****

**Cullingworth Pre-School**

**Application Form**

Thank you for requesting an application form for a place for your child at Cullingworth Preschool. Please complete in full and return to Preschool as soon as possible. Our Admissions team will be in touch with you to discuss your place. We will need to see proof of your child’s date of birth, either birth certificate or passport when you return the form.

Cullingworth Preschool is an Ofsted registered setting and we provide care and education to children between the ages of 2 and 5. Our fees are listed on the Fee Schedule enclosed. We are registered to receive Nursery Education Funding for all 3 and 4 year old children, and can also offer places to 2 year old children who are eligible for early education funding.

We are a registered charity run by a Management Committee, which is made up of past and present parents. The Management Committee work alongside the Preschool Manager and assist with business and financial decisions and ensure that Preschool operates within the law and complies with our obligations. We always welcome new parents to join the Committee. If you are interested in this, please contact the Manager.

Cullingworth Preschool is a term time only setting, open 9am to 3.30pm Monday to Friday.

We also operate wraparound care with breakfast club (7.30am – 9am) and after school club (3.30pm – 5.30pm) as well as lunch club (12.00 – 12.30) which can be tagged on to any preschool session.

We look forward to welcoming you to Preschool soon.

**APPLICATION FORM**

|  |  |
| --- | --- |
| Name of Child |  |
| Date of Birth |  | Gender  | Male / Female  |
| Ethnic code (see over) |  | Language |  |

**PARENT/CARER/GUARDIAN DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Address inc. Postcode |  |
| Telephone Number |  |
| Email address |  |
| Who has legal responsibility for the child |  |

**EMERGENCY CONTACT DETAILS** Please provide contact details of up to 3 people whom we may contact in an emergency

|  |  |  |
| --- | --- | --- |
| **Name** | **Telephone Number** | **Relationship to Child** |
|  |  |  |
|  |  |  |
|  |  |  |

**SESSIONS REQUIRED** Please indicate below which sessions you would like your child to attend Pre-School

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Morning** | **Lunch club** (if required) | **Afternoon** | **Full Day** |
| Monday | 9.00 – 12.00 | 🞏 | 12.30pm – 3.30pm | 9.00 – 3.00pm |
| Tuesday | 9.00 – 12.00 | 🞏 | 12.30pm – 3.30pm | 9.00 – 3.00pm |
| Wednesday | 9.00 – 12.00 | 🞏 | 12.30pm – 3.30pm | 9.00 – 3.00pm |
| Thursday | 9.00 – 12.00 | 🞏 | 12.30pm – 3.30pm | 9.00 – 3.00pm |
| Friday | 9.00 – 12.00 | 🞏 | 12.30pm – 3.30pm | 9.00 – 3.00pm |

You can add on lunch club to either a morning or afternoon session, and we also offer wrapround care.

We are open 7.30am until 5.30pm. If this is of interest, please contact the Office. Whilst we always aim to offer your child your preferred sessions, this isn’t always possible but we will discuss this with you.

**COLLECTION DETAILS** Please provide details of who will regularly pick up your child

|  |
| --- |
|  |

**MEDICAL**

|  |  |
| --- | --- |
| Name of Doctor or Surgery |  |
| Address  |  |
| Telephone Number |  |
| Does your child have any medical conditions | Yes/No |
| Does your child have any dietary requirements | Yes/No |
| If yes, please give details  |

**ANY OTHER RELEVANT INFORMATION**

|  |
| --- |
|  |

* My child will/will not access nursery education funding (NEF) at this setting the term after they turn three
* I do/do not give permission for staff to keep my child in their care if there is a delay in them being collected from preschool. Please note they will not be covered by preschool insurance.
* I do/do not give permission for my child to be given emergency medical advice and treatment in the event that I cannot be contacted
* I do/do not give permission for suncream to be applied
* I do/do not give permission for plasters to be applied
* I am/am not happy for my child to be taken on escorted walks, outings and visits during preschool sessions

\*Please delete as appropriate

I am aware that my child will be photographed for their own observations and may appear in photographs which could be included in other children’s observations

I agree to give 1 months’ notice if I intend to remove my child from the setting or pay the relevant fees for that period.

I agree to Cullingworth Preschool sharing and receiving information with other settings and to also pass on information to school when appropriate.

|  |  |
| --- | --- |
| Name |  |
| Signed |  |
| Date |  |

|  |  |
| --- | --- |
| Confirmation of Date of Birth seen(Pre-School Staff Member) |  |

**ETHNICITY CODES AND DESCRIPTIONS**

ABAN British or British Bangladeshi

AIND Indian or British Indian

AMPK Mirpuri Pakistani or British Mirpuri Pakistani

AOPK Other Pakistani or other British Pakistani

AOTH Any other Asian or British Asian background)

BCRB Black Caribbean or British Black Caribbean

BARF Black African or British Black African

BOTH Any other Black or Black British background

CHNE Chinese or British Chinese

MWAS Mixed – White/Asian

MWBA Mixed – White/Black African

MWBC Mixed – White/Black Caribbean

MOTH Any other mixed background

WBRI White British

WIRI White Irish

WIRT Traveller – Irish heritage

WROM Roma/Roma Gypsy

WOTH Any other white background

OOTH Other – Any other ethnic group

REFU Refused

**DATA SHARING PRIVACY NOTICE**

We collect and use personal data relating to children and their families under the principles of General Data Protection Regulations (GDPR).

Cullingworth Pre-school management committee is the data controller of the personal information you provide to us, which means they decide how any personal data is to be processed, although they don’t see it.

In some cases your data will be shared to a third party however this will only be done with your consent, unless the law or our policies require the pre-school to share your data.

**The type of information we are collecting on your child**

* Date of birth, contact details, contact preferences
* Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs, including care plans.
* Children’s development records
* Details of any medical conditions, including physical and mental health and children’s wellbeing and accident information
* Information regarding Attendance (such as sessions attended/number of absences and absence reason
* Safeguarding/special educational needs information
* Photographs including electronic observations

We may also hold data about children that we have received from other organisations, including other settings, local authorities or outside agencies.

**Who is collecting your children’s information and how**

Your child’s information will be collected primarily on the application form either in paper or electronic form. When your child is eligible for funding you will be asked to complete and sign further forms. All this information is collected by the admin staff at the Pre-school.

Most of the information you provide to us about your child is mandatory however some is on a voluntary basis and we will inform you whether or not you are required to provide it to us.

Information regarding your child’s development will be collected verbally, by paper form or electronically by your child’s keyperson.

**Why is the Information being collected and used**

This information is being collected under the GDPR and UK law. The data is being used to:

* safeguard children
* comply with the law regarding data sharing
* access funding from the local authority and submit data for headcounts
* Provide a safe and quality provision
* support your child’s learning and monitor and assess their progress
* provide appropriate support

**We routinely share information with**

* Pre-school staff
* Settings that the child attends after leaving us
* Our local authority, (to access funding, submitting data for headcount)
* Outside agencies e.g area Senco, health agencies
* Ofsted

**Requesting access to your personal data**

Under data protection legislation you have the right to request access to information that we hold about your child. To make a request for your personal information or be given access to your child’s records please contact the manager.

You also have the right to

* Prevent processing for the purpose of direct marketing
* Have inaccurate personal data corrected, blocked, removed or destroyed in certain circumstances
* Object to the processing of personal data that is likely to cause distress or upset
* Request the transfer of your personal information to another party
* Claim compensation for damages caused by a breach of the Data Protection Regulations

**Concerns and complaints**

If you would like to discuss anything on this privacy notice or you think your data has been misused or not held securely please contact the manager in the first instance.

**Storing Children’s Data**

In accordance GDPR, we do not store personal data indefinitely – data is only stored for as long as is necessary to complete the task for which it was originally collected.

If you have a concern about the way Pre-schooland/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

 -----------------------------------------------------------------------------------------------------

**Declaration**

I, , declare that I understand:

* **Cullingworth Pre-school** has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
* How my data is used.
* **Cullingworth Pre-school** may share my data with the DfE, and subsequently the LA.
* **Cullingworth Pre-school** will not share my data to any other third parties without my consent, unless the law requires the school to do so.
* **Cullingworth Pre-school** will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
* My data is retained in line with the school’s GDPR Data Protection Policy.
* My rights to the processing of my personal data.
* Where I can find out more information about the processing of my personal data.

|  |  |
| --- | --- |
| Name | –––––––––––––––––––––––––––––––––– |
| Signature | –––––––––––––––––––––––––––––––––– |
| Date | –––––––––––––––––––––––––––––––––– |

**CULLINGWORTH PRESCHOOL**

**FEE PAYMENT AGREEMENT**

|  |  |
| --- | --- |
| **Name** |  |
| **Date of birth** |  |
| **Male/Female** |  |
| **Address** |  |
| **Postcode** |  |
| **Start date** |  |
| **Sessions required** |  |
| **Parent/carer’s name** |  |
| **Parent/carer’s signature** |  |
| **Date form completed** |  |

**CULLINGWORTH PRE-SCHOOL**

**FEE STRUCTURE 2024/2025**

|  |
| --- |
| **Preschool Children Fees (2, 3, 4 year olds)** |
| Breakfast club (includes breakfast) | 7.30 – 9.00 | £6.00 |
| Morning session | 9.00 – 12.00  | £22.00 |
| Lunch Club  | 12.00 – 12.30  | £2.50 |
| Afternoon session  | 12.30 – 15.30 | £22.00 |
| Full day | 9.00 – 15.00 | £44.00 |
| Full day extension | 15.00 – 15.30  | £2.50 |
| After school club (includes snack) | 15.30 – 17.30 | £10.50 |
| Snack | Per week | £1.25 |
| Additional hours (over funded) | Per hour | £7.00 |

A maximum of 2 full days may be given to working parents subject to availability

|  |
| --- |
| **Primary School Children Fees**  |
| Breakfast club (includes breakfast) | 7.30 – 9.00  | £6.00 |
| After school club (includes snack) | School pick up until 17.30 | £10.50 |

**Primary school children**

A £25 deposit is required for a place on our breakfast/afterschool club which will be refunded on completion of your first term.

Invoices are issued on a half termly basis and should be paid by the deadline shown on the invoice.