

09.1c South Moreton Pre-School's Childcare and early education registration form

Child's details

Child's first name(s) _____ Surname _____

Name known by _____

Child's full address _____

Birth certificate/passport seen and registered

Gender _____ Date of birth _____ Yes No

Family details

Who does the child live with? _____

Contact details 1 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____ Mobile _____

Email _____

Home address _____

Work address _____

Does this parent have parental responsibility for the child? Yes No

Parent NI number _____ (for funding purposes only)

Contact details 2 (including emergency information):

Parent/carer full name

Relationship to child

Daytime/work telephone

Mobile

Email

Home address

Work address

Does this parent have parental responsibility for the child? Yes No

Parent NI number

(for funding purposes only)

Contact details 3 (including emergency information):

Parent/carer full name

Relationship to child

Daytime/work telephone

Mobile

Email

Home address

Work address

Does this parent have parental responsibility for the child? Yes No

Parent NI number

(for funding purposes only)

Other person(s) with legal contact *To be completed where those persons with parental responsibility are separated and/or an S8 Order is in place.*

Name

Address

Contact telephone numbers

Relationship to child

Please give details of the legal contact arrangements that we need to be aware of

Ethnicity data *gathered for monitoring purposes only. Parents are not obliged to give this information.*

Ethnic origin is classified as special category of data under data protection legislation and we require your consent in order to process and store this information. The Privacy policy explains how the data provided in this form will be processed and explains your rights with respect to the information given.

Privacy Notice

I confirm that I have received a copy of the Privacy Notice and give my consent to the processing of special category data.

Signed

Date

White British

Pakistani

White Irish

Indian

White other

Asian other

Black British

Chinese

Black African

Chinese other

Black Caribbean

White and Black Caribbean

Black Other

White and Black African

Bangladeshi

White and Black Asian

Other please state

Collection permission authorisation (other than parents) *Please note that if the authorised person is not the person indicated on the daily signing in/out sheet, we will check before releasing the child. Only those over the age of 16 years can be named as authorised persons.*

Authorised Person 1 (parent/carer) – Name

Relationship to child

Full address

Daytime/work telephone

Home telephone

Mobile

Authorised person 2 (other family member) - Name

Relationship to child

Full address

Daytime/work telephone

Home telephone

Mobile

**Authorised person 3 (other family member)-
Name**

Relationship to child

Full address

Daytime/work telephone

Home telephone

Mobile

Password for the collection of child by authorised persons

No Access – Name

Full address

Relationship to the child

Reason: e.g. court order or other?

Evidence seen Yes No

Copy provided Yes No

Emergency contact details for two named contacts – if parents are not available *Only those over the age of 16 years can be named as emergency contacts. Please ensure emergency contacts are local and their consent has been given.*

Contact 1 - Name _____

Relationship to child _____

Address _____

Daytime/work telephone _____

Home telephone _____

Mobile _____

Contact 2 - Name _____

Relationship to child _____

Address _____

Daytime/work telephone _____

Home telephone _____

Mobile _____

Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me and emergency services will be called as necessary. I understand that my child may be taken hospital accompanied by the manager or authorised deputy for emergency treatment. I understand that health professionals will be responsible for decisions about medical treatment in my absence.

Signed _____

Date _____

Name _____

For inhalers/auto-injectors (e.g. Epipens) only

I give permission for a named member of staff who has been trained to administer the inhaler/Epipen or

Anapen (supplied by me)

(*name of child*).

to _____

Signed _____

Date _____

Printed name _____

Medical details

Has your child received the following immunisations, this enables us to effectively manage any special education, health or medical needs of your child (please confirm and date);

Two months	5-in-1 (DTaP/IPV/Hib) vaccine – diphtheria, tetanus, whooping cough (pertussis), polio and Haemophilus influenzae type b (known as Hib); Pneumococcal (PCV) vaccine; Rotavirus vaccine; Men B vaccine	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
Three months	5-in-1 (DTaP/IPV/Hib) vaccine, second dose; Men C vaccine; Rotavirus vaccine, second dose	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
Four months	5-in-1 (DTaP/IPV/Hib) vaccine, third dose; Pneumococcal (PCV) vaccine, second dose; Men B vaccine second dose	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
12 to 13 months	Hib/Men C booster, given as a single jab containing meningitis C (second dose) and Hib (fourth dose); Measles, mumps and rubella (MMR) vaccine, given as a single jab; Pneumococcal (PCV) vaccine, third dose; Men B vaccine third dose	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
Eligible pediatric age groups	Children’s flu vaccine (annual)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
Three years and four months to five years	Measles, mumps and rubella (MMR) vaccine, second dose; 4-in-1 (DTaP/IPV) pre-school booster, diphtheria, tetanus, whooping cough (pertussis) and polio	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:

For internal use: Has the child's health record book been seen to confirm immunisation dates? Yes
No

Health and development

Was your child born prematurely, if so how many weeks early?

Special notes:

Does your child have any on-going medical conditions? If so, please specify:

If yes, please specify which external agencies are involved e.g. paediatrician, consultant, dietician, speech and language therapist, etc:

Does your child require a health care plan? Yes No

Special notes

If yes, complete health care plan with parents.

Does your child have care or mobility needs that may mean they are eligible for, or are in receipt of Disability Living Allowance? Yes No

Special notes:

Do you have any concerns about your child's learning and development? Yes No

If yes, special
notes:

Is your child known to have any allergies or food intolerances? If so, please specify:

Special notes:

A risk assessment is completed and kept on the child's file for any known allergies or food intolerance as mentioned above.

What are your child's dietary requirements? Please specify:

It is our usual practice to provide both a meat and vegetarian option. If this is not in keeping with your child's dietary requirements please discuss this with the setting manager to ensure that we are working in partnership with you to meet your child's needs. Please refer to our nutrition procedures.

Details of professionals involved with your child

GP

Name _____ Telephone _____

Address _____

Health Visitor (if applicable)

Name _____ Telephone _____

Address _____

Social Care Worker (if applicable)

Name _____ Telephone _____

Special notes _____

Dentist (if applicable)

Name _____ Telephone _____

Address _____

Any other professional who has regular contact with the child

Name _____ Role _____

Agency _____ Telephone _____

Address _____

Two year old progress check/Integrated health check

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and to share it with your child's health visitor. Please note that where a local authority has arrangements in place we complete an integrated check with you and your child's health visitor.

If your child is aged between 24-36 months, has a two year old progress check already been completed for your child? Yes No

Setting completing
check

Date
completed

Parental permissions

E:safety (staff and children)

There are procedures in place that govern the use of IT equipment on site. Where ipads or similar are used by staff to record children's learning and development or as a management tool, a risk assessment is completed and only equipment owned by the setting is used. Visitors to the setting using IT equipment, such as Ofsted or Social Care, are advised of the procedure for its use and must seek prior permission from the setting manager.

In some instances children will use ICT equipment to promote their learning and development under the supervision of staff. Children do not normally have access to the internet and never have unsupervised access to the internet.

I give permission for my child to use ICT equipment for the purposes stated above. I understand that there are procedures and risk assessment in place to govern its use and that staff and visitors may also use ICT equipment to record and monitor children's learning and development.

Signed

Date

Nappy cream

I give permission for non-medicated nappy cream (supplied by me) to be administered to my child when required in accordance with manufacturer's instructions. If medicated nappy cream is supplied by me, I give permission for it to be applied as above and to record its use and inform me of when it was administered. (*Medication Administration Record*)

Name of child:

Signed

Date

Suncream

I give permission for staff to administer hypoallergenic suncream (supplied by me) to

(*name of child*) when necessary and to record its use.

Signed _____

Date _____

Short trip - general outings

I give permission for my child to take part in short trips or general outings. I understand that individual risk assessments are carried out for each type of trip or outing and are available for me to see as required.

Name of child: _____

Signed _____

Date _____

Photographs and videos

To record aspects of our curriculum and for children's individual development records, staff often take photographs or videos of children during their play. Only equipment supplied by us is used for this purpose and images taken are for display and for your child's learning records. We may also record events and activities on video. Images are saved and stored on our equipment securely, and only kept for the period your child is with us. If we wish to use any images of your child for publicity or marketing purposes we will seek your written consent for each image we wish to use.

I give permission for my child to be photographed/recorded as per the conditions above.

Name of child: _____

Signed _____

Date _____

Social Media

We have an **open** Facebook page, this page is open to the general public and we post information, events and news on this page and sometimes use photos/videos of the children during events. No names will be used for confidentiality purposes.

I give permission for _____ (*name of child*)

to have her/his photo taken, or to be videoed, as per the above conditions.

Signed _____

Date _____

We have a **closed** Facebook Group Page, where members need to be approved by the pre-school. We use this Facebook page to keep parents/carers informed of daily events, news, reminders or events coming up at the pre-school. No names will be used for confidentiality purposes.

I give permission _____ (name of child)
for

to have her/his photo taken, or to be videoed, as per the above conditions.

Signed _____ Date _____

Tapestry Online Learning Software

South Moreton Pre-School uses a piece of educational software called 'Tapestry' and every child at South Moreton Pre-School will have their own individual learning journal. By logging on with a secure username and password you will be able to access your child's journal. Parents are only able to view their own child's journal and all information is stored on a highly secure server, which is monitored closely. Please see the *Tapestry Privacy Policy* for more information <https://tapestry.info/privacy.html/>

Tapestry online learning journeys allow you to view your child's observations and photographs from their time at South Moreton Pre-School, almost as they happen! We will also reference your child's learning to the EYFS profile. This will keep you informed of the areas of learning in which your child is achieving, also, the age band they were working in for the observed activity.

As a parent I will...

- Not publish or make publicly available any of my child's observations or photographs in any form (for example social media sites, paper copies etc.)
- Keep the login details within my trusted family.
- I accept that my child's photograph may appear on their friends learning journal account and I may see pictures of my child's friends on my child's personal account.
- I will speak to a member of staff if I experience any difficulties accessing my child's learning journey.

By signing and providing us with an email address you agree to South Moreton Pre-School creating a Tapestry online learning journey for your child and I agree to the above guidelines.

Name of child: _____

Signed _____ Date _____

Email: _____

Email: _____

Animals

We may occasionally have supervised visits of animals to our setting or have pets on site. We will ensure that our pets are healthy and are inoculated as appropriate and that animals showing any signs of disease are treated. Risk assessments will be carried out for visiting animals and will be made available to parents on request. Please state here any known allergies or aversion your child has to animals

Name of child: _____

Signed _____

Date _____

Key persons

Your child will have a key person assigned to them. It is the key person's responsibility to ensure your child receives the best possible care and attention and to ensure that their records are kept up to date whilst they are with us. Your child's key person may change as they progress through the setting, but you will be notified of these changes in advance. The key person should be the first point of contact for anything you wish to discuss about your child.

Your child's key person is: _____

Your child's back up key person is: _____

About your child

The following information will tell us a little more about your child.

Does your child have previous experience of attending an early years setting? If so, please give details:

Does your child have difficulty with walking, talking or socialising? If so, please give details:

Is your child disabled? Yes No

Does your child require a care plan? Yes No

What languages does your child speak at 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

Does your child need a bilingual support plan? Yes No

If so, discuss and agree with the manager/key person how we can work together to support your child when settling-in.

What religion does your family follow (if applicable)?

How would you describe your family's cultural background?

Are there any religious or cultural festivals that your child takes part in?

What is your child's usual sleep pattern?

Does your child have any food preferences? Yes No

Does your child have a pacifier i.e. dummy or thumb? Yes No

Does your child have a special toy or object they might bring with them? Yes No

What sort of things does your child enjoy doing at home, i.e. drawing or cooking?

Is there any other background information about your child that may be useful for us to know? For example, how do they prefer to be comforted when they are upset?

Your involvement with the setting

The involvement of parents in the setting is very important, both for the children and the smooth operation of the pre-school. Parents/carers are asked to help with various activities as detailed below. We greatly appreciate any assistance you can give. Please indicate how you could help:

Committee

As a registered charity, we legally must have a functioning Committee for the Pre-School to exist. The Committee has to have between 5 and 12 elected members, three of whom are elected as officers (Chair, Treasurer and Secretary). If our numbers drop below five, the Pre-School would have to close.

The Committee is made up of parents, who together run the preschool. Committee meetings are held regularly and all parents are invited to come along to find out more about the preschool and to have your say in how the preschool is run.

Delete as appropriate:

- Yes I would like to become a member of the committee and I would like further information sent to me.
- No, I cannot help with the committee.

Fundraising

Our setting is a charity run preschool so we are always trying to find ways to raise money for the setting.

Delete as appropriate:

- Yes, I would like to help the school with its fundraising activities and events and I give permission for a member of the committee or staff to contact me. If you would like to join our Whatsapp fundraising group, please give your contact telephone number _____
- No, I cannot help with fundraising activities or events.

Housekeeping/Maintenance

We would appreciate any help that could be given in keeping our setting as clean and tidy as possible.

Delete as appropriate:

- Yes, I can help with dress-up clothes washing / toy cleaning / DIY / general maintenance.
- No, I cannot help.

If you can help the setting in any other way, please use the space below to give us details:

Transfer of records

With your consent we will transfer your child's records to the receiving school when they leave our setting. This will enable the school to continue to effectively manage any special education, health or medical needs, and to continue with their development.

I agree for my child's records to be transferred to their receiving school

Name of child:

Signed

Date

Further information

I confirm that information about the setting's policies and procedures has been made available and explained to me, and I understand I can find more information as to how my personal data is handled through the Privacy policy.

For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign this form on your behalf. The agreement would therefore be between the setting, you, and the guarantor.

Please sign below to indicate that the information on this form is accurate and that you will notify us of any changes as they arise.

Parent's name:

Signed

Date

Guarantor's name (if app)

Signed

Date

Relationship to the child

Daytime/work telephone

Mobile

Email

Home address

Key person's name:

Signed

Date

Setting manager's name:

Signed

Date

Please note that the information on this form is stored and maintained confidentially at all times.