



The Children's Workshop

The Methodist Church Centre, Manor Road, East Molesey. KT8 9JU
 Tel: 0208 979 0692. Email: Admin@childrensworkshop.co.uk. Website: Childrensworkshop.co.uk

Registration Form

Thank you for taking the time to fill in this registration form. Please complete one per child.
 This registration form requires information classed as 'sensitive personal data' for which we need your consent to collect and process. We request this data as, in some cases we have a contractual obligation to do so with our Local Authority, but also as we have a legitimate interest to allow us to plan and meet your child's needs.

Child's details		
Child's First name(s)	Surname	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Known as:		
Date of Birth		
Child's address	Postcode	
Nationality	Religion	
First language	Other languages spoken	
Parents details		
Relationship to Child (please tick)	Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/>	
Title	First Name	Surname
Address		Postcode
Mobile Phone	Home telephone	
Work telephone		
Nationality	Religion	
First language	Other languages spoken	
Email address		
Would you prefer to receive information via email? Yes/No (please indicate as appropriate)		
If YES please sign here to consent to us contacting you for the purposes above		

Health Information	
Does your child suffer from any allergies, medical conditions or other factors of which we should be aware?	
Do you anticipate that all age appropriate vaccinations will have been received?	
Have any vaccinations been specifically avoided?	
Name of GP:	
Surgery:	
Has your child had his/her two year old progress check?	Yes/No (Please delete as applicable)
Any other crèche/playgroup/pre-school experience, or previous experience of the Children's Workshop?	

Special Educational Needs and Disabilities	
Does your child have any special needs or disabilities?	Yes/No (Please delete as applicable)
What (if any) special support will your child require in our setting?	

Preferred starting date	<u>SEPTEMBER / JANUARY / APRIL</u>	Year	20_____
Note: This is normally the TERM of the child's 3 rd birthday, but may be earlier or later depending on circumstances, child's readiness and availability of places*.			
This registration form together with the Registration Fee (£75.00) should be returned to: Jacky Brown, Business Manager at the Children's Workshop.			
Please indicate your method of payment:		Cash / Cheque / Bacs	
Bacs: HSBC, 40-43-04, a/c 91519972, Mrs J.C.Tait, Children's Workshop			

In requesting/accepting a place for your child at the Children's Workshop, you are indicating that

1. You understand and are willing to accept the conditions necessitated by the factors explained in the 'Important Information about Fees' document.
2. You have read, understood and accept our policies, with especial reference to payment of fees.

Name of child.....Parent's signature.....date.....

To help us care for your child, you will be asked to provide further information during practice sessions. Please note that your first practice session will be complimentary. Additional practice sessions will be charged at £10.00/session.

* Children are eligible to start at the Children's Workshop in the **TERM** of their **THIRD** birthday. Earlier admissions can sometimes be accepted depending upon the social readiness of the child or other particular circumstances, and starting dates can be postponed. Places that are postponed will normally re-join the Registration List*/Waiting List** at the appropriate position relevant to the date of registration. We offer places and allocate sessions to new children through our Registration* and Waiting** Lists. Names can be registered at any time and places are offered on a first come/first served basis after the Registration Fee has been paid. The Registration list for term is based on birth dates within the term, September 1st to December 31st, January 1st to March 31st and April 1st to August 31st. A completed Registration Form, including Registration Fee must be received in order to add a child to our Registration or Waiting List.

For further information please refer to our Admissions policy which can be found on our website.

OFFICE USE ONLY	Date registered	Registration fee paid	Cash/Cheque/Bacs
Register/Waiting list	Sept/Jan/Apr 20_____	Registration acknowledgement sent	
Offer letter sent		Start date	
Any other relevant info			
Particular requests			
Group			