



Edgbaston  
Nursery  
School

Playing \* Learning \* Sharing \* Growing

## Childcare Registration Form

|               |  |
|---------------|--|
| Name of child |  |
| Today's Date  |  |

# Childcare Registration Form



## Childcare Registration Form

### Personal details

|  |  |            |
|--|--|------------|
| Name of child                                    |  |            |
| Date of birth or due date                        |  |            |
| Home address                                     |  |            |
| Postcode   |  |            |
| Gender   |  |            |
| Hair colour                                      |  | Eye colour |
| Religion   |  |            |
| Ethnic origin                                    |  |            |
| Nationality                                      |  |            |
| Language(s) spoken at home                       |  |            |
| How did you hear about Edgbaston Nursery School? |  |            |
| Details of any disabilities/special needs        |  |            |
| Preferred start date                             |  |            |

# Childcare Registration Form

## About your family

|   |   |  |
|---|---|--|
| Mother/carer                              |   |  |
| Title                                     |   |  |
| First name                                |   |  |
| Last name                                 |   |  |
| Password                                  |   |  |
| Home address                              |   |  |
| Postcode                                  |   |  |
| Home tel number                           |   |  |
| Mobile tel number                         |   |  |
| Work tel number                           |   |  |
| Email                                     |   |  |
| Responsibilities<br>(Tick all that apply) | Parental responsibility <input type="checkbox"/>    | Payment of fees <input type="checkbox"/>   |
|   | Collect child from nursery <input type="checkbox"/> | Call in emergency <input type="checkbox"/> |

|   |   |  |
|---|---|--|
| Father/carer                              |   |  |
| Title                                     |   |  |
| First name                                |   |  |
| Last name                                 |   |  |
| Password                                  |   |  |
| Home address                              |   |  |
| Postcode                                  |   |  |
| Home tel number                           |   |  |
| Mobile tel number                         |   |  |
| Work tel number                           |   |  |
| Email                                     |   |  |
| Responsibilities<br>(Tick all that apply) | Parental responsibility <input type="checkbox"/>    | Payment of fees <input type="checkbox"/>   |
|   | Collect child from nursery <input type="checkbox"/> | Call in emergency <input type="checkbox"/> |

# Childcare Registration Form

## Other contacts

|   |                            |                          |  |
|---|----------------------------|--------------------------|--|
| <b>Contact one</b>                        |                            |                          |  |
| Title                                     |                            |                          |  |
| First name                                |                            |                          |  |
| Last name                                 |                            |                          |  |
| Relationship to the child                 |                            |                          |  |
| Password                                  |                            |                          |  |
| Address                                   |                            |                          |  |
| Postcode                                  |                            |                          |  |
| Tel number                                |                            | Mobile                   |  |
| Responsibilities<br>(Tick all that apply) | Collect child from nursery | <input type="checkbox"/> | Call in emergency <input type="checkbox"/> |
| <b>Contact two</b>                        |                            |                          |  |
| Title                                     |                            |                          |  |
| First name                                |                            |                          |  |
| Last name                                 |                            |                          |  |
| Relationship to the child                 |                            |                          |  |
| Password                                  |                            |                          |  |
| Address                                   |                            |                          |  |
| Postcode                                  |                            |                          |  |
| Tel number                                |                            | Mobile                   |  |
| Responsibilities<br>(Tick all that apply) | Collect child from nursery | <input type="checkbox"/> | Call in emergency <input type="checkbox"/> |

## Medical details

|   |                                 |
|---|---------------------------------|
| Does your child have any allergies?                   | Yes / No (delete as applicable) |
| If yes, please give details of the cause and reaction |                                 |
|   |                                 |

## Childcare Registration Form

|   |                                 |                      |
|---|---------------------------------|----------------------|
| Does your child have any special dietary requirements?                                    | Yes / No (delete as applicable) |                      |
| If yes, please give details   |                                 |                      |
| <p>Has your child had any of the following immunisations?</p> <p>Please tick and date</p> | Immunisation                    | Date of immunisation |
|   | BCG                             |                      |
|   | Chickenpox                      |                      |
|   | Diphtheria                      |                      |
|   | Flu Jab                         |                      |
|   | Hepatitis B                     |                      |
|   | HIB                             |                      |
|   | MMR                             |                      |
|   | Meningitis C                    |                      |
|   | Poliomyelitis                   |                      |
|   | Scarlet Fever                   |                      |
|   | Tetanus                         |                      |
| Whooping cough  |                                 |                      |
| Name of GP  |                                 |                      |
| Name of surgery   |                                 |                      |
| Address   |                                 |                      |
| Postcode  |                                 |                      |
| Telephone number  |                                 |                      |

# Childcare Registration Form

|  |  |
|--|--|
| Health visitor details   |  |
| Name   |  |
| Address  |  |
| Postcode   |  |
| Telephone number   |  |
| Other agency details   |  |
| Name   |  |
| Address  |  |
| Postcode   |  |
| Telephone number   |  |
| <p>Any other details that we should know about?<br/>           For example, is your child on regular medication or has your child experienced visual impairment, respiratory problems or any other health problems? Please specify if applicable:-</p> |  |

# Childcare Registration Form

## Agreement & Consent

|   | <b>Medical</b>                  | YES/NO |
|---|---------------------------------|--------|
| Permissions & Consents<br>Please answer YES or NO | Administer Medication           |        |
|   | Administer Calgel               |        |
|   | Administer Calpol               |        |
|   | Authorise Emergency Treatment   |        |
|   | Authorise Insect Bite Treatment |        |
|   | Authorise Teething Gel          |        |
|   | Administer First Aid            |        |
|   | Provide Sun Hats                |        |
|   | Apply Nappy Cream               |        |
|   | Apply Sun Cream                 |        |
|   | Call Ambulance in Emergency     |        |
|   | <b>Pets &amp; Outings</b>       |        |
|   | Care for nursery pets           |        |
|   | Off Premises Visits             |        |
|   | <b>On line &amp; Media</b>      |        |
|   | Photographs                     |        |
|   | Website                         |        |
|   | Social Media                    |        |
|   | <b>Other Permissions</b>        |        |
|   | Ofsted Authorisation            |        |
| Child Observations                                |                                 |        |

# Childcare Registration Form

## Sessions \*

Please indicate your preferred sessions.

| Session                           | Mon | Tues | Wed | Thurs | Fri |
|-----------------------------------|-----|------|-----|-------|-----|
| Full day<br>0800 to 1800          |     |      |     |       |     |
| Morning<br>0800 to 1300           |     |      |     |       |     |
| Afternoon<br>1300 to 1800         |     |      |     |       |     |
| Early starter<br>0730 to 0800     |     |      |     |       |     |
| Additional<br>hour on<br>sessions |     |      |     |       |     |
| Late pick up<br>1800 to 1830      |     |      |     |       |     |

\*Minimum booking pattern is 2 half day sessions per week

## Information Security

I agree to Edgbaston Nursery School electronically recording and storing information.

## Accurate Information

I confirm that the information I have provided is complete and accurate.

## Policies & Procedures

I confirm that the policies & procedures of Edgbaston Nursery School have been explained to me and I fully understand the permissions and consents I have authorised

## Agreement

I agree to abide by the terms and conditions and policies and procedures of Edgbaston Nursery School which I have read and fully understand.

Signed ..... Date .....

Print name .....

Relationship to child .....

Signed.....Date.....

Print name .....

Relationship to child .....



# Childcare Registration Form

## Agreement for payment of fees

Child's name.....

Parent's name.....

Person responsible for payment of fees

Name.....

Address.....

.....

.....postcode.....

Telephone:

Day.....Evening.....Mobile.....

I hereby agree to pay the fees for the above child on the date they fall due

Signed..... Date.....

Preferred payment method (please tick appropriate box):

|                    |  |
|--------------------|--|
| Direct Debit       |  |
| BACS               |  |
| Cheque             |  |
| Cash               |  |
| Debit/Credit Card  |  |
| Childcare vouchers |  |
| Other - specify    |  |

Signed..... Date.....

For and on behalf of C & S Childcare trading as Edgbaston Nursery School

Position in Nursery.....

# Childcare Registration Form

## TERMS AND CONDITIONS

### 1 Definitions

1.1 The definitions below apply in these terms and conditions.

“**Child**” the child or children who are named in Part A;

“**You**” the person, firm or company who purchases Services from us;

“**Services**” the services of a daycare nursery during the days or half days indicated in the Sessions section we provide, or agree to provide, to you;

“**Us**” C & S Childcare trading as Edgbaston Nursery School.

1.2 A reference to **writing** or **written** includes emails from a recognised email address.

1.3 Any requirement in this contract for either party not to do something includes an obligation on that party not to allow that thing to be done.

### 2 Formation of the contract

2.1 A contract for the Services will be formed between you and us once you have given us a signed, fully completed, registration form and a non refundable £50 deposit fee, and we have confirmed to you that your application for a place has been successful.

2.2 These terms and conditions govern the contract between you and us for the Services. No other terms apply unless they are in:

2.2.1 A handbook issued to you by us,

2.2.2 A policy issued to you by us,

2.2.3 A letter that is signed by both you and us.

2.3 In the case of any uncertainty as to which terms apply, these terms and conditions will apply.

### 3 Duration of the contract

3.1 The contract shall last until it is terminated by either you or us giving to the other, in writing, at least one full calendar month's notice (i.e. notice received on the 1<sup>st</sup> of a month could end the contract on the last day of the month, but notice received on the 2<sup>nd</sup> of a month, would only be able to end the contract on the last day of the following month). However, the contract can, in some circumstances be terminated immediately under clause 18.

3.2 You are liable for the fee during the notice period.

### 4 Suspension of the Services

4.1 The Services may be suspended (meaning the Child is temporarily not able to attend the nursery) in the circumstances set out in our Critical Incident Policy or in the circumstances set out in clause 19. If the Services are suspended for a period of more than one month, either of us may terminate the contract by giving the other one month's written notice.

### 5 Our Obligations

5.1 We will use all reasonable efforts to provide the Services to you, in accordance in all material respects with these terms and conditions and any other documents referred to in 2.2 above.

# Childcare Registration Form

## 6 Your obligations

6.1 You shall:

6.1.1 Co-operate with us;

6.1.2 Provide to us such information as we may reasonably require about

6.1.2.1. The Child (e.g.

6.1.2.1.1 Any known medical condition, health problem, allergy, or diagnosed dietary requirement;

6.1.2.1.2 Any prescribed medication;

6.1.2.1.3 Any lack of any vaccination which the Child would ordinarily have by their age;

6.1.2.1.4 Any family circumstances or court orders which might affect the Child's welfare or happiness;

6.1.2.1.5 Any concerns about the Child's safety); and

6.1.2.2 Your contact details, and those of your authorised persons who may collect the Child.

6.2 You must (a) ensure that these details are accurate and (b) keep these details up-to-date, by promptly informing us whenever they change.

6.3 As regards arrivals and departure of a child, please refer to the nursery's Arrivals and Departures Policy. Please ask for a copy of it if necessary.

6.4 If our performance of our obligations under the contract is prevented or delayed by anything you do (or fail to do), we shall not be liable.

6.5 You shall not employ (or attempt to employ) any member of our staff without our consent, until six months from the end of this contract.

## 7 Charges and Payment

7.1 You shall pay the charges as per invoices.

7.2 Charges are due even if the Child is absent.

7.3 We will charge for bank holidays (excluding Xmas, Boxing & New Year's Days) as specified in our Schedule of Fees. Please refer our Schedule of Fees for details of our fee structure.

7.4 VAT is not charged on nursery fees (nursery provision is an exempt supply for VAT purposes).

7.5 The quoted charges are per Child, per core day (meaning 10 hours, with 5 hours per session) and include lunch and tea.

7.6 Extra hours (or parts of an hour), sessions or days will be charged for (at the ruling rate) and must be booked and paid for at least 24 hours in advance.

7.7 The charges must be paid monthly in advance, by the first day of the month. Your first invoice must be paid in full before your Child's starting date.

7.8 All payments must normally be made by direct debit, BACS or childcare vouchers. We may agree to payment by cash, cheque or major credit/debit card, but it is your responsibility to obtain a receipt from the nursery Administration Manager as proof of payment. No payment shall be deemed to have been made until it is cleared into our bank account. If a cheque bounces, or payment fails, we may charge a reasonable administration fee (currently £20).

7.9 We may increase our charges once per year. We will give you written notice of any such increase one month before the proposed date of increase.

7.10 Without restricting any other legal right that we may have, if you fail to pay us on time, we may:

7.10.1 Charge interest on the overdue sum from the due date for the payment at the annual rate of 7% above the base lending rate from time to time of Lloyds TSB Bank, accruing on a daily

# Childcare Registration Form

basis and being compounded quarterly until payment is made, whether before or after any judgement is obtained, and you shall pay the interest immediately on demand.

- 7.10.2 Charge you a reasonable administration fee (currently £20); and
- 7.10.3 Suspend all Services until payment has been made in full, which will include the suspension of the Child, or even terminate the contract permanently.
- 7.11 If you are 60 days or more late in paying us, we may also charge you our reasonable costs of seeking to recover the overdue payments. Such costs will be added to your running account and should be paid within 30 days of notification of them to you.
- 7.12 If you owe us any money, and make a claim against us, we may set off what you owe us against what you are claiming from us.

## 8 Amending sessions

- 8.1 You are required to give us one month's written notice of a reduction in the number of sessions you require by completing the Permanent or Temporary Session Amendment Forms available on reception.
- 8.2 You can increase the number of sessions by giving at least 24 hours notice (subject to availability of places) by completing the Permanent or Temporary Session Amendment Forms available on reception.

## 9 Free nursery education

- 9.1 If you wish to take up your free nursery education, you are required to complete and sign a **Parental Declaration** on a termly basis, detailing how and when you will take up the free sessions.
- 9.2 Our charges will not be made in respect of the free sessions as detailed in the Parental Declaration, but we are entitled to make a reasonable charge for meals or additional activities provided during any free session.

## 10 Welfare of the Child

- 10.1 We will do all that is reasonable to safeguard and promote the Child's welfare and to provide care to at least the standard required by law and often to a much higher standard.
- 10.2 We will respect the Child's human rights and freedoms which must however, be balanced with the lawful needs and rules of our nursery and rights and freedoms of others.
- 10.3 We will do all that is reasonable to protect the Child from neglect, physical, sexual and any other abuse and keep the child safe irrespective of racial origin, gender, physical or mental impairment, class, religion or cultural background.
- 10.4 Your consent to such physical contact as may accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a Child in distress, or to maintain safety and good order, or in connection with the Child's health and welfare.
- 10.5 Parents of Children who are not potty trained must provide disposable nappies.
- 10.6 Parents should provide sealed formula milk for bottle feeding babies. Bringing in and storing made-up formula milk may increase the chance of a baby becoming ill and should be avoided.
- 10.7 Parents are requested to send the Child in easily washable, clearly labelled clothing appropriate to the weather conditions. Please provide 3 spare sets of clothing in case of accidents and a pair of outdoor shoes or wellies.
- 10.8 Labelled mother's express milk will be stored in the fridge and an area will be made available for mothers to breast feed their babies or express milk should they need to do so.
- 10.9 As regards behaviour management techniques and sanctions, please refer to the nursery's Promoting Positive Behaviour Policy. Please ask for a copy of it if necessary.
- 10.10 The nursery uses emergency procedures for accidents, evacuations, incidents and allergic reactions, please refer to the individual policies and procedures and ask for a copy where required.

# Childcare Registration Form

## 11 Health and medical matters

- 11.1 If the Child becomes ill during the nursery session the nursery manager will contact you or the emergency contact indicated on the registration form. You must inform us immediately of any changes to these contact details.
- 11.2 If the Child is suffering from a communicable illness, he/she should not be brought to the nursery until such time as the infection has cleared. A full copy of our infection control policy is available from the nursery manager. Please refer to the illness/communicable disease list supplied in your information on minimum periods of exclusion from the nursery.
- 11.3 You must notify the nursery manager if the Child is absent from the nursery through sickness.
- 11.4 If the Child has been sent home from the nursery because of ill health, he/she will not be re-admitted for at least 24 hours. If the Child is prescribed antibiotics, he/she will not be allowed to return to the nursery for 48 hours.
- 11.5 As regards medication, and the administration of it to a Child, please refer to the nursery's Medication Policy. Please ask for a copy of it if necessary.
- 11.6 Please also see clause 6.1.2 on matters we need to be informed about.
- 11.7 If the Child is suffering from a sore throat, discharge from the eyes or nose, diarrhoea, doubtful rash or similar symptoms the parent/carer must keep the Child at home until a doctor has certified that the symptoms have cleared. Please refer to the Minimum Exclusion Period information on the Parent's Notice Board in the reception at the nursery and on our website.

## 12 Food/dietary requirements

- 12.1 We will work with you to provide suitable food for your Child, if they have a special dietary requirement or any allergies as diagnosed by a doctor or dietician. In some circumstances where the cost of the special dietary requirements is excessive, we will invoice an additional surcharge. If a surcharge is necessary, we will discuss with you in advance. All reasonable care will be taken to ensure that a Child does not come into contact with certain foods with support from parents and external professionals should the need arise.
- 12.2 Menus will be displayed for inspection. Your Child will be provided with healthy and wholesome age and stage appropriate cooked meals, drinks, fruit and snacks.

## 13 Reporting of neglect or abuse

- 13.1 We have an obligation to report to the relevant authorities any suspicions we have that your Child has suffered neglect or abuse, and we may do without your consent and/or without informing you. Please refer to our Safeguarding Policy on the Parent's Notice Board in the reception area of the nursery.

## 14 Limitation of Liability

- 14.1 This clause sets out our (and our employees', agents', consultants' and subcontractors') liability to you in respect of the contract (including any breach of it, any statement we make to you about it, our termination of it).
- 14.2 All terms implied by law are, to the fullest extent permitted by law, excluded or deleted from the contract.
- 14.3 Nothing in these terms and conditions in any way limits our liability for fraud, or for death or personal injury resulting from negligence. Subject to this proviso,

14.3.1 We shall not be liable for:

- 14.3.1.1 Any loss or damage to any toys, equipment or bags, clothing etc. you may bring into our nursery;
- 14.3.1.2 Loss of any profits, or consequential loss; and

# Childcare Registration Form

14.3.2 Our total liability (in contract, tort including negligence or breach of statutory duty, or otherwise) shall be limited to cumulative price paid by you for the Services over the course of the contract.

## 15 Data Protection

15.1 You agree that details of your name, address and payment record may be submitted to a credit reference agency, and personal data will be processed by and on behalf of us in connection with the Services.

15.2 We may take photographs and/or videos of your Child for promotional or training purposes only. If you do not wish for your Child to be included in such photographs or videos, please inform us by completing the 'permission form' given to you on enrolment, or by writing to the nursery manager.

## 16 Security

16.1 Parents are welcome to visit the nursery, but we will not admit anyone without prior notification. It is your responsibility to ensure that we are aware of who will be collecting your Child. No Child will be allowed to leave the building with any person who has not been notified as an authorised person to collect the Child on your behalf.

16.2 To ensure the safety and wellbeing of your child and other children at the nursery, we operate a no personal mobile phone usage at the nursery policy and expect all parents and other visitors respect and comply to this policy.

16.3 Parents/carers will deliver the Child into the care of a staff member who will enter the name into the daily attendance register. We will not release the Child into the care of any person other than persons named on the childcare registration form without specific written instruction from the parents/carers.

16.4 An electronic security system is installed at the entrance to the nursery. Parents/carers are issued with a fob for entrance/exit. Additional fobs are available at a small charge. Other visitors must sign in at reception.

## 17 Complaints and Concerns

17.1 Please address any complaint or concern to the relevant Head of Room/Senior Practitioner, in the first instance, and if the matter is not resolved within a reasonable period, please refer it to the Nursery Manager. Please also refer to our complaints and compliments policy.

## 18 Termination for breach of contract, or bankruptcy/insolvency

18.1 Without restricting any other legal rights which the parties may have, either party may terminate the contract without liability to the other immediately on giving written notice to the other if:

18.1.1 The other party fails to pay any amount due under the contract on the due date for payment and remains in default for 10 days or more; or

18.1.2 The other party commits a material breach of any of the terms of the contract and (if such a breach is capable of being remedied) fails to remedy that breach within 30 days of that party being notified in writing of the breach; or

18.1.3 The other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986.

18.2 On termination of the contract for any reason:

# Childcare Registration Form

18.2.1 You shall immediately pay all of our outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, we may submit an invoice, which shall be payable immediately on receipt; and

18.2.2 Any clause in these terms and conditions which implicitly is intended to survive termination shall continue in force.

## 19 **Events that are beyond our control**

19.1 If any event beyond our reasonable control (e.g. a fire, flood, E-Coli outbreak, strike, civil action, act of terrorism, war etc.) occurs, for which we have business interruption insurance, we may close the nursery without liability to you and we will not charge you for the fees for the time the nursery is closed. We will keep you informed, in such an event.

19.2 If it is, in our reasonable opinion, necessary or in the interests of the Child to do so, we may close the nursery even though our business interruption insurance will not cover us for the closure. In these circumstances, we will charge you for the time the nursery is closed. For example, we may close because of severe weather conditions, outbreak of flu, swine flu or other illnesses etc. Also, we close if the owner of the premises closes the premises and denies us access.

## 20 **Invalid clauses**

20.1 If any part of the contract is found by any court or similar authority to be invalid, illegal or unenforceable, that part shall be struck out, but the rest of the contract shall apply.

## 21 **Changes to these terms and conditions**

21.1 We may change these terms and conditions where such a change arises from changes in regulations or legislation affecting us.

21.2 We may change any other terms in these terms and conditions provided we give you at least one month's written notice of our intention to do so. The current terms and conditions are posted on our website [www.edgbaston-nursery.co.uk](http://www.edgbaston-nursery.co.uk)

## 22 **No other terms**

22.1 Each party acknowledges that, in entering into the contract, it has not relied on anything said or written that is not written in the contract. This applies unless fraud is established.

## 23 **Assignment**

23.1 The contract is personal to you. You shall not, without our written consent, transfer to anyone else any of your rights or obligations under the contract.

## 24 **Rights of Third Parties**

24.1 A person who is not a party to the contract shall not have any rights under or connection with it.

## 25 **Governing Law and Jurisdiction**

25.1 The contract, and any dispute or claim arising out of it or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by the law of England and Wales. The courts of England and Wales shall have exclusive jurisdiction to settle any such dispute or claim.

# Childcare Registration Form

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## Office use only – upon receipt of deposit only

Input into nursery administration system (tick when complete)  on (date) .....

Input by .....

Position .....

Actual start date .....

Room .....

Key worker .....



# Childcare Registration Form

## Monitoring form

| Take up/usage   |  | Ethnic origin             |  |
|---|--|---------------------------|--|
| 1 – 15 hours per week                                 |  | White                     |  |
| 16 – 30 hours per week                                |  | British                   |  |
| 31 – 50 hours per week                                |  | Irish                     |  |
|   |  | Traveller                 |  |
| <b>Work/training</b>                                  |  | Other                     |  |
| Children in lone parent family                        |  |                           |  |
| A parent working full time (35 hours +)               |  | Mixed                     |  |
| A parent now working more than 16 hours               |  | White and black Caribbean |  |
| A parent now working less than 16 hours               |  | White and black African   |  |
| A parent now in higher/further education              |  | White and Asian           |  |
| A parent taking skills for life or step into learning |  | Other                     |  |
| Parent(s) are not working/training                    |  |                           |  |
|   |  | Asian or Asian British    |  |
| <b>Financial support</b>                              |  | Indian                    |  |
| Parents access CTC                                    |  | Pakistani                 |  |
| Parents access WTC                                    |  | Bangladeshi               |  |
| Parents access HE childcare access fund support       |  | Kashmir                   |  |
| Parents access Care 2 Learn support                   |  | Other                     |  |
| Place sponsored by regeneration scheme e.g. SRB       |  | Black or black British    |  |
| Financial support from employer                       |  | Caribbean                 |  |
| Receipt of 2 year old funding                         |  | African                   |  |
| Receipt of 3 and 4 year old funding                   |  | Other                     |  |
|   |  |                           |  |
|   |  | Chinese                   |  |
| <b>Additional needs</b>                               |  | Chinese                   |  |
| Cognition and learning difficulty                     |  | Other                     |  |
| Behaviour, emotional and social development needs     |  |                           |  |
| Communication and interaction needs                   |  | Other                     |  |
| Sensory and/or physical needs                         |  | Other ethnic group        |  |
| Other/combination of needs                            |  |                           |  |