



## Registration Form

Password for persons authorised to collect the child:

Child's Name	
Name known as	
Date of birth	
<b>PRESCHOOL USE ONLY</b> – Evidence of Name & DOB seen (initials & date)	Passport Birth certificate
NHS No.	
Gender	
Home Address	Post code:
Home telephone number	
Name of 1 <sup>st</sup> Parent/Carer with whom child lives as can collect your child	
Does this parent/carer have parental responsibly?	Yes/No
Contact telephone number(s)	Mobile Work
Email address	Personal Work

Name of 2 <sup>nd</sup> Parent/Carer with whom child lives as can collect your child	
Does this parent/carer have parental responsibly?	Yes/No
Contact telephone number(s)	Mobile Work
Email address	Personal Work

Does your child attend another setting or childminder? Yes/No      If yes please give details :	Name: Address: Contact telephone number:
Do you give permission for us to contact the other setting/childminder to share information/planning for your child? Yes / No	

What will be your first choice of Primary School?:	
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**IF YOU NEED SOMEONE TO COLLECT YOUR CHILD, WHO IS NOT A PARENT OR ALTERNATIVE COLLECTOR THEN THEIR NAME & PASSWORD MUST BE GIVEN TO THE STAFF MEMBER AT THE DOOR BEFORE YOU LEAVE THE PREMISES. YOUR CHILD WILL NOT BE RELEASED INTO ANOTHER PERSON'S CARE, EVEN IF THEY ARE FAMILY MEMBERS - UNTIL WE HAVE HAD AUTHORITY TO DO SO.**

**PERSONS AUTHORISED TO COLLECT YOUR CHILD MUST BE OVER THE AGE OF 16 YEARS OLD**

**ALTERNATIVE COLLECTORS/EMERGENCY CONTACT DETAILS**

Where your child can be collected by an alternative person (eg childminder, grand parent, family friend) please give details below: (these people are also authorised to be contacted in the case of an emergency)

Name: Relationship to the child:	Contact telephone no.
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**MEDICAL INFORMATION**

**Please be aware that a child who is ill should not attend the setting. In the case of sickness and/or diarrhoea, the child should not return to the setting until 48 hours after the last bout of sickness or normal stool has been passed.**

Does your child suffer from any known medical conditions or allergies, or have any special dietary needs or preferences?  Please give details of any extra support needed in preschool eg administering medicines :	Yes/No If yes please give details:
Has your child been admitted to hospital or suffered any serious illness or injury?	Yes/No If yes please give details:
Doctor's Name: Surgery Address:  Telephone No:	Do you have a Health Visitor?                      Yes / No Name: Based at: Telephone No.
Any other medical professionals or outside agencies involved with the child:	
<b>Childhood/ Health Checks:</b> Which immunisations has your child received? <ul style="list-style-type: none"> <li>• Diphtheria</li> <li>• Whooping Cough</li> <li>• Tetanus</li> <li>• Polio</li> <li>• Hibs</li> <li>• MMR (triple or individual)</li> </ul>	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
Has your child had their 2-year health check?	Yes/No      If Yes were any concerns raised?      Yes/No
Has your child had their hearing check?	Yes/No      If Yes were any concerns raised?      Yes/No

### SPECIAL EDUCATIONAL NEEDS

<p>Does your child have any special needs or disabilities?      Yes / No</p> <p>If Yes, does your child have any of the following: (please tick if appropriate)</p> <ul style="list-style-type: none"><li>• SEND Personalised Plan</li><li>• One Plan</li><li>• Education Health Care Plan</li><li>• A diagnosis (please give details – please continue on reverse if needed)</li><li>• Additional funding at a previous/current setting (e.g. inclusion grant/SEN premium)</li></ul>	
<p><b>Names of professionals and/or outside agencies involved with your child:</b></p> <p>Name 1 Agency Role Telephone No.</p>	<p>Name 2 Agency Role Telephone No. (Please continue on reverse if needed)</p>
<p>Does your family have a social care worker for any reason?      Yes / No</p> <p>Name Based at Telephone No.</p> <p>What is the reason for the involvement of the social care department with your family?</p>	

### CONDITIONS OF CONSENTS

1. **The information you provide in this consent form is valid from the date the form is signed. If your circumstances change or you wish to change your mind about any consent you have given, please let us know immediately and another form will be provided to account for any changes.**
  
2. **The Pre-school itself will not publish any names of children with any images without specific and separate consent from parents.**
  
3. **The Pre-school will generally avoid publishing close up or individual photos of children. Our preference is always to use class or group images.**
  
4. **The Pre-school will only use images of children who are appropriately dressed.**
  
5. **The Pre-school will not provide the press with names of children appearing in photographs.**
  
6. **If you agree to the media using images of your child, you should note that the media's use of images of children is governed separately by the Data Protection Act, other legislation and industry codes of practice.**
  
7. **The information and consent you provide on this form will be treated in confidence within the Pre-school and any consents you do not give will be observed at all times.**
  
8. **Your child will not be excluded from any events or activities at the Pre-school if your consent for photos/video of that event is not granted.**
  
9. **All major outings will require a separate consent form before the outing takes place.**

## CONSENTS

Please read each consent carefully and sign each one to confirm your acceptance of them.

<p><b>1. <u>Accidents &amp; Emergency</u></b></p> <p>In the case of an accident, I give permission for the qualified first aid staff to administer first aid.</p> <p>In the case of an emergency, I give permission to the Pre-School to seek emergency medical advice or treatment for my child (i.e. contact the emergency services). Should your child be taken to Accident and Emergency to be examined, treated or admitted, you will be contacted immediately.</p> <p>Signed: _____ Date: _____</p>	<p>Yes/No</p> <p>Yes/No</p>
<p><b>2. <u>Data Protection/GDPR</u></b></p> <p>I give permission for my child's name, DOB, address and telephone no. being added to computer records for <u>Pre-School use only</u> (eg register, signing in)? I understand that these records are stored according to the General Data Protection Regulations 2018 will NOT be shared with any third party or used on the internet.</p> <p>I have received a copy of the PRIVACY NOTICE</p> <p>Signed: _____ Date: _____</p>	<p>Yes/No</p> <p>Yes / No</p>
<p><b>3. <u>Observations &amp; Record Keeping</u></b></p> <p>I give permission to the Pre-School to make observations of my child and to record these in my child's Learning Journal. I understand that these will be shared with me regularly and that they are available to me at any time to look at upon request.</p> <p>Signed: _____ Date: _____</p>	<p>Yes/No</p>
<p><b>4. <u>Nappy Changing / Toileting</u></b></p> <p>My child is in nappies and I give permission for staff members to change my child in the event the nappy becomes soiled or wet.</p> <p>My child uses the toilet and I give permission for staff members to accompany my child and assist with toileting should this be necessary eg help with bottom wiping</p> <p>Signed: _____ Date: _____</p>	<p>Yes/No</p> <p>Yes/No</p>
<p><b>5. <u>Changing</u></b></p> <p>I give permission for staff members to change my child's clothes should the clothes become wet or dirty. I will provide a change of clothes in a named bag.</p> <p>Signed: _____ Date: _____</p>	<p>Yes/No</p>
<p><b>6. <u>Photography &amp; Video</u></b></p> <p>FOR PRESCHOOL USE ONLY - I give permission to the preschool to use photographs, video and/or voice recordings of my child for use at <u>Pre-School ONLY</u>. I understand that these will be used for my child's Learning Journal/online journal and/or displayed in preschool only.</p> <p>PHOTOGRAPHER – I give permission for my child to be photographed by an external photographer, without my presence if during session time, for the purpose of providing me with professional photograph's of my child, which I can choose to purchase.</p>	<p>Yes/No</p> <p>Yes/No</p>

<p>FOR EXTERNAL USE – From time to time, to publicise what is happening in the preschool, we like to invite the Local Gazette and/or other village magazines in to take pictures of special events and activities. On these occasions, I give permission to my child being photographed for use outside of preschool.</p> <p>GROUP PHOTO – I give permission for my child to take part in group photos/videos (e.g. Christmas Play, Summer Photo, parade).</p> <p>I also understand that any UNUSED photos will either be destroyed or returned.</p> <p>Signed: _____ Date: _____</p>	<p>Yes/No</p> <p>Yes/No</p>
<p><b>7. <u>Policies and Procedures</u></b></p> <p>I have been notified that the Policies and Procedures of the Pre-School are available for me to view on the preschool website and a copy is available for viewing in the preschool and that the preschool work to these documents. I also understand that I can request a hard copy at any time.</p> <p>Signed: _____ Date: _____</p>	<p>Yes/No</p>
<p><b>8. <u>Outings - Local</u></b></p> <p>I give my permission for my child to take part in short outings as part of the daily activities offered in preschool, e.g. walking round millennium field. I understand these visits will be fully supervised by the preschool staff at all times. <b>I also understand that my further consent will be requested for major outings.</b></p> <p>Signed: _____ Date: _____</p>	<p>Yes/No</p>
<p><b>9. <u>Outings – School</u></b></p> <p>I give my permission for my child to take part in short outings to Blackmore Primary school (e.g. watching the Christmas, school leavers visits). I understand these visits will be fully supervised by the preschool staff at all times. I understand I will be notified by the noticeboard at preschool and/or via newsletters.</p> <p>Signed: _____ Date: _____</p>	<p>Yes/No</p>
<p><b>10. <u>Sharing Information</u></b></p> <p>I give permission to share information with 3<sup>rd</sup> parties relating to my child’s development and I understand I will be informed before this happens.</p> <p>I give permission for the preschool to inform my chosen primary school of my child’s development in readiness and support of their transition.</p>	<p>Yes/No</p> <p>Yes/No</p>
<p><b>11. <u>Emails</u></b></p> <p>I give permission to the preschool to send emails to advise of what is going on in the preschool, e.g. newsletters, etc.</p> <p>Email Address (1): Relationship to child:</p> <p>Email Address (2): Relationship to child:</p> <p>I give permission to the preschool to email financial information, e.g. billing invoices etc.</p> <p>Signed: _____ Date: _____</p>	<p>Yes/No</p> <p>Yes/No</p>

# PARENTAL CONTRACT

**PLEASE NOTE THAT BY SIGNING THIS DOCUMENT YOU ARE ENTERING INTO A CONTRACT WITH BLACKMORE COMMUNITY PRESCHOOL TO PROVIDE YOUR CHILD WITH SESSIONS AND YOUR AGREEMENT TO PAY FOR THOSE SESSIONS. PLEASE ALSO NOTE OUR TERMINATION NOTICE PERIOD AND CONDITIONS.**

Please complete in **BLOCK CAPITALS**

## **CHILD DETAILS**

<b>First Name:</b>	<b>Surname:</b>
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## **FEES / EEE FUNDING**

Where fees are due, you will receive an invoice showing the amount, period covered, how to pay and the deadline for payment. Non-payment of fees may result in loss of sessions. Late payment of fees will result in a fee (as per the policy)

Fees are due even if your child is unable to attend because of illness, holiday, forced closure, adverse weather closure or any other reason outside of the control of the preschool.

If you have difficulty in paying the fees, please speak to the preschool manager or treasurer immediately.

Where funding is available, the preschool will collect the appropriate amount from the Local Authority according to your Funding Entitlement Form.

## **HOLIDAYS**

Please notify us when you are taking holidays so that these can be recorded in our registers, as per our safeguarding policy

## **ILLNESS AND ABSENCES**

If your child is sick, please notify us by telephone on the first day of absence, giving the reason and the approximate number of days the child will be away from the setting.

Periods of prolonged absence (e.g. less than 80% attendance), without notification or good reason, may result in your child's place being terminated and given to another family.

## **CANCELLATION OF SESSIONS / TERMINATION NOTICE PERIOD**

Sessions that are no longer required, whether paid or funded, must be notified to us in writing giving 4 weeks' notice. If notice is not received in advance, a charge for 4 weeks will be made. Where funded sessions are cancelled this may result in an invoice.

<b>Signature of Parent / Carer / Guardian:</b>
<b>Name of Parent / Carer / Guardian:</b>
<b>Relationship to Child:</b>
<b>Date:</b>

**FAMILY BACKGROUND INFORMATION (Non compulsory )**

**Why do we ask for this information?**

The pre-school has a statutory duty to collect information on ethnic groups, under the Race Relations Amendment Act 2000, to tackle discrimination and promote equality.

The information provided is used to ensure that our practice is inclusive, as well as being used to support your child's settling in period and for future planning.

What is the child's ethnicity (please tick one):  WBRI – White, British WIRI – White Irish WIRT – Traveller / Traveller of Irish Heritage WROM – Gypsy / Roma WOTH – White, any other White Background MWBC – Mixed, White and Caribbean MWBA – Mixed, White and Black African MWAS – Mixed, White and Asian MOTH – Mixed, any other mixed Background AIND – Asian, or Asian British, Indian APKN – Asian, or Asian British, Pakistani ABAN – Asian, or Asian British, Bangladeshi AOTH – Asian or Asian British, Any other Asian Background BCRB – Clack or Black British, Caribbean BAFR – Black or Black British, African BOTH – Black or Black British, Any other Black Background CHNE – Chinese OOTH – Any other ethnic background REFU – Do not wish to be recorded
What is the first language spoken in the home?
If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment?    Yes / No
What is the main religion in your family?
Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?
Does your child have regular contact with family members living abroad?  Yes / No  If Yes, please give details