



Suite 2  
The Oast House,  
62, Bell Road,  
Sittingbourne,  
Kent ME10 4HE  
Tel: 01795-550009  
**APPLICATION FORM**

Full Name of Child.....

Address of Child .....

..... Post Code.....

Date of Birth..... Gender.....

Make of car.....Car Reg.....Colour of car.....

**Parents &/Guardians.**

Name of Main Carer.....

Address (if different from above).....

Contact details: Home.....Work..... Mobile.....

E-Mail: .....

Fathers Details(name and phone number).....

Name, address and telephone numbers of other persons to contact if Parents/  
Guardians are unavailable (include relationship to child):

1 Name.....Tele.....Address.....

2 Name.....Tele.....Address.....

Language Spoken at Home & Religion.....

**Ethnicity: Please tick one**

**White- British**

Irish.....  
Traveller of Irish Heritage.....  
Gypsy/Roma.....

**Mixed- White and Black Caribbean**

White and Black African.....  
White and Asian .....  
Any other mixed background.....

**Asian or Asian British**

Indian.....  
Pakistani.....  
Bangladeshi  
Any other Asian Background.....  
**Any other ethnic background**  
.....

**Black or Black British**

Caribbean.....  
Africa.....

**Chinese**

Chinese.....

Any other Black background.....

**State any illnesses your child has had including:**

**Measles..... Whooping Cough..... Asthma.....**

**Mumps..... Chicken Pox..... Hepatitis.....**

**Scarlet Fever..... Rheumatic Fever..... Other.....**

**Is your child on medication? If yes, please state what and for what reason?**

.....

**Has your child been in hospital? If yes, when and for what reason.....**

.....

**Any known allergies / Dietary Requirements Yes / No**

**If yes please give details.....**

**Is your child's vaccinations up to date: yes / no**

**Does your child have any special needs? If so please give details.....**

.....

**Does your child have any Health requirements.....**

.....

**Name, address and telephone no, of family doctor.....**

.....

**Health Visitor and Contact Number.....**

**Any other information you think we might find useful? .....**

.....

**I Do / I Do not give Little Treasures Kindergarten staff permission to use photographs of my child for publicity purposes.**

**I Do / I Do not give consent to my child having his/her hair inspected.**

**I agree to my child attending the above Kindergarten and that I have read the contract and agree to abide by the terms therein.**

**I Do/ I Do not give the Kindergarten staff permission to apply sun cream on my child.**

**I have read and agree to Privacy Notice.**

**I agree that should my child be absent I will still pay the fees due.**

**I give/ I do not give permission for the staff to take my child on short walks.**

**I agree / I disagree should the necessity arise, to the Person in Charge giving consent on my behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given. I give permission for the staff to apply a plaster, if necessary. If any allergies to plasters please let a member of staff know.**

**To be signed by Parent/Guardian.....**

**If you do not wish to sign this statement please state procedures you wish us to follow.**

.....

**Signature..... Date..... (Parent/Guardian)**

**Where did you hear about the Kindergarten.....**

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**FOR OFFICE USE ONLY:**

	MON	TUES	WEDS	THUR	FRI
9AM-12 PM.					
12.30PM- 3PM					
9AM.- 3PM.					

**Start Date.....**

**Birth Certificate Number.....**

Little Treasures



Kindergarten

*This contract is made between the parent(s)/guardians:*

\_\_\_\_\_ *name of parent(s)*  
\_\_\_\_\_ *address of parents(s)*  
\_\_\_\_\_

*and Little Treasures Kindergarten Ltd for the care of the following children:*

\_\_\_\_\_ *child's name and date of birth*

*The payment for care shall be £6.50 per hour  
and reflects a schedule as follows:*

*Arrival time 9am and pick up time 12.00pm for morning sessions*

*Arrival time 12.30pm and pick up time 3pm afternoon sessions*

*Arrival time 9am and pick up time 3pm for all day sessions*

*on the following days:*

*Monday\_\_ Tuesday\_\_ Wednesday\_\_ Thursday\_\_ Friday\_\_*

*The above times and days are not flexible.*

*If a parent is going to be late picking up the child, every effort must be made to contact the provider. A late pick-up fee of £5.00 for every 15 minutes you are late will be charged.*

*Payment is due to the provider in advance of care. Accepted methods of payment include cash, Childcare vouchers or by BAC's.*

**Our Bank is Santander**

**Sort code 09-01-28**

**Account number 22418457**

**Please put your Child's name as reference**

*We no longer accept cheques.*

*If a payment is not made on time your child will lose their space at the Kindergarten. And we will charge you a late fee.*

*Parents are expected to pay for care on Holidays taken during term time.*

*When a child is ill, the parents are expected to make every effort to give the provider as much notice as possible. Parents are expected to pay on child sick days.*

*Additional charges:*

*We charge for consumables if your child receives Early Education Entitlement for 2, 3, & 4 years Olds.*

*This will be £2.50 per session that your child attends.*

*This contract may be terminated by the parent(s) or the provider. Two weeks notice prior to the last date of care is required.*

*The provider may immediately terminate this contract without any notice if payment is not made on time.*

- If the provider chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract.*
- The contract can be revised at any time by the provider if necessary.*

**Signatures:**

*The signatures below indicate agreement with this contract and with the written policies of the provider (contained in a separate document). The provider may change policies as needed with advance written notice.*

*Parent's name / Carers signature \_\_\_\_\_ date \_\_\_\_\_*

*Parent's / Carers Name Print \_\_\_\_\_*

*Provider's signature/date .....*



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**Suite 2**  
**The Oast House**  
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**Kent**  
**ME10 4HE**  
**01795-550009**

Dear Parents,

We are very pleased to announce our new online learning journals! After a trial period of using 'TAPESTRY' and so much feedback from the staff and managers, we have decided to create individual 'Learning Journals' for your child through a piece of educational software called 'TAPESTRY'. By logging on with a secure username and password you will be able to view all of your children's observations and photos from their time here at the Kindergarten. You will even receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual progress closely and you can reflect upon their achievements with your child. You can add comments so that we as staff can find out about which activities your child really enjoyed and the learning they get up to at home. Staff will reference your child's learning to the EYFS profile so you will know which area of learning your child is achieving in and the age-band they were working in for that activity. All of this information is stored on a highly secure server which is monitored closely. E-safety is extremely important to us at Little Treasures Kindergarten, therefore we ask you to provide us with the following information and to sign the agreement and other information overleaf to show that you understand and will agree with our guidelines.

We know how much you like to see your child coming home from the Kindergarten proudly clutching their most recent piece of work. Therefore we will photograph the pieces of work we need to keep as evidence and then it will come home with your child. These will still be in your child's tray for them to take home.

Using the Tapestry software will enable you to download and keep copies of your child's journey during their time here at Little Treasures.

We are sure you will love this new way of viewing your child's achievements as much as we do!  
Many Thanks

Sue Debbie and Staff  
Little Treasures Kindergarten Ltd

Little Treasures



Kindergarten

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**Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys:**

**As a parent I will...**

**NOT publish any of my child's observations, photographs or videos on any social media sites.**

**KEEP the login details within my trusted family.**

**Speak to a member of staff if I experience any difficulties accessing my child's learning journey.**

**I agree to the guidelines:**

**Print name:** \_\_\_\_\_

**Name of child:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Please return to a member of staff and we will set up your account and send our your login details shortly.