

Grace Park Montessori Pre-School Enrolment Form

74 Grace Park Heights – Dublin 9 - Phone: 01 8368301/ 087 7971580

Child's Record Card

Child's Name:

Child's Address:

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Date of Birth:

Telephone:

Child's GP Name:

Child's GP Address:

Start Date:

Expected Completion Date:

Parent/Guardian Information:

Name:

Address:

Profession (optional):

Phone Number:

Email Address:

Parent/Guardian Information:

Name:

Address:

Profession (optional):

Phone Number:

Email Address:

Record of Immunisations

BCG/Tuberculosis

Measles

Polio

Mumps

Diphtheria

Rubella

Whooping Cough

Tetanus

Other / Information:

Other Information

Does your child have any allergies? Yes No

If so, please specify:

.....

Does your child have any special needs? Yes No

If so, please specify:

.....

Is there any further relevant information about your child that we should know? Yes No

If so, please specify:

.....

Photographs

From time to time, photographs of your child at pre-school or on school outings are taken to record special moments and/or to display in the classroom and on the school website. All hard copies of photographs are given back to parents at the end of the school year. Are you agreeable to this?

Yes No

Deposit

An administration fee of €200 is payable at the time of application. This covers administration costs in processing applications and is used as a deposit to ensure that a place is reserved for your child. This deposit will be refunded at the beginning of the school year.

Deposit of €200 received

Details of Persons Authorised to Collect Your Child

Person 1

Full Name:

Address:
.....

Phone No.:

Person 2

Full Name:

Address:
.....

Phone No.:

First Aid Policy

A staff member of Grace Park Montessori Pre-School is trained and qualified to administer first aid. All staff have a Pediatric Basic First Aid Certificate.

At least one staff member trained in First Aid will be on site at all times. First Aid renewal courses are undertaken every 2/3 years.

A First Aid box and a simple first aid book is provided in the Montessori School.

First Aid boxes are readily stored in accessible places in the Montessori Pre-School for staff to use.

Grace Park Montessori Pre-School's First Aid box is stocked and replenished with disposable gloves, gauze and hypo-allergic tape for cuts and grazes. A selection of bandages, including a triangular bandage for fractured arms, tubular bandages for fingers, an eye pad and normal saline eye wash are available, as are crepe bandages for supporting strains, a good pair of scissors, a pair of tweezers for removing splinters and stings, safety pins' normal saline sachets, a fever scan thermometer, a flash light and an icepack. In addition, cotton wool is also stocked in the First Aid box. Contents are in line with Child Care Regulations.

In principle medicines are not administered to the children. Exemptions are made for children regarding Calpol, inhalers or EpiPens.

Accidents are recorded in the Accident Book.

Staff will inform parents when First Aid is carried out or the above medicines are administered.

Other Policies

I/We have read the Policies of Grace Park Montessori Pre-School. I understand and accept the policies of the pre-school

Please Note: It is only when these forms are completed in full, signed, returned and deposit paid that your child's place will be secured.

Signed:
Parent

Date:

Signed:
Jo Chrobak

Date: