



Stepping Stones Registration Form

Springfield Way, Brackley NN13 6JJ

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www.steppingstonespreschool.org.uk

STRICTLY FOR OFFICE USE:

Date Received:	
Registration Fee Received:	
Confirmation of Registration Sent:	
Confirmation of Offer Sent:	

Please remember to enclose your registration fee in with your registration form. Cheques made payable to Stepping Stones Pre-School.



All About Us

Stepping Stones has 2 purpose built classrooms and has been providing childcare for the community since 1969.

We offer flexible wrap around childcare for 2 years old to 11 years old, Monday to Friday 7.45am until 6.00pm term time only, and 8.00am to 6.00pm during the school holidays, with the exception of one week closure over the Christmas period. This is delivered by sessions in term time and holiday sessions out of term time to give parents flexibility and choice all year round. Sessions include a Breakfast Session/Club with a walking bus to nearby Bracken Leas School, Playgroup and Preschool sessions and Late Afternoon Session/Afterschool Club including a supervised walking bus from Bracken Leas School for those of school age.

Breakfast Session/Club

Our Breakfast Session/Club opens at 7.45 am during term time and 8.00pm during holiday sessions. Children will be given a healthy breakfast before going into our Pre-School or Playgroup session or joining the short supervised walk through a secured gate adjoining Bracken Leas School.

Playgroup & Pre-School

During these sessions we will offer a stimulating and nurturing environment for the children to learn through play. The curriculum is designed to foster the all-round development of each individual child, and supports the Early Years Foundation Stage. Play is a key way in which young children learn with enjoyment and challenge. Young children are naturally curious, at Stepping Stones we encourage the children to explore and find out about the world around them. In our specially designed play areas and large garden the children are given opportunities to make friends, observe, make decisions, predict and investigate the world around them in an age appropriate environment. Fun and learning is vital for young children to develop and progress

Everyone at Stepping Stones strives to achieve the best possible start and outcomes for your child's Pre-school experience.

Support is given via our highly experienced and qualified staff that provides dedicated and supervised monitoring of your child's progress. A key worker is allocated to every child and they have the responsibility to monitor those children to ensure that their needs are being met, thus ensuring that the child meets their full potential.

Late Afternoon Session/Afterschool Club

Our Preschool and Playgroup children can also stay on site and join our late afternoon session.

Children at school who wish to use our Afterschool Club will be collected from Bracken Leas School and supervised on very short walk to Stepping Stones via our secured gate. On arrival drinks and fruit are available, followed by a healthy snack later on. We do accept children from other schools into our Afterschool Session, but we are not able to offer a collection service for any school other than Bracken Leas.

We offer two individual rooms for the children attending our Afterschool Club and Later Afternoon Session. Our Green room is available for our children to Reception age. Our Red room is available for our children from Year 1 upwards.

The children are offered a wide range of activities including the option of completing homework. Playing is an important aspect of learning and we always have craft activities and sport equipment available.

Registration Fee

We charge a £20 registration fee for Breakfast/Afterschool registration, Playgroup registration and Preschool registration, unless you will only be accessing your free entitlement sessions where no administration fee is required. Cheques should be made payable to Stepping Stones and attached to your registration form on submission.



STEPPING STONES REGISTRATION FORM

PLAYGROUP/PRESCHOOL/AND OUT OF SCHOOL CLUBS

(PRIVATE AND CONFIDENTIAL)

CHILD'S DETAILS (please use block capitals)

Surname (family name)		First Name	D.O.B
Known as			
Address		Postcode	
Place in Family e.g. only child		Home Telephone No.	
Child's First Language			

How would you describe your ethnic origin?

White

- A** British
- B** Irish
- C** Any other white background

Mixed

- D** White and black Caribbean
- E** White and black African
- F** White and Asian
- G** Other mixed background

Asian or Asian British

- H** Indian
- J** Pakistani
- K** Bangladeshi
- L** Other Asian background

Black or black British

- M** Caribbean
- N** African
- P** Any other black background

Other ethnic groups

- R** Chinese
- S** Other ethnic groups
- Please specify
.....
- Z** Not stated

How would you describe your religion or belief?

- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- None
- Prefer not to say
- Other (please specify



PARENT/GUARDIAN DETAILS

Parent/Guardian 1

Surname (family name)		First Name	
Relationship to Child			
Address		Postcode	
Email Address		Permission to email	Yes/No (delete as applicable)
Home Telephone No.		Work Telephone No.	
Personal Mobile No.		Work Mobile No.	
Does the parent have parental responsibility?	Yes/No (delete as applicable)		
If parents are separated or divorced has a court order been issued?	Yes/No (delete as applicable)		
Does the child live at this address?	Yes/No (delete as applicable)		

Parent/Guardian 2

Surname (family name)		First Name	
Relationship to Child			
Address		Postcode	
Email Address		Permission to email	Yes/No (delete as applicable)
Home Telephone No.		Work Telephone No.	
Personal Mobile No.		Work Mobile No.	
Does the parent have parental responsibility?	Yes/No (delete as applicable)		
If parents are separated or divorced has a court order been issued?	Yes/No (delete as applicable)		
Does the child live at this address?	Yes/No (delete as applicable)		



EMERGENCY CONTACTS

We will always endeavour to contact a parent in the first instance; however should we be unable to contact a parent or guardian, please provide details of individuals that we have authority to contact in an emergency.

CONTACT 1

Name		Relationship to Child	
Home Telephone No.		Personal Mobile No.	
Work Telephone No.		Work Mobile No.	

CONTACT 2

Name		Relationship to Child	
Home Telephone No.		Personal Mobile No.	
Work Telephone No.		Work Mobile No.	

CONTACT 3

Name		Relationship to Child	
Home Telephone No.		Personal Mobile No.	
Work Telephone No.		Work Mobile No.	

SECURITY

We operate a password scheme for emergency security purposes. This should be used by any of your emergency contacts collecting your child/children.

Please detail the password you would like to use



HEALTH AND WELLBEING

Child's Doctor's Name		Has your child received the full immunisation programme?	Yes/No (delete as applicable)
Doctor's Address			
Doctor's Telephone No.			
Name of Health Visitor			
Is your child allergic to any food or drink? (If so, please give details)			
Does your child have any medical problems? (If so, please give details)			
Is your child receiving any medication? (If so, please give details)			
Does your child have any special needs? (If so, please give details)			
Does your child have any behaviour or other problems that we need to be aware of to help your child settle into our setting? (If so, please give details)			
Has your child any special dietary needs? (If so, please give details)			
Is your child attending any other Playgroup, Pre-School or Nursery? (If so, please state where)			
When will your child be starting school?			
Which school will s/he be attending?			



Please read the following points carefully. Your signature means you understand and agree to them all.

1. I confirm that the information provided is true and has been completed to the best of my knowledge.
2. I understand that if my child leaves Stepping Stones during a term without giving one month's notice, the fees for the whole half term in which s/he leaves will be payable.
3. I agree to pay the fees for a complete term if my child leaves Stepping Stones Pre-School before the end of that term.
4. Any changes to session times require a month notice and unfortunately we are not able to offer financial compensation for non-attendance. Additional sessions are available but subject to availability.

Signed Date

Name

Whilst this is indicative, Stepping Stones prides itself on being able to offer a flexible package for parents. Please indicate your preferences for sessions using the table below – these will be allocated strictly on availability and will be confirmed to you in line with our Admissions Policy.

Preferred Start Date

Sessions	Times	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Session with a Walking Bus to Bracken Leas school	7.45am to 8.45am or 9.00 am for children staying to the next session					
Morning Playgroup / Pre-School Session	9.00am to 12.00 pm					
Afternoon Playgroup / Pre-School Session	12.00 pm to 3.00 pm					
Late Afternoon Session (walking bus from Bracken leas school if child is of school age)	3.15 pm to 6.00 pm or 3.00 pm to 6.00 pm for children staying from the previous session					

Please note Holiday Sessions can be booked when necessary. Please refer to our website for registration and booking forms.