



Wye Under Fives Registration Form

Child Details

| | |
|-----------------------------|--------------------|
| Surname: | First Name: |
| Known As: | Date of Birth: |
| Nationality: | Sex: Male / Female |
| Ethnicity: | Religion: |
| First Language: | Second Language: |
| Siblings at WUFs or Lady J: | |

Mother/Guardian Details

| | |
|-----------------------------------|-------------------------------------|
| Name: | Main Carer: Yes/No |
| Home Address: | |
| Postcode: | |
| Home Tel Number: | Mobile Number: |
| Email Address: | |
| Preferred Contact method: | |
| Work Address: | |
| Work Tel No: | |
| Parental responsibility: Yes / No | Legal Access to the Child: Yes / No |
| National Insurance Number: | Date of Birth: |

Father/Guardian Details

| | |
|-----------------------------------|-------------------------------------|
| Name: | Main Carer: Yes/No |
| Home Address: | |
| Postcode: | |
| Home Tel Number: | Mobile Number: |
| Email Address: | |
| Preferred Contact method: | |
| Work Address: | |
| Work Tel No: | |
| Parental responsibility: Yes / No | Legal Access to the Child: Yes / No |
| National Insurance Number: | Date of Birth: |

Emergency Contacts (optional at point of registration)

Emergency contacts are persons authorised by you to collect your child by arrangement or if, for any reason, parent/guardian 1 or 2 are not contactable in an emergency situation. Emergency contacts must be over 16 years of age.

Contact 1:

| | |
|---------------------------|----------------|
| Name: | |
| Home Address: | |
| Postcode: | |
| Home Tel No: | Mobile Number: |
| Relationship to child: | |
| Preferred contact method: | |

Contact2:

| | |
|---------------------------|----------------|
| Name: | |
| Home Address: | |
| Postcode: | |
| Home Tel No: | Mobile Number: |
| Relationship to child: | |
| Preferred contact method: | |

Fees and Booking Pattern

The Fees charged for children who attends Wye Under Fives are as follows: there is a standard rate of £13.95 per session for all children from the age of 2, up until the term after their third birthday. After this point, they will be entitled to claim up to 15 hours per week of Free Early Entitlement. Children aged 2 years who qualify for FF2 funding will also be entitled to up to 15 hours per week of Early Entitlement Funding. Currently Wye Under Fives do not subscribe to the 30hrs funding (the additional 15hrs that can be claimed by working parents). Funding can also be used to pay for the lunch period, which is 30 minutes every day and is charged at £3.00 per session. Please refer to the website for a detailed outline of all fee structures, invoicing arrangements and payment conditions.

The number of sessions offered is based on the child's age starting with 2 sessions increasing to 5 sessions in their pre-school year. Please mark with a number one your preferred sessions and lunches you would like your child to attend and then mark your second-choice sessions with a number two.

Please note that from the term after their 3rd birthday children may stay for a full day. We will try to accommodate your preferences subject to vacancies.

We will write to you once the registration form has been processed to confirm that your child has been added to our waiting list. We will contact you again in the April before the September to confirm if your child has a space.

| | Price | Mon | Tues | Wed | Thurs | Fri |
|----------------------------------|----------|-----|------|-----|-------|-----|
| Morning: 8:45am – 11:45am | £13.95 | | | | | |
| Lunch: 11:45pm – 12:15pm | £3.00 | | | | | |
| Afternoon: 12:15pm – 3:15pm | £13.95 | | | | | |
| Full Day: 8:45am – 3:15pm | £30.90 | | | | | |
| Preferred Start Date: | | | | | | |
| Age of child at start date: | | | | | | |
| Eligible for Free for 2 Funding: | YES / NO | | | | | |

Medical Details:

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|----------------|
| Doctor's Name: |
| Surgery: |
| Address: |
| Postcode: |
| Tel Number: |

Immunisations and Illnesses:

Has your child received all of their immunisations and are they up to date: YES / NO

Please give details of any special Dietary Requirements:

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Please give details of any allergies:

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Please give details of any medical conditions / treatments, including special needs and disabilities:

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Please give details of any other information that we should know about your child:

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Data Protection:

Request for permission to hold and use yours and your child's personal data

Due to the changes to Data Protection we now require your formal permission to use your email address and/or your mobile telephone number so that we can contact you electronically for the purposes of:

- Including you on our distribution list for our termly newsletters, Wye Under Fives fundraisers and Events
- Sending you, where applicable, invoices, statements and reminders
- Letting you know any important changes within the setting that may affect you or your child, for example staff changes and session availability.

We also require your formal permission to hold your child's personal data on file for the purposes listed in our Privacy Statement, which can be downloaded from our website and found in the lobby of Wye Under Fives. Other ways in which your child's data is used includes:

- Holding information on our database for producing termly registers and recording allocated sessions
- Waiting lists for requests for session changes
- Personal, medical and dietary information included in your child's Unique Learning Journey

As we hold additional data for second contacts, emergency contacts and in some instances childminder details, we also need formal permission from them to hold their personal data for the following reasons:

- Holding information on our database to use as additional contact for your child in the event that the primary contact cannot be reached if your child becomes unwell at the setting.
- Applicable to the second contact only for the reasons as stated above.

We confirm that under no circumstances will your/your child's details be passed to a third party, with exception of those listed in the Privacy Statement, which can be found on our website, without your express permission.

The use of email will be used purely for communicating with you regards to your child for the duration of their time at Wye Under Fives. All information will, of course, remain strictly confidential.

By signing the registration form you confirm that Wye Under Fives may use the information provided in your Child's registration form and any information you may provide at a later date and that this information:

- Will be used in confidence and stored securely
- May be retained by Wye Under Fives for a period of time such as complies with professional, legal and insurance requirements that they must fulfil.

You also confirm agreement to be contacted with information relating to my child and their time at Wye Under Fives and understand that I have the right to withdraw this 'consent to be contacted' at any time.

All contacts whose details Wye Under Fives holds must state all of their preferred method of contacts i.e. Mobile Email Post and sign the form in the box below

The information you have provided will be sent out to you again for review **six months** from the date your form is received.

Registration Form Completed By:

(In accordance with GDPR, all named contacts **must** sign to confirm we may hold their data. Thanks)

Parent/Guardian 1:

Print Name:

Signed:

Date:

Relationship to Child:

Permission to collect child: Yes / No

Parent/Guardian 2:

Print Name:

Signed:

Date:

Relationship to child:

Permission to collect child: Yes / No

Emergency Contact 1:

Print Name:

Signed:

Date:

Relationship to Child:

Permission to collect child: Yes / No

Emergency Contact 2:

Print Name:

Signed:

Date:

Relationship to child:

Permission to collect child: Yes / No

ACCEPTANCE OF THE FEE STRUCTURE

I/We _____ (Print Name/s)

Parent/Carer of _____ have read and understood the Wye Under Fives Fee Structure as outlined in the prospectus and confirm that I/we agree to the terms set out therein.

Signed _____ Date _____

Please ensure that the completed registration form is returned directly to the setting or emailed to office@wyeunderfives.co.uk.