



Little Sparkes Preschool

REGISTRATION FORM

Opening Hours Mon-Fri 9am-3pm

Direct Contact No: 07580 189 751

CHILD

First Name	
Surname	
Date of Birth	
Nationality	
Ethnicity	
Home Address of Child & Parent/Guardian/Carer	
Do you receive the DLA for your child?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your child on the child protection register?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Parental Responsibility?	
Who does the child usually live with?	

PARENT/GUARDIAN

Mothers Name		Email	
Occupation		Date of Birth	
Daytime Number		NI Number	

Fathers Name		Email	
Occupation		Date of Birth	
Daytime Number		NI Number	

Guardian Name		Email	
Occupation		Date of Birth	
Daytime Number		NI Number	

EMERGENCY CONTACT

Emergency Contact 1		Contact Number	
Emergency Contact 2		Contact Number	

ENROLMENT

✓ tick as appropriate

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 9am-12pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon 12pm- 3pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of Enrolment	
Start Date	
Leaving Date	
Future School	

REGISTRATION DOCUMENTS PROVIDED

✓ tick as appropriate

Photocopy of Childs Birth Certificate	<input type="checkbox"/>
Photocopy of Utility Bill (proof of address)	<input type="checkbox"/>

HOW DID YOU HEAR ABOUT US?

✓ tick all those that apply

Referred by one of our parents (please state full name)	
Word of mouth	
Facebook	
Google	
Childcare.co.uk	
Netmums.com	
Ofsted website	
Signs, posters, banners, newspaper etc	
Twitter	
Daynurseries.co.uk	
Enfield Council/Informed Families	

MEDICAL

Name of your GP	
Address	
Contact Number	
Childs Medical History (any allergies, medical conditions, disabilities etc.)	
Special Dietary Information	
Milk Consent ✓ tick as appropriate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Plasters Consent ✓ tick as appropriate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please state <u>type & date</u> of all immunisations	

TERMS AND CONDITIONS

1. **Fees**

Fees must be prepaid 4/5 weeks in advance. Resource fund charges are payable at the start of each term. Our payment terms are strictly within 5 working days. Please pay early to avoid embarrassment. Late fees of £20.00 will be applied to all those who fail to pay on time to cover our additional administration costs.

For anyone who does not pay their fees and any charges on time, Little Sparkes Preschool reserve the right to terminate any agreement and discharge your child from the setting without ANY prior notice.

Cheques should be made payable to 'Little Sparkes Preschool'. Please mark the back of the cheque with your Childs name.

Payment can be made online via BACS transfer to the following bank details:

Account Name: Little Sparkes Preschool
Account No: 63271943
Sort Code: 20-20-37
Bank: Barclays

You MUST use your child's name as the payment reference so we can identify you and avoid any late payment notices. Remittance advices can be emailed to info@littlesparkespreschool.co.uk

If paying by cash please ensure you obtain a receipt from a senior member of staff.

Childcare vouchers will be accepted if they are available through your place of work. Please ask your employer or voucher provider to call us to set up an account.

2. **Notice of Withdrawal**

4 weeks advance notice must be given in writing prior to withdrawal of your child from the preschool. Full fees will be payable for this period.

If you have registered your child for our preschool and have confirmed a starting date, then decide not to take up your place, 4 weeks' notice will still be required and fees payable for this period for holding your place.

3. **Registration Fee**

Registration is currently £50.00. Please send all of your documents to:

Little Sparkes Preschool, 9 Chase Hill, Enfield, Middlesex, EN2 8DF

4. **Absence/Sick**

You must contact the preschool at the first instance to report your child as sick or absent. Fees will remain fully payable for any absent/sick/holiday days taken.

5. Late Collections

You must collect your child on time we advise to arrive early. We do not accept lateness, you will be charged £1.00 for every additional minute past your pick up time so we can recover our additional costs incurred on your behalf. These additional charges will be itemised on your next invoice, persistent lateness will not be tolerated and no excuses will be accepted.

6. Additional Costs (optional)

Little Sparkes jumpers/t-shirts/bags are available for purchase within the preschool, please ask a member of staff for assistance. You are not obligated to buy any of the above.

7. Car Park

The main car park is available for use. Use of the gate leading to the pathway is now prohibited due to reasons beyond our control.

I permit my child to receive Emergency Medical Treatment if the parents/guardians cannot be contacted

I permit my child to receive first aid from our staff as well as the application of sun cream during hot weather periods

I permit my child to be included in single or group photographs and videos which may be displayed and/or used within the preschool

I permit Little Sparkes Preschool to use any observational photos & parent testimonials for the purposes of marketing activities (children's faces will be pixelated in images used)

I permit staff at Little Sparkes Preschool to carry out observations, keep records and build profiles on my child

I permit my child to take part in some activities within the confines of the hall and the outside play areas, as well as some short, fully supervised visits to the library

I hereby verify that all information provided to 'Little Sparkes Preschool' is true and correct and the setting will not be held responsible for anything that may occur as a result of false or missing information. I am aware that if a place is awarded on the basis of false information it will be withdrawn

I understand that should I be found not adhering to ALL terms and conditions, 'Little Sparkes Preschool' reserve the right to withdraw any application or discharge your child/children from the setting without ANY prior notice

I have read, understood and fully accept the terms and conditions along with the privacy notice and wish to enrol my child into 'Little Sparkes Preschool' giving the above consents

Print Name	
Sign	
Date	

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Little Sparkes Preschool

Preschool Address
Winchmore Hill Cricket Club
Firs Lane
London • N21 3ER

Office Address
9 Chase Hill • Enfield
Middlesex • EN2 8DF

Dear Parents/Guardians,

We are pleased to announce that Little Sparkes Preschool are taking steps to adopt a Sun Safe Nursery policy. The content of which forms part of our duty of care to ensure the health and wellbeing of your child/children during nursery hours.

This is a voluntary undertaking by the nursery following an invitation from Sun Safe Nurseries (an Award Scheme), which has been developed by national skin cancer charity 'Skcin', to encourage the necessary culture change regarding attitudes towards sun safety required to combat the soaring rates of skin cancer in the UK.

Whilst we recognise that some sun is good for us, we are mindful of the importance of protecting the children in our care from the dangers of over exposure to UV.

Skin cancer is now the most common and fastest rising cancer in the UK. Malignant melanoma, the deadliest form of the disease is now the most common cancer in young adults aged 15-34. Burning as a young child can cause irreparable damage to a child's delicate skin, that over time can develop with serious consequences.

However, the good news is that skin cancer is almost entirely preventable and simple steps can be undertaken to ensure that your child's skin is protected from the sun's harmful rays.

We therefore believe that together we have a duty of care to ensure that our children grow up with sufficient knowledge of sun safety and that all children at our nursery are adequately protected against the sun's harmful rays. As such we will be utilising the Sun Safe Nurseries Scheme to teach children in our care basic sun safe messages through engaging teaching resources.

In addition, whilst we have always strongly encouraged parents to send their child/children to nursery with sunscreen and a hat to use during outdoor play in the hotter months, we understand parents sometimes forget. As part of gaining our Sun Safe Nursery Status we are committed to ensuring that all parents/guardians are further informed and reminded of the importance of sending your child into nursery with an appropriate sun hat and quality sunscreen.

Sun hats should be either broad-brimmed or legionnaire style (to shade the face, neck and ears that can easily burn) and sunscreen should offer broad spectrum UVA/UVB protection with a minimum 4 star rating and Sun Protection Factor 30+. (Please label each item with your child's name to ensure its safe return).

As part of our commitment to providing a sun safe environment we also recognise that role models have a key part to play in influencing children's behaviour in regard to sun protection practices. It is therefore important that our staff as well as parents and/or guardians are seen to be actively adopting the same sun safe practices. We have therefore also supplied each parent/guardian with a 'Sun Safety Fact Sheet' provided by the national skin cancer charity Skcin, for you to read and retain.

We hope you understand our concern for the health and wellbeing of your child/children and therefore ask that you kindly fill in the slip below and return it to the nursery office in recognition of our correspondence.

For further information about skin cancer, its prevention, sun safety and the charity 'Skcin', please visit www.skcin.org

Yours Sincerely,

Little Sparkes Preschool



Little Sparkes Preschool

Preschool Address
Winchmore Hill Cricket Club
Firs Lane
London • N21 3ER

Office Address
9 Chase Hill • Enfield
Middlesex • EN2 8DF

Sun Safe Nurseries Parent/Guardian Reply Slip:

.....

I can confirm that I have read the letter regarding Sun Safe Nurseries and understand the importance of sending my child/children to nursery with an appropriate hat and quality sunscreen to help protect my child from over-exposure to UV during outdoor play in nursery hours.

I can also confirm that I have received the 'Sun Safety Fact Sheet' in hard copy / via email (please delete as appropriate).

Signed.....Date:.....

Print Name:.....

Parent/Guardian of Child/Children's Name(s)

SOLAR UV RADIATION THE FACTS

WARNING
UV RADIATION FROM THE SUN CAN ALSO CAUSE DAMAGE TO EYES & SUPPRESS THE IMMUNE SYSTEM

SOLAR ULTRAVIOLET RADIATION (UVR) IS A KNOWN CARCINOGEN, IT CANNOT BE SEEN OR FELT AND IS NOT RELATED TO TEMPERATURE. IT CAN PASS THROUGH CLOUD, BOUNCE OFF REFLECTIVE SURFACES & CAUSE SKIN CANCER.

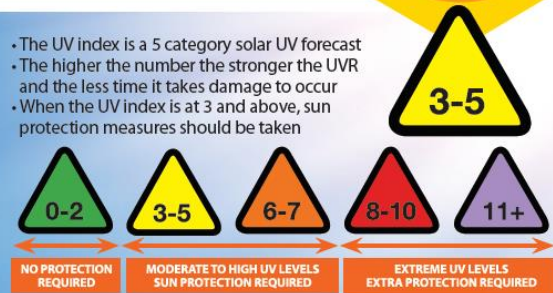
But surely it won't happen to me?

Wrong. It doesn't matter whether you're young, middle-aged or old, skin cancer doesn't discriminate where age is concerned. The simple fact is that if you fail to protect your skin from UV radiation you're putting yourself at risk. If you allow your skin to become red and burn, this risk can dramatically increase. There's also no avoiding the fact that skin cancer is on the increase and it's a killer. So, before you strip off and feel the warmth of the sun on your skin this summer, whether you're on an idyllic beach abroad or you're enjoying something as simple as a picnic or a bike ride in this country, ask yourself one question: Am I being sun safe or am I dying to get a tan?



THE SOLAR UV INDEX

WARNING
WHEN UV LEVELS REACH 3 OR ABOVE THEY CAN DAMAGE THE SKIN AND LEAD TO SKIN CANCER



- The UV index is a 5 category solar UV forecast
- The higher the number the stronger the UVR and the less time it takes damage to occur
- When the UV index is at 3 and above, sun protection measures should be taken

To check the UV forecast any time for any location visit www.skcin.org

UV AND VITAMIN D - THE FACTS

"Despite the serious health risks, UV radiation, in small amounts is the most efficient way to boost our Vitamin D supply. However, just 15 to 20 minutes of unprotected sun exposure, without skin reddening or burning, per day is sufficient for most people to produce the required Vitamin D levels. Where appropriate levels can be increased by supplements or a diet containing vitamin D rich foods, e.g. fish, milk and egg yolks". Professor Andrew Wright, Consultant Dermatologist, Bradford Teaching Hospitals NHS Foundation Trust

FIVE S's OF SUN SAFETY

WARNING
ALL SKIN TYPES CAN BE DAMAGED BY UV BUT THOSE WITH FAIRER SKIN NEED TO TAKE EXTRA CARE

SKCIN RECOMMEND FIVE SIMPLE STEPS TO SUN SAFETY:-
SLIP, SLOP, SLAP, SLIDE, SHADE

Remember it's not just sunbathing that puts you at risk, but being in the sun without adequate protection. If you regularly take part in outdoor hobbies or sports, or work outdoors you could be at greater risk. Make sure you use all of the 5 S's of sun safety and NEVER BURN!

1. SLIP on sun t-shirt
2. SLOP on SPF 30+ broad spectrum UVA sunscreen
3. SLAP on a broad brimmed hat
4. SLIDE on quality sunglasses
5. SHADE from the sun whenever possible



CHILDREN & BABIES

WARNING
CHILDREN CAN STILL BURN ON OVERCAST DAYS! NO CHILD SHOULD GET SUNBURNED - EVER!

ONE BLISTERING SUNBURN IN CHILDHOOD OR ADOLESCENCE MORE THAN DOUBLES A PERSON'S CHANCE OF DEVELOPING MELANOMA IN LATER LIFE. THE DAMAGE IS IRREPARABLE.

- Use a minimum SPF of 30+ (preferably SPF 50) sunscreen
- Ensure it is broad spectrum, ideally UVA rating 4 star plus
- Apply liberally, ensuring good coverage
- Don't forget shoulders, ears, nose, cheeks & feet
- Apply 20 minutes before children go outdoors
- Reapply at least every 2 hours
- Use a water resistant sunscreen on children over 3
- Reapply immediately after swimming / towelling
- Water resistant sunscreens should not be used on children under 3 years as they can overheat
- Keep toddlers and babies in the shade as much as possible, particularly when abroad
- Always keep shoulders covered!
- Use UV protective sun suits & broad-brimmed or legionnaire hats for added protection
- Don't forget school - lunch breaks are taken when UV penetration is strongest

