



# REGISTRATION FORM

Charity No. 1034100  
Ofsted Registration No. EY366991

Date.....

*"If you have any problems filling in this form, the pre-school staff will be glad to help you"*

**Child's Name**..... **Preferred Name**.....  
**Date of Birth**..... **Birth Certificate?** **Yes/No**  
**Ethnicity**..... (If possible, please provide your child's original birth certificate or other proof of birth with two photocopies for Early Years Education Funding.)  
**Child's Nationality**.....  
**Language most commonly spoken at home**.....  
**Parent's Names**..... & .....  
**Who has legal contact?**.....

**Name of parent/s or guardian/s with which the child lives**  
**Parent 1**.....  
**Home Address:**  
  
 Telephone No.....  
 Mobile No.....  
 Email.....  
**Work Address:**  
  
 Telephone No.....  
**Do you have Parental Responsibility? Yes/No**

**Parent 2**.....  
**Home Address (if different)**  
  
 Telephone No.....  
 Mobile No.....  
 Email.....  
**Work Address:**  
  
 Telephone No.....  
**Do you have Parental Responsibility? Yes/No**

**Can we contact you by email – save on printing, and send newsletter etc? Yes/No**  
 Email Address: ..... Email Address:.....

**Doctor's Name:** **Health Visitor's Name:**  
**Surgery Address:**  
  
 Has your child had any infectious diseases, e.g. Chicken Pox? YES/NO  
 Has your child been immunised against the following diseases? (Please Tick)  
**Diphtheria      Polio      Tetanus      Whooping Cough      MMR      HIB      Meningitis C**  
  
 Does your child have any ongoing health problems which playgroup ought to be aware of, e.g. asthma, epilepsy, glue ear?  
 YES/NO .....If yes, please specify:  
  
 Does your child have ANY allergies e.g. milk, eggs, nuts, rubber etc  
 Can we use band-aids (non-hypoallergenic) to cover "small-hurts" as a comfort aid? **YES/NO**

## Consent Forms

### Emergency Medical Intervention

We require your permission for your child to receive emergency medical treatment should it be required. Please be assured that the staff of The Kennford Playbox would make every effort to keep trying to contact as soon as possible if this situation arose.

I give permission for my child.....(name) to receive emergency medical treatment (This may include treatment or advice with may include your child being taken to an accident and emergency unit or as a result of an allergy & an epipen being used) should it be required during my child's time with The Kennford Playbox.

Signed.....

Date.....

### Sunscreen Permission

Young children's skin is very vulnerable to burning. During hotter weather, we encourage children to be sun aware (slip/slap/slop) – dress in clothes that cover their shoulders – wear a sun hat or cap, AND apply a high factor sun-cream to any bare skin **BEFORE** you bring your child to pre-school.

The Preschool has a high factor sun-cream lotion available which we will, with your permission **REAPPLY** for your child's protection...however; we can't do so without written permission from a guardian.

I give permission to the staff members of The Kennford Playbox to apply a Child's Sun cream Formulation Factor 30+ on my child.....(name) as and when appropriate.

Signed.....

Date.....

### Children's Records – Sharing Information

This registration form is part of your child's records. We keep samples of your child's work; observations; photographs, etc. and these form your child's record of achievement whilst at The Kennford Playbox.

From time to time, it is necessary to allow suitably vetted educational and healthcare officials to access to your child's records. This may happen during OfSTED Inspections; when officials come to advise us on a particular matter pertaining to a child; between The Kenn Primary School and The Kennford Playbox Playleader as part of the transition process of children leaving the Playbox to attend school; health-care professionals; and to aid children's progress toward the Early Years Foundation Stage by sharing information with your child's other settings e.g. childminder or nursery in order to further your child's developmental needs.

The Early Years Foundations lays down an expectation that we will share information with other settings and practitioners that your child attends. We may produce summative reports that can be shared, or need to contact them in order to resolved shared funding issues; or share information in order to help understand a learning difficulty or behavioural trait.

As a matter of courtesy, we would like to ask you for your permission for these processes to happen.

Signed.....

Date.....

### Data Protection

We need your permission to use the data you have given on this form, and other data & photos gathered, during the general operation of the Pre-school.

E.g.

Providing a named pouch for your newsletters;

Using information regards your child's age, to work out your invoice and claim funding on your behalf;

Using your child's name in displays of artwork, on the notice board etc.

Informing your child's attainment records.

Signed.....

Dated.....

### Face Painting

From time to time, we make learning fun by including face painting activities e.g. to change our facial appearances during dressing up; painting whiskers on; or, during party times – as we are unable to apply anything to your child's skin without your prior permission, and to avoid a situation where your child might not be able to participate, we now ask for your permission to apply face paints when the occasion arises.

Signed.....

Dated.....

## Parent Photograph & Video Permission Form

Child's Name:.....

Please indicate below by circling Yes or No if you are happy for your child's photograph to be used in the following ways  
Are you happy for The Kennford Playbox to take photographs of your child when participating in preschool activities?

- As a valuable tool for observation: Photographs are taken of your child to put in your child's records documenting and celebrating their achievements; as a tool for your child's transition to another setting and in the preschool's newsletter; prospectus (welcome booklet); displays and bulletin board.** (Photographs are only kept and used on setting-owned systems. The un-named photographs are held on the office computer on a password protected system and file. Any photograph taken that inadvertently shows a child in a compromising light will immediately be deleted. Photographs will not be kept any longer than is necessary and deleted 5 years after being taken (latest date). Care will be taken that only photographs that show children in a positive light will be shown. At no time will information accompany a picture that would enable a child to be identified by any unknown adult.) Yes/No
- As a record of a preschool trip outside of the setting and other public events e.g. nativity play or sports day** (Parent's and friends often wish to take images of their children at the nativity play; sports day or other celebratory activities. Courtesy and good manners require that those doing so ask for permission; use their cameras with consideration and confine their photography to the relevant event; that they understand that whilst it is permissible under the Data Protection Act 1998 to take photographs and hold them for personal use, publication of such images may be unlawful. Photographs SHOULD NOT be uploaded and shared on public networking sites such as "Facebook". That it may be necessary to restrict the use of cameras as some plays or concerts are subject to copyright and performing rights restrictions) Yes/No
- Kennford Playbox Advertising (website & local news sheets – Haldon Views; Fisherman's Friend); celebrations of achievements (e.g. Ofsted Outstanding; Preschool of the Year) and as a slideshow on the IWB for events like parent's evening or for children's interest** (only un-named photographs will be used. Photographs will be deleted from temporary folders on IWB computer, after use) Yes/No
- In the media (TV or Newspaper). This may mean that your child's Photograph and Name may appear in print.** (The Kennford Playbox staff will usually ask you for your permission for each event, ESPECIALLY IF YOUR CHILD'S NAME IS TO APPEAR IN PRINT – although these events aren't always foreseeable!) Yes/No
- Outside Photographers taking photographs of your child/ren, within the setting, for you to purchase.** (The photographer will be asked to sign a declaration stating that they will take measures to safeguard any photographs of your child in their possession; that they will only be used for the purposes envisaged & stated; that they will re-seek additional permission should they like to use a photograph for any other purpose) Yes/No
- Recorded on video equipment** – (The Kennford Playbox has been given especially child-designed videoing equipment for the children's use. Any images taken by children will be viewed ONLY by setting staff, children and possibly other childcare early years' professionals for educational purposes, and deleted as soon as they are no longer required) Yes/No
- On the preschool website** (we would endeavour that the child's identity would be protected. We rarely publish a child's name on the website and only use photographs carefully chosen that illustrate children playing WITHIN activities (example: back of head/partial facial shots)) Yes/No
- Fundraising - images of individual or groups of children may be published by The Kennford Playbox and sold to parents as a fundraising activity** (any photograph that is purchased should only be used as above (for personal, family use only) This may mean that your child's picture may appear in other children's pictures.) Yes/No

**I understand that my decision on whether to give consent will remain valid throughout my child's time at The Kennford Playbox and for three year after they leave (depending on the document) unless I have notified the preschool to the contrary. The consent will automatically expire after this time.**

I promise that if I, or members of my family take photographs or video recordings of any school event that these will be kept for family use only; that any pictures showing an individual or group in an unfavourable light will be deleted immediately and not used in any way; that I will not upload images of The Playbox children onto the internet; I will NOT profit from a photograph taken in any way

Signed (parent/carer).....

Date.....

### Short Outings:

Child's Name

Short Outings: As part of the Early Years Foundation Stage we occasionally take children for short outings to The Kenn Centre and/or its surroundings. Examples: We occasionally attend events like the Kenn School Nativity at the Kenn Centre; or walk around the Kenn Centre on a leaf or bug hunt; We occasionally use the empty car park for parachute activities. An individual risk assessment is carried out for these eventualities.

I give my consent to my child participating in short outings

Signed (parent/carer).....

Date.....

### Further Information:

#### Sessions

Please indicate which session(s) you would prefer your child to attend the Kennford Playbox  
*Minimum of 2 sessions required*

Day	Breakfast 8.15am until 9.15am	Morning (AM) 9.15 am until 12.45pm	Afternoon (PM) 12.45pm until 3.15pm
Monday	N/A		
Tuesday			
Wednesday	N/A		
Thursday			
Friday	N/A		

We are always looking towards further expansion – opening breakfast clubs; after school provision, holiday clubs etc– please let us know if you would be interested in any of these – or, have you any suggestions?

#### Toileting Requirements

We recognise that some children may not be completely “dry” when they start at The Kennford Playbox. Please let us know what your child toileting requirements are – and talk over any concerns that you may have with a staff member.

#### Does your child have any contact with other professionals?

Please tell us if your child has any behaviour, healthcare, special educational needs or disability, or other reason that other professionals are involved with your child?

Please tell us about ANY professionals currently involved with your child (you can speak confidentially to the preschool manager)

Agency: Name of contact: Phone Number Mobile Number	Agency: Name of contact: Phone Number Mobile Number
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**Other Care Settings?**

Please give details of any other early years settings that your child has attended in the past?

Is your setting currently attending another setting at present Yes/No

Will your child be attending this setting in conjunction with The Kennford Playbox? (you are able to split your child's 15-hours early years educational funding/2gether funding between two settings) YES/NO

Please give us the other settings details here: this is to aid us in contacting them for sharing information (explained previously)

<b>Name of Setting/Childminder or setting</b>	
<b>Name of Manager/Group Leader</b>	
<b>Address:</b>	
<b>Telephone Contact Number</b>	
<b>Key Person/Worker</b>	

<b>Name of Setting/Childminder or setting</b>	
<b>Name of Manager/Group Leader</b>	
<b>Address:</b>	
<b>Telephone Contact Number</b>	
<b>Key Person/Worker</b>	

### Kennford Playbox Committee

The Kennford Playbox is a registered charity run by parents and carers for the benefit of the children attending the group. It is a community pre-school.

It is extremely important that parents and carers of children attending The Playbox understand that the Playbox can ONLY continue if a valid committee is elected each year in September.

The parents and carers of the children attending the Kennford Playbox and Kenn Valley Tots are automatically members of the group and have a right to attend the annual AGM and vote. Parents have the right to serve on the committee which is elected annually in September. Members serve 1 year at a time. Members can serve as committee members or more proactively as an officer.

Would you be willing to consider becoming a committee member and help run The Playbox? Yes/No  
 Do you require more information? Yes/No

For future advertising efforts: How did you find out about The Kennford Playbox?



## Register Emergency Contact Form

for (Child's Name).....D.O.B.....

Completed.....

NB: Please remember to keep your contact details up to date.

<p><b>Name of parent/s or guardian/s with which the child lives</b> (Please give your daytime details)</p> <p><b>Name Parent 1</b>.....</p> <p><b>Home</b> Telephone No.....</p> <p>Mobile No.....</p> <p>Email.....</p> <p>Emergency Numbers</p> <p><b>Work</b> Telephone No.....</p> <p>Other.....</p>	<p><b>Name Parent 2</b></p> <p>.....</p> <p>Home Telephone No.....</p> <p>Mobile No.....</p> <p>Email.....</p> <p>Emergency Numbers</p> <p><b>Work</b> Telephone No.....</p> <p>Other.....</p>
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**Regular Carers' & Emergency Contacts**

Please tell us if someone, other than yourself will be collecting your child on a regular basis e.g. child minder, grandparent etc.

<p>Emergency &amp; Regular Carer Contact 1</p> <p>Name</p> <p>Relationship to child</p> <p>Phone Number</p> <p>Mobile Number</p>	<p>Emergency &amp; Regular Carer Contact 2</p> <p>Name</p> <p>Relationship to child</p> <p>Phone Number</p> <p>Mobile Number</p>
<p>Emergency Contact 3</p> <p>Name</p> <p>Relationship to child</p> <p>Phone Number</p> <p>Mobile Number</p>	<p>Emergency Contact 4</p> <p>Name</p> <p>Relationship to child</p> <p>Phone Number</p> <p>Mobile Number</p>

**PLEASE NOTE: No child will be released to an unauthorized person. Please notify us of any changes.**

**Further Allergy Information**

Type of allergy?

What are the symptoms ie. hives, sickness?

What needs to be done?

Signed (parent/carer)..... Date.....

**Please use this space (and more sheets if needed)**

**For any further information you feel it is important we have about your child**



**Uniform**

## Suitable clothing for daily preschool wear.

Dear Parents

We have recently restocked our uniform. Whilst the wearing of The Kennford Playbox's do recommend that your child wear something robust and washes well.

Your child will have access to a lot of really messy preschool, including gardening; splatter painting; cooking; water etc. which inevitably means that covered in something in spite of wearing coveralls.

(Children will be children) Whilst the materials the chosen carefully and shouldn't mark or that's not guaranteed....so if your child has to keep nice, then don't send them to preschool in

The uniform that we provide has been chosen following criteria:

- **Comfort**
  - Easy to wear
- **Safety**
  - T-shirt has capped sleeves to protect children's shoulders from sunburn.
  - Legionnaires cap has a long flap of material to protect your child's neck from sunburn.
  - Sweatshirt is warm enough for spring-autumn outside wear
- **Close Fitting**
  - Minimises children's clothing impeding movement whilst climbing or balancing.
- **Robust**
  - Hard wearing
  - Book bag has been chosen to withstand the rigors of young children!
- **Wash ability**
  - Easy Care
  - Stain resistant

Please order without delay...as only limited bigger sizes are being held.

### Children's footwear for preschool.

Boots, Flip-flops and crocs are a health and safety risk...they are not designed to run around, climb or balance in. So many accidents have been caused as a direct result of wearing these that we ask you to avoid sending your child to preschool in these types of footwear.

Wearing **well fitted, new** canvas or leather shoes is best. If your child is wearing hand-me-downs, please ensure that those shoes have plenty of wear left in them (e.g. the heel isn't showing signs of wear) and that they are the right size to fit your child's feet (not too big or too small)

### Sun-care

You will need to apply sun cream BEFORE your child comes to preschool, as it takes an hour or two to activate properly and offer the right level of sun-protection. We will reapply as required. Your child will need to wear clothing that protects them from the sun - capped sleeved T-shirts and hats.



uniform is optional, we similar, that is both

activities whilst at the printing; clay; gloop; your child will get protective aprons and

children use are permanently stain, clothing that you want it.

carefully to meet the

Michele and Dawn

## UNIFORM ORDER FORM

# 2012

NAME.....

DATE.....

Number Required	Item	Colour Options	Price (correct as at February 2012) TICK	Some 2 <sup>nd</sup> Hand uniform available Mainly 3-4 years old.
	<b>T-shirt</b> (please circle requirement) Size 3-4 Size 5-6 (limited supply)	Royal Blue	£4.50	£2.00
	<b>Sweatshirt</b> (please circle requirement) Size 2-3 Size 3-4 Size 5-6 (limited supply)	Royal Blue Burgundy (limited) (please circle requirement)	£7.80	£4.00
	<b>Sun Hat</b> (one size) (Legionnaire Style)	Royal Blue	£4.70	£2.50
	<b>Book Bag</b>	Royal Blue	£5.50	£3.00
	<b>TOTAL</b>			

Payment by cash or cheque made payable to The Kennford Playbox. Alternatively you can transfer directly into our bank account: Barclays Bank: Account Number: 83890074: Sort Code: 20-30-47

- Cheque/Cash enclosed  
 Bank Transfer.....date of transfer.....

Signed.....



## Kennford Playbox Agreement Of Timetable & Charges

(reviewed 2012)

Provision	Availability	Rate	Effective Date	Payment Terms
<b>Normal Session</b> ALL Hours NOT covered by EYE funding	Mondays to Fridays (inclusive) 9.15am – 12.45am (to include lunch period – packed lunch to be supplied by parents/carer) 12.45pm - 3.15pm	£3.62/hour Or Equivalent to Early Year's Funding.	01 April 2010 (set by DCC)	Payable half-termly in advance
<b>Normal Session</b> 2 1/2 year – 3 year old <b>NOT</b> eligible for government funding	Mondays to Fridays (inclusive) 9.15am – 12.45am (to include lunch period – packed lunch to be supplied by parents/carer) 12.45pm - 3.15pm	£3.62/hour Or Equivalent to Early Year's Funding 5% (discounted 2 <sup>nd</sup> child rate: when 2 siblings paying non-EYE funded rate attend preschool )	01 September 2010	Payable half-termly in advance
<b>Normal Session</b> 2 – 2 ½ years 1 <sup>st</sup> term settling rate. <b>NOT</b> eligible for government funding	Mondays to Fridays (inclusive) 9.15am – 12.45am (to include lunch period – packed lunch to be supplied by parents/carer) Mon/Tues/Wed afternoons 12.45pm - 3.15pm	£3.75/hour (subsidised Playbox rate) 5% (discounted 2 <sup>nd</sup> child rate: when 2 siblings paying non-EYE funded rate attend preschool )	01 September 2010	Payable half-termly in advance
<b>Normal Session</b> 2 year old claiming 2gether funding (ALL Hours NOT covered by EYE funding)	Mondays to Fridays (inclusive) 9.15am – 12.45am (to include lunch period – packed lunch to be supplied by parents/carer) Mon/Tues/Wed afternoons 12.45pm - 3.15pm	£4.95/hour Or equivalent early years rate for "un-funded" extra hours.	01 September 2012	Payable half-termly in advance
<b>Breakfast Club</b> All children (can be covered by EYEF)	Tuesday and Thursday Mornings 8.15 until 9.15	Normal funding rate per one hour Plus 88p (for breakfast)	01 September 2013	Payable half-termly in advance.

**Fees are charged, in advance**, for each session your child has been registered at the beginning of term – whether they are present or not. We are unable to offer either refunds or substitute sessions in lieu of those unattended due to illness or holiday taken as we incur substantial costs in meeting the laws, rules and regulations with regards to staff: child ratios for the expected attendance, whether a child is present or not.

**No refunds are given, as we are unable to refund fees to any child in receipt of government funding.** Please note that The Kennford Playbox does not accept liability to refund or give parents additional hours to replace any lost as a result of "Acts of God" – closures due to weather conditions or sickness. Any decision to do otherwise is made by the management committee on a case by case basis as often there are additional costs incurred by the group.

**To enable effective planning, Kennford Playbox requires a minimum notice period of 6 weeks for any changes** (increase/decrease/change in days) to weekly sessions you may have for your child, although we will endeavour to accommodate any requests for additional sessions or change in days as soon as possible if operationally possible. If child is withdrawn without notice then a charge may be incurred in lieu of notice.

The Kennford Playbox **reserves the right to increase fees**...the fees for children eligible for government funding is set by the government. The heavily subsidised younger children's fees are set by the preschool committee. We will endeavour to give 6 weeks notice of any changes before any price increase.

**Currently children can access 15 hours of government funding**, for 38 weeks a year, from the term AFTER their 3rd birthday additional hours used will be charged at the EY Funding Rate. Please Note: you can split your 15 hours funding between two settings...but it is subject to a 2.5

hour minimum and a 12 hour maximum usage amounts. Parents wanting to use JUST their 15 hour entitlement (avoiding billing) will be given options to collect children ½ hour earlier (providing time child is at the preschool remains 2.5 hours or more)  
**As from September 2012, The Kennford Playbox is able to offer “2gether funding” to some 2-year-olds.** This funding is allocated by Sure Start Centres to low income families, generally, with additional family needs (the requirements are changing all the time, so it is well worth checking whether you and your child meet the requirements of this scheme).

Claims for early years education funding are submitted to Devon County Council at the start of each term and cannot be amended during the term. If, however, a parent wishes to increase sessions for their child during a term and this can sometimes be accommodated by Kennford Playbox. The additional sessions will be subject to a charge.

**It is the responsibility of parents/guardians** to ensure that a child attends EYE funding sessions regularly and **that any absences are reported to Kennford Playbox and supported by a written absence note.** If a child fails to attend on a regular basis and meet the minimum attendance criteria (authorised absences excluded), Devon County Council will seek repayment of funding from the provider (Kennford Playbox) who in turn will seek reimbursement from the parent/guardian in accordance with the declaration signed by the parent/guardian on the Children’s Information Form (CIF).

**Please contact us if there are any funding issues.** Both the billing process and Early Years Funding System are complex, and we occasionally make mistakes; we are happy to look into any inconsistencies and settle these mutually.

**Please contact us if you are struggling financially to settle your Preschool Account –** We are understanding. There are a range of systems (both government and setting initiatives) that we can explore which may help paying become more manageable.

**Payment of Bills**

Payment by cash or cheque made payable to The Kennford Playbox. Banking details as per our invoices.

We can accommodate parents who wish to pay each week or every month and adapt a payment plan to your individual needs. Please just ask Michele or myself to arrange this for you.

You can also pay fees through your employer by using the Computershare/Busy Bee Scheme. Please speak to your employer about this method or contact the helpline on 0845 002 1111 or [www.computershare.com](http://www.computershare.com) (we may be able to register for other similar schemes that your workplace use – please ask)

If you’re in receipt of Child Tax Credit or Working Tax Credit you can claim up to 80% back off your childcare just call 0845 300 3900. You will need to give the Kennford Playbox name and address and Ofsted registered number EY366991

**I understand and agree to abide by the terms and conditions:**

- **Fees are payable 1/2 termly** (weekly & monthly amounts can be arranged)
- **That my child needs to be picked up on time.** If you have been delayed, please notify us as soon as possible as there may not be staff to look after your child (please see Non-collection of children policy) Also if your child is not picked up on time, a late fee will be incurred of £5 every 15 minutes or part thereof.
- **If your child becomes sick while at pre-school the preschool will contact YOU, OR ONE of the other emergency contact numbers, so arrangements can be made for your child to be collected.**
- **The preschool makes observations, assessments and uses photographs to record children’s progress in learning.** Please feel free to view your child’s record of achievement folder at anytime.
- **The pre-school has a range of policies** that ensure our service is high quality and complies with our legal requirements. These include policies relating to Safeguarding: health & safety & child protection. Digital copies are available on request.

**Signed.....**

**Dated.....**

If you have any further queries, please ask to speak to Michele Berry or Dawn Westcott

Thank you for choosing The Kennford Playbox as your child’s early years’ provider.



The Kennford Playbox  
The Kenn Centre  
Kennford  
EXETER  
Devon  
EX6 7UE  
Telephone: 07745 116486

The Kenn Centre  
 Kennford  
 EXETER  
 Devon  
 EX6 7UE.

Charity No. 1034100  
 OfSTED EY 366991  
 www.kennfordplaybox.co.uk

Telephone: 07745 116486

Date:.....

Dear Parent/Carer,

Re:

We would like to take this opportunity to welcome you and your child to The Kennford Playbox. We hope that your child will enjoy their time with us.

The Kennford Playbox is a community pre-school. It offers a stepping-stone between home and school. Parent's and Carers are welcome to visit or stay for as long as they feel is needed in order to support their children

I would like to invite you to up-to two taster sessions

on.....&.....Please ring us to arrange your visits (07745 116486). During your visits we will complete the pre-registration process with you and ensure that all the paperwork we require has been completed. Please bring your child's birth certificate or passport with 2 photocopies to your initial visit so that I can complete his/her application for government funding.

.....will start pre-school on .....(date)

Please don't forget ..... packed lunch. He/She will also need a small book bag. Some people use their bookstart pack bag. You can purchase a book-bag from the preschool, or alternatively use any suitable bag that you have at home. We will sort out any uniform requests during your welcome registration.

We confirm that your child is expected to attend the following sessions

Day	Breakfast Club 8.15 am until 9.15am	Morning (AM) 9.15 am until 12.45pm	Afternoon (PM) 12.45pm until 3.15pm
Monday	-		
Tuesday			
Wednesday	-		
Thursday			
Friday	-		

Up to 15 hours/week (approximately) of government funding is available for every child eligible for either 3-4 year old or 2gether funding (for 2 year olds). We need a copy of your child's birth certificate or other proof of birth (and 2 copies) to apply for funding. You cannot bank unused hours. If you don't use them; you lose them.

Based on the hours indicated above, you will be using .....funded hours during The..... Term.....201....

Please note that if your child is absent, the Playbox must be informed. Continued unreported absence will lead to your child losing their entitlement to funding, and their place at preschool. If this happens your will be billed for any shortfall we subsequently suffer in funding. You can notify the preschool by writing a note or using a pro-forma absence note available in the lobby.

You are required to give 6 weeks' notice prior to withdrawing your child from any hours booked at preschool. We can sometimes accommodate changes and enquiries for extra hours but, these requests are subject to space being available at the preschool and the adult: child ratios needed.

The Playbox is reliant on the support of Parents and Carers, past, present and future, of the children attending, taking an active role to aid its' continuity – There are a variety of different ways in which to actively support the group – from being elected Chairperson of the committee, to volunteering to help out. Something for everyone! Please let us know if you are interested in volunteering in anyway at The Kennford Playbox.

..... key-worker will be ..... Your child will be supported by all the members of staff at the preschool so if their individual key-worker isn't available then please ask another staff member to assist you. Traditionally all the children are given an alliterative animal as an initial aid to recognise their name and processions. Your child's animal will be.....

Furthermore, whilst we currently have some gremlins affecting our website (which will hopefully be ironed out soon) it is worth logging onto the website at [www.kennfordplaybox.co.uk](http://www.kennfordplaybox.co.uk) and checking it out and familiarising yourself with the resources currently available (we are adding to it all the time). You can sign up to receive our blogs by email (press the blog tab, scroll to the bottom of the page and choose "the subscribe to posts" option).

In an emergency (e.g. during snowy weather days) we use our blogging capacity and website, to keep you up-to-date of possible closures. It's important to understand that there is a time delay between the time a new blog is uploaded to the internet and an email produced, so in emergency situations you would need to check the blog-site itself, accessible from our website for up-to-date news.

We look forward to welcoming you on your first day of term.

Please do not hesitate to contact me if you have any further questions.

Yours sincerely

Michele Berry  
Manager.

