



Dorchester Preschool

Application Form & Parent Contract

Address: Manor Farm Road, Dorchester on Thames, OX10 7HR

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Ofsted URN: 134311

Data Protection (GDPR) Notice

In accordance with the General Data Protection Regulation (GDPR), we process your personal data based on:

1. **Consent:** You give us clear consent to process your data for the purposes of childcare.
2. **Legal Obligation:** To comply with the Early Years Foundation Stage (EYFS) Statutory Framework (3.72).
3. **Vital Interests:** To protect the life and health of the child in an emergency. *Note: Consent for optional data (such as marketing photos) can be withdrawn at any time.*

Dorchester Preschool Application Form

*This agreement sets out the terms and conditions upon which **Dorchester Preschool** (referred to as "we," "us," or "our") provides childcare services to the **Parent(s)/Guardian(s)** (referred to as "you").*

By signing this form, you confirm you have legal parental responsibility for the child. To complete the registration and process funding, a copy of the child's birth certificate or passport must be provided with this application for age and identity verification. Please submit these documents alongside this completed application form.

Child's Details	
Full Name:	Address:
Date of birth (dd/mm/yyyy):	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Rather not state <input type="checkbox"/>
Religion:	Ethic Origin:
Language spoken at home:	Second language:
Previous settings attended:	

Parent / Guardian Information	
Parent/Guardian (1) Title and Name:	Address including Postcode:
Home telephone number:	Work telephone number:
Mobile telephone number:	Email:
Occupation:	Legal Guardian? Yes <input type="checkbox"/> No <input type="checkbox"/>
Parent/Guardian (2) Title and Name:	Address including Postcode: (if different)
Home telephone number:	Work telephone number:
Mobile telephone number:	Email:
Occupation:	Legal Guardian? Yes <input type="checkbox"/> No <input type="checkbox"/>

Emergency Contacts & Authorised Collection

Please provide two contacts other than parents who are authorized to collect your child.

Contact 1 Title and Name:	Relationship to child:
Address:	Home telephone number:
	Mobile telephone number:
Password known only to parents, Preschool and authorised persons collecting:	Work telephone number:
Contact 2 Title and Name:	Relationship to child:
Address:	Home telephone number:
	Mobile telephone number:
Password known only to parents, Preschool and authorised persons collecting:	Work telephone number:

Medical & Healthcare Details

Doctor name & surgery:	Telephone number:
Immunisations up to date? Yes [] No []	Dates:
Dentist name & Surgery:	Telephone number:
Health visitor:	Telephone number:
Social worker:	Telephone number:
Special Dietary Needs / Food Allergies:	
Medical Conditions & Treatment:	
Special Educational Needs (SEN) / EHCP:	
Other Specialists Involved (Speech therapist/Occupational Therapist):	

Session Requirements

Desired Start Term: Autumn (Sept) [] Spring (Jan) [] Summer (April) Year: 20____

Please complete below when you would like your child to attend preschool. Once your application has been received we will try to accommodate your first preferences but if this is not possible an alternative will be offered.

	AM (9-12pm)	Lunch (12-1pm)	PM (1-3pm)	Day (9-3pm)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Funding Information

Universal 15 Hours Funding (3-4 year olds): Automatic the term after the 3rd birthday, no code is needed.

Working Parent Funding Eligibility (2, 3, or 4 Year Olds): Starts the term after your child turns the relevant age.

Do both parents work 16+ hours and earn under £100k? Yes [] No []

Does your partner work 16 hours or more per week and earn less than £100,000? Yes [] No []

If you have answered yes, please visit <https://www.gov.uk/apply-free-childcare-if-youre-working> to apply for an 11-digit funding code, complete the Parent Declaration Form and re-confirm your code every 3 months.

11-digit code: -----

Parents NI Number: -----

Parent Date of Birth (dd/mm/yyyy): __/__/----

EYPP / 2-Year-Old Benefit-Led Funding: Funding starts from when your child turns 2.

Some families who claim benefits of 2-year-olds are eligible for 15 hours of funded early years provision if their parents meet the eligibility criteria below. If you believe that your child may qualify for the EYPP please complete this section. Please apply for a code via

<https://myparentportal.oxfordshire.gov.uk/web/portal/pages/parents/freechildcare>, complete the Parent Declaration Form, and re-confirm every 3 months.

You are eligible if your family gets one of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999

Funding Information

- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit (provided they have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.)
- The child has been in local-authority care for one day or more in England or Wales
- The child has left care under a special guardianship order, child arrangements order or adoption order

EYPP Code: ___ - ____ - ____

NI Number: _____

Parent Date of Birth (dd/mm/yyyy): __/__/____

Disability Access Fund (DAF): Is your child in receipt of DLA? Yes [] No []

Your child's early years provider could get £828 or more per year to help with their education and support. This will be paid direct to your early years provider. You can apply to get disability access funding if your child is aged 3 or 4 and you're receiving both:

- 15 hours free childcare - you do not need to use all of your hours to be eligible
- Disability living allowance for children

To apply for disability access funding speak to your childcare provider.

Permissions & Consents

- **Health:**
 - Screening for language & development Yes [] No []
 - Nappy changes (if applicable) Yes [] No []
 - Clothing change following accident Yes [] No []
 - Applying sun cream (cream to be supplied by parent) Yes [] No []
 - Use of plasters Yes [] No []
 - Face paint Yes [] No []
- **Activities:**
 - Cooking activities Yes [] No []
 - Outdoor equipment Yes [] No []
 - Willow Garden area Yes [] No []
 - Educational internet use (with adult support) Yes [] No []
 - Local outings/walks Yes [] No []
- **Media/Photographs:**
 - Displayed on Website Yes [] No []
 - Social Media Yes [] No []
 - Local Paper Yes [] No []
 - In-setting Displays Yes [] No []
 - Online Learning Journal Yes [] No []
 - Advertising/Brochures Yes [] No []
 - Video footage (nursery use only) Yes [] No []

Permissions & Consents

- **Emergency:**

- Permission for a staff member to take my child to A&E and authorize treatment if parents cannot be reached. Parents would be informed by a message left on their phone. Only to be used in an emergency if no other contacts can be reached. Yes No

Terms, Conditions & Agreement

This contract governs the childcare services provided by Dorchester Preschool to the undersigned.

- **Proof of Identity:** We must see and photocopy the child's birth certificate or passport to confirm age and parental responsibility.
- **Deposit:** A £25 deposit is required to secure the place (Non-refundable upon cancellation).
- **Notice Period:** One full term's written notice is required to cancel a place or reduce hours.
- **Fees:** Invoices are payable in advance by the 1st of the month.
- **Late Collection:** Fees of £10 per 15 minutes apply. Safeguarding procedures initiate after 30 minutes of no contact.

Parent/Guardian Signature: _____

Parent/Guardian Name: _____

Date(dd/mm/yyyy): __ / __ / ____

Signed on behalf of all those with parental responsibility.

OFFICE USE ONLY

Birth Certificate/Passport Copied (please circle)

Manager Signature: _____

Manager Name: _____

Agreement Start Date: __ / __ / ____

TERMS AND CONDITIONS

1. Enrollment and Securing a Place

1.1 **Deposit:** A deposit of **£25.00** is required to secure your child's place. Upon receipt of this application, an invoice will be issued and is due within 7 days to maintain the offered space; please note that the space is not reserved until the deposit has been paid in full.

- **For Fee-Paying Places:** The deposit will be credited toward your first invoice.
- **For Fully Funded Places:** The deposit will be refunded during your child's first term of attendance.
- **Cancellations:** If you choose to cancel your child's space at any time prior to their start date, the deposit is strictly non-refundable.

2. Notice Period and Changes to Hours

2.1 **Notice Duration:** A minimum of **one full term's written notice** is required to cancel a child's place or permanently reduce booked hours. Notice must be submitted in writing no later than the final day of the term preceding the change. Term dates are below.

Autumn Term: Sept 1 – Dec 31 **Spring Term:** Jan 1 – March 31 **Summer Term:** April 1 – Aug 31

2.2 **Liability:** During the notice period, all applicable fees and allocated funding remain due and payable in full, regardless of the child's attendance and remain the responsibility of the parent/guardian.

3. Fees and Payment Terms

3.1 **Invoicing:** Invoices are issued at the beginning of each half term, all fees must be settled in full within 14 days.

3.2 **Arrears:** Payments received after the due date will incur a late administration fee of **£10 per 7 days it remains unpaid**. We reserve the right to suspend a child's place if fees remain unpaid for more than 14 days.

3.4 **Absences:** Fees are calculated based on the reserved space. No refunds or credits are given for absences due to illness, family holidays, or emergency closures (e.g., extreme weather).

4. Government Funding & Consumables

4.1 **Entitlement:** We offer 15/30 hours of government-funded childcare for eligible children. Parents are responsible for ensuring their eligibility codes are renewed and submitted on time. If codes are not renewed on time and funding is withdrawn, we reserve the right to suspend a child's place until funding has been renewed and approved by the council.

4.2 **Consumables Fee:** While the "education" element is funded, we reserve the right to charge a "Consumables Fee" for items not covered by government funding (e.g., snacks, meals, craft materials, nappies) when applicable.

5. Arrival and Collection

5.1 **Punctuality:** Parents must adhere to the agreed start and finish times.

5.2 **Late Collection:** A late collection fee of **£10** per 15-minute increment will be charged if a child is not collected by the end of their session.

5.3 **Uncollected Procedure:** If a child remains uncollected for **30 minutes** beyond their session end time and the Preschool has received no communication regarding the delay, the child will be officially classified as "uncollected." In this event, we are bound by law to initiate our **Safeguarding and Child Protection Policy**, which may include contacting the relevant Safeguarding authorities to ensure the child's safety.

5.4 Authorised Persons: Children will only be released to parents or individuals named on the registration form. A pre-agreed "password" system is required for any emergency collections by third parties.

6. Health and Welfare

6.1 Illness: Children suffering from infectious diseases, or those who have had diarrhea or vomiting, must remain at home for **48 hours** after the last symptom.

6.2 Emergency Treatment: By signing this contract, parents grant permission for staff to administer basic first aid or seek emergency medical care if required.

7. Termination of Contract

7.1 Provider Termination: The Preschool reserves the right to terminate this agreement with immediate effect if:

- Fees remain unpaid.
- The parent/guardian displays abusive or threatening behavior toward staff.
- The Preschool determines that it can no longer meet the specific needs of the child.

8. Safeguarding and Child Protection

8.1 Duty of Care: The Preschool has a statutory duty to report any concerns regarding a child's safety or well-being to the relevant Local Authority Children's Social Care services.

8.2 Confidentiality: While we respect family privacy, the welfare of the child is paramount. We may share information with external agencies (such as Health Visitors or Social Workers) without parental consent if we believe a child is at risk of harm.

8.3 Mobile Phone Policy: To protect all children, parents and visitors are strictly prohibited from using personal mobile phones or personal cameras while on the preschool premises or during outings.

9. Photography and Digital Images

9.1 Educational Recording: We use photography and video to record your child's learning journey and developmental milestones. These images are stored securely in your child's personal folder

9.2 Marketing Consent: We will only use images of your child for promotional purposes (such as the Preschool website, social media, or brochures) if you have provided explicit written consent on the registration form.

9.3 Withdrawal of Consent: Parents have the right to withdraw or change their photography preferences at any time by submitting a request in writing.

9.4 Social Media Etiquette: Parents are requested not to post photos of other people's children taken at Preschool events (e.g., Nativity plays or sports days) on public social media platforms.

Declaration & Agreement I/We, the undersigned, have read and understood the Terms and Conditions set out above. I/We agree to be bound by these terms throughout my child's enrollment at the Preschool.

Parent/Guardian Name(s): _____

Signature(s): _____

Date: (dd/mm/yyyy) __ / __ / ____

All personal data is processed in accordance with the General Data Protection Regulation (GDPR). Our full Privacy Notice is available upon request.