



Gunthorpe Explorers Pre-school - Registration Checklist for Parents

To provide the best possible care for your child and keep them safe, happy and healthy, we need to gather some important information from you. This checklist will help you make sure you've provided everything we need before your child starts with us.

The information you provide helps us to:

- **Keep your child safe**
- **Provide the right care Communicate effectively**
- **Meet legal requirements**
- **Claim your funding if eligible**

We take your privacy seriously. All information you provide will be protected. You can read our full privacy notice on the [school website - School Information- School Policies](#) for more details about how we handle your data.

How to complete this checklist

1. **Work through each section** – Take your time and tick off each item as you complete it
2. **Gather your documents** – You'll need copies of certain documents like your child's birth certificate and proof of address
3. **Ask if you're unsure** – If you have any questions or need help with any part of this process, please don't hesitate to contact us on [phone number] or [email address]
4. **Return everything** – We need all information and documents as soon as possible so we can prepare properly

Summary of completed documents to return/show to school

- Gunthorpe Explorers Pre-school Admission Form
- Gunthorpe Explorers Pre-school Fees, Terms and Conditions
- Parental Declaration Form April 2026
- Child's birth certificate (or passport)
- Proof of address (utility bill, council tax statement - dated within last 3 months)

1. Gunthorpe Explorers Pre-school Admission Form

- Child's Details
- Child's birth certificate (or passport)
- Parent/Carer Details
- Proof of address (utility bill, council tax statement - dated within last 3 months)
- Emergency/priority Contacts
- Session details and start date
- Medical details
- Child's and family personal information (Equal opportunities)
- Permissions

2. Gunthorpe Explorers Pre-school Fees, Terms and Conditions

- Read, sign and return

3. Parental Declaration Form April 2026 - we cannot claim funding without this and you will be issued you and invoice for sessions attended

- Child's details
- Your details
- Your child's eligibility
- Child's birth certificate (or passport)
- Setting and attendance details
- Parent/carer/guardian with legal responsibility declaration