00					
8.30 – 3.30					
9.00 – 2.30					
9.00 – 3.00					
9.00 – 3.30					
9.30 – 2.30					
9.30 – 3.00					
9.30 – 3.30					

- For children starting at 8.30, we can provide a healthy breakfast at an additional charge of 50p per day (this can be paid daily)
- Children that stay all day will need to bring in a healthy packed lunch.

Fees & Funding

We have a separate hourly rate for a child who is 2 years old and for a child who is aged 3 years old, or older. **Please contact us for our current rates.** Fees are reviewed annually by the Pre-School committee. Fees will still need to be paid even if a child does not attend because of illness, holidays or any other reason.

Discounts

The Pre-School offers a discount of 10% for families whose children are twins or triplets etc or have a sibling attending, this applies until the children are in receipt of funding from Hampshire County Council.

Tax-Free Childcare & Childcare Vouchers



The Pre-School is registered to accept tax-free childcare and childcare vouchers payments for any fees owed. Applications to set up a tax-free childcare account with HMRC should be completed on the following website www.childcarechoices.gov.uk

2 Year Old Funding

Funding (15 hours) is available to eligible 2 year olds the term following their 2nd birthday. More information on how to check eligibility and how to apply is available via:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/payingforchildcare/freechildcare/2yearoldoffer>

The Finance Administrator or Manager is able to assist with applications for children who attend/are going to attend Mulberry Pre-School.

2- Year old funding code (if applicable)	
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3 and 4 Year old funding (15 hours)

- Each child is entitled to a maximum of 15 hours funding per week, up to a maximum of 570 hours per educational year. Mulberry Pre-School will apply for funding on behalf of parents/carers, however, parents/carers must ensure funding forms provided to them are completed in full and returned by the agreed date. If this is not done, full fees will be payable until the form is returned.

If both parents work at least 16 hours per week each at the minimum wage and both parents earn less than £100,000 each, they can apply for a 30 hour funding code via www.childcarechoices.gov.uk Please also check this website for other qualifying criteria. The applicant will need to verify their employment status every 3 months in order to continue to be able to claim the 30 hours funding.

30 hours funding code (3/4- year olds) (if applicable)	
NI number of 30 hours code applicant (if applicable)	

When is your child's birthday	When your child becomes eligible for funding	Period when funding starts
1st January – 31st March (Spring)	From 1 st April	Summer
1 April – 31st August (Summer)	From 1 st September	Autumn
1 September – 31st December (Autumn)	From 1 st January	Spring

Deposit

A non-refundable registration fee of £20.00 is charged, in return you will receive a Mulberry Pre-school sweatshirt and bookbag for your child. Additional uniform is available to purchase on request.



If, however, your child is eligible for government funding, we will require a refundable holding deposit of £20. This can either be offset against the cost of a book bag and sweatshirt if required or returned to you when your child has completed a term at Mulberry Pre-School.

Cheques should be made payable to **Mulberry Pre-School** and attached to your registration form. Cash payments are also accepted.

Confirmation of a place at Mulberry

The Manager will acknowledge receipt of the registration form by letter or email. A starting pack will be issued confirming child's day/hours, settling in visits and fees (if applicable) in the term before the child's start date.