

Laying Foundations for Life's Journey



EARLY YEARS

Application, Permission & Information Forms
Plus 'All About Me' Sections

Welcome to Carmel Christian School – Early Years

Please read through this document and complete all sections to the best of your ability.
It is important that we have up-to-date information about your child and contact details for you.

Registered Address: Carmel Centre, 817a Bath Road, Brislington, Bristol, BS4 5NL

F: www.facebook.com/CCSEarlyYears **T:** 0117 977 5678

E: earlyyears@carmelchristianschool.org **W:** www.carmelchristianschool.org

The ministry of Rev. Gerri and Michelle Di Somma
In association with Rhema Ministerial Association Int, Evangelical Alliance and Elim Church Inc.

Admission Form and Contact Details

Child's forename[s]: -----		Child's surname: -----	
Preferred name:		Date of birth:	
<input type="radio"/> Male:	<input type="radio"/> Female:		
Mother/main carer name and address: ----- ----- -----		Father/other carer name and address: ----- ----- -----	
Tel:		Mobile:	
Email:		Work tel:	
Please give details of another person we can contact if we are unable to contact you:			
Name:		Tel:	Mobile:
Name and address of previous nursery (if applicable): ----- ----- -----		Name and address of doctor: ----- ----- -----	
Date left:			
Any health issues e.g., allergies, asthma, hearing, speech: ----- -----		Any mental health issues or learning disabilities: ----- -----	
Dietary requirements: e.g., vegetarian, vegan: -----			
Ethnic Origin: [Please tick]			
<input type="radio"/> Black African	<input type="radio"/> Black Caribbean	<input type="radio"/> Black – Other	<input type="radio"/> Bangladeshi
<input type="radio"/> Indian	<input type="radio"/> Pakistani	<input type="radio"/> Asian – Other	<input type="radio"/> Chinese
<input type="radio"/> White British	<input type="radio"/> White Irish	<input type="radio"/> White – Other	
<input type="radio"/> White/Black Caribbean	<input type="radio"/> White/Black African	<input type="radio"/> White/Asian	
<input type="radio"/> Gypsy/Roma	<input type="radio"/> Other ethnic group	<input type="radio"/> Other mixed background	
Religion:			
First language:		Second language:	
Disabilities [if your child suffers from a disability please specify here]: ----- -----			

Permission Form

Class Visits

There may be occasions when we wish to take the children to places near the school such as the library, shops, museum, harbour, etc. in connection with a class project (you will be notified of class visits). These visits will be closely supervised

I give my consent for my child to take part in visits to places near the school throughout their time at Carmel Christian School Early Years.

Yes

No

Photography and Image Use

I give permission for image[s] taken of my child to be used for publication by the school for:

- | | |
|--|----------|
| • Classroom use, such as displays | Yes / No |
| • Learning journals/records | Yes / No |
| • School publications, such as newsletters | Yes / No |
| • School website | Yes / No |
| • Local press/media | Yes / No |
| • Facebook (CCSEarlyYears) | Yes / No |
| • Annual school photograph | Yes / No |

Image[s] will be kept in accordance with the Data Protection Act 2018. They will not be published with full names or contact details. In some but not all instances, the child's first name will be printed with their photo. On no occasion will their full name be used without separate prior consent.

Group or class photographs or footage will include general labels, such as 'a science lesson' or 'making Christmas decorations'.

We are mindful of the fact that, for some families, there may be reasons why a child's identification is a matter of particular anxiety, and if you have special circumstances either now or at any time in the future that affect or change your consent on this issue, please inform the Early Year's Manager as soon as possible.

Please note that we cannot be responsible for images taken by other people during public performances.

I have read the above and give permission for images of my named child, as indicated above, to be used by Carmel Christian School:

Yes

No

Please sign to confirm the above permissions.

Parent/carer signature:

Print name:

Date:

Financial Information

Please take note of the costs and procedures involved if you require extended hours for your child.

Fee Structure

Class	15 hours free	Cost per additional hour	Additional costs
Nursery 3-year-old	✓	£4.00	None
Nursery 4-year-old	✓	£4.00	None
Reception 4-year-old	✓ Until the term after the child turns 5	£4.00	None
Reception 5-year-old	✗	£4.00 From the term after the child turns 5	None

Extra Information:

- You will be required to discuss and agree with the Finance Office/Early Years Manager to the number of hours your child will be attending school.
- Please note that payment will be required monthly in advance for the hours that each child attends over and above the first 15 hours that are free.
- There will be no refund if your child is ill and unable to attend school.
- We request you to give at least one term's notice should you decide to withdraw your child/children from the setting.
- Our bank details are as follows:
Bank of Scotland, 34 St Andrews Square, Edinburgh
Sort Code: 80-11-00 Account No: 06085204
- If fees are not paid timeously, we reserve the right to deny your child to access additional hours until they are paid.
- Your contact for your school fees account and/or queries is the Finance Office or the Early Years Manager on 0117 977 5678.
- Some parents are eligible to claim 30 hours of government funding. Please consult the government website: <https://www.gov.uk/30-hours-free-childcare>

Please sign and date to conform that you have read and understood all the information listed about the financial costs and procedures

Name:

Signature:

Date:

Additional Information

Policies and procedures: We review and update policies and procedures annually. In addition, amendments to these are updated as and when necessary.

Child Protection: This is paramount and, as a setting, we have a duty of care to your child. We follow strict guidelines in our child protection procedures.

Administering medicine: As a setting, we are happy to administer medicine in accordance with our policy. Information regarding administration of medicines is available on request.

Inclusion: Our setting prides itself on our inclusive provision for children of all abilities, cultures, EAL and SEND (arrangements will be made on an individual need basis for children with EAL & SEND). As such, we seek to provide a curriculum accessible for all, with a wide range of opportunities for all children to excel.

Start and finish times: Our day starts at 8.30am – the gate and door will be opened at this time. We finish at 11.30am for part-time children and 3.00pm for full-time children.

Routines: We have a daily routine, which includes:

- A morning activity at 8.30am
- Registration/talk time at 8.45am
- Indoor discovery time
- Snack time
- Outdoor discovery time
- Phonics
- Worship
- Literacy
- Lunch (Packed lunch will be provided by parent/carer)
- Maths
- PE

A more detailed routine can be viewed in the classroom on our visual daily timetables and weekly plans.

We recommend a balanced and healthy lunch. Therefore, please do not give children chocolate or sweets in their lunch box. We celebrate everyone's birthday, and if you wish to bring in something for the children to share, that would be lovely. However, this must be shop bought and in sealed packaging, as per our health and safety guidelines.

A copy of relevant Early Years policies are on our website: www.carmelchristianschool.org. All other policies are available from the Early Years office upon request.

All About Me at Home and Out and About

Dear Parent/Carer

Many of your child's important learning experiences occur away from school. For example, we do not see your child join in with family celebrations or visit a museum. Therefore, we would appreciate it if you could complete this 'All About Me at Home and Out and About' section as fully as possible. Completing it will give us important information about your child's interests, experiences and developmental progress. This information will be used alongside our observation of your child to plan the next steps in his/her learning.

'All About Me at Home and Out and About' is divided into three parts:

My Week: Please write about anything your child has enjoyed and/or is really interested in at the moment.

What Have I Learned/Said/Done?: This section covers the seven areas of learning in the Early Years Foundation Stage (EYFS). The examples provided are for your reference, but please feel free to write anything you feel is relevant. There are no right or wrong answers, and anything is better than nothing!

Next Steps in my Learning: Please write about any activities you might be planning to do at home to help with your child's learning and any activities/topics your child would like us to do at school.

We will discuss the contents of this section and your child's learning journal during your tour of the setting.

If you have any queries, please feel free to speak to one of the Early Years team after school.

Thank you for your continued support.

The Early Years Team

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My Week

This week I have enjoyed:

(Note to parent/carer: Where has your child been? What has your child done that he or she has enjoyed?)

At the moment I am really interested in:

(Note to parent/carer: Is there anything that your child is really interested in? E.g., animals/vehicles/places/objects)

What Have I Learned/Said/Done?

Personal, Social and Emotional

E.g., family experiences (special occasions), getting along with others, caring for others, self-care (brushing teeth, getting dressed without help).

Communication and Language

E.g., talking, asking questions, listening to stories, learning new words, knowing letter sounds, reading words, looking at books, talking about books, writing letters, pretend writing, writing words

Physical Development

E.g., physical activities: handling objects with control, talking about healthy foods.

Literacy

E.g., responding to stories, knowledge of rhyme, recognising letters/words, reading sentences, talking about what they read.

Mathematics

E.g., counting objects by touching them, counting fingers, recognising numerals, ordering numerals, learning shape names (2D and 3D), adding objects, doubling, halving.

Understanding the world

E.g., interest in living things, how things work, talking about seasons, past events and the environment, talking about cultures, using a computer.

Expressive Arts and Design

E.g., Painting, collages, making models, using tools, drawing, music, singing, dancing and using imagination.

Next Steps in my Learning

At home I will be:

(Note to parent/carer: Things you might do at home with your child in the future to help with their learning)

At school I would like to learn:

(Note to parent/carer: Things your child is interested in and would like to learn more about)

Bank Account **Details**

Please keep this page for your own records.

Bank of Scotland
34 St Andrews Square
Edinburgh

Sort Code: 80-11-00
Account No: 06085204