

**Bollington Pre School, Water Street, Bollington, SK10 5PB 01625 400128,** [**info@bollingtonpreschool.org**](mailto:info@bollingtonpreschool.org)**.uk**

**Registration form**

We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 and therefore we do not require your consent for the first section of this form. Where information to be supplied is voluntary or where we do need consent this is identified. The information provided will be kept in paper form and used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.

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| Basic Details | |
| Child’s name: | Known as: |
| Date of birth: | Gender: |
| Name of parent(s) with whom the child lives: | |
| Parent  Do you have parental responsibility for this child? **Yes/No** *(please delete as appropriate)*  If no, do you have legal contact?  **Yes/No** *(please delete as appropriate)* | Parent  Do you have parental responsibility for this child? **Yes/No** *(please delete as appropriate)*  If no, do you have legal contact?  **Yes/No** *(please delete as appropriate)* |
| Address of parent(s) with whom the child lives: | |
| Home telephone number: | Mobile telephone numbers:  Parent:  Parent: |
| Email address  Would you prefer to receive invoices, newsletters, and information via email?  **Yes/No** *(please delete as appropriate)*  *If YES please sign here to consent to us contacting you for the purposes above ………………………………………………………………….* | |
| Name of parent(s) with whom the child **does not** live: | |
| Does this parent have parental responsibility? **Yes/No** *(please delete as appropriate)* | |
| Does this parent have legal contact? **Yes/No** *(please delete as appropriate)* | |

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| Does this parent have legal access to the child? **Yes/No** *(please delete as appropriate)* | |
| Address: | |
| Home telephone number: | Mobile telephone number: |
| Emergency Contact Details  *Please provide the names and contact details of 2 people (other than parents/guardians) who we can contact in case of an emergency.*  **NOTE: It is your responsibility to ensure these people are happy for us to contact them and to hold their details.** | |
| Emergency Contact 1  Name  Home telephone no  Mobile telephone no  Relationship to child | Emergency Contact 2  Name  Home telephone no  Mobile telephone no  Relationship to child |
| Security Details | |
| A password system operates in our setting. A secure password is required and should be used by emergency contacts and persons authorised to collect your child. Ideally this should be one word and something that is easily memorable. Please do not use obvious things such as middle names. The password is required from anyone colleting your child. If they do not have the password, we will not release your child to them.  My secure password is: | |
| Persons authorised to collect the child. This is any other adult who may collect your child in your absence. Authorised persons must be over 18 years of age. | |
| Authorised Person 1  Name  Home telephone no  Mobile telephone no  Relationship to child | Authorised Person 2  Name  Home telephone no  Mobile telephone no  Relationship to child |
| Additional Security Information | |
| We always have the safety and well-being of the children in mind. We are sure that you will appreciate that persons known to you are strangers to us and we do need means of identifying those you have authorised to collect your child (either authorised or emergency contacts) when you are unable to.  We as a setting and especially your child/children key person will be familiar with you, however we do not always have the opportunity, to meet both parents. This is also true of your nominated emergency contacts and authorised persons. We therefore request that should anyone unknown to us be collecting your child that you inform us in advance and show us a photograph to enable us to identify them when they collect your child. | |

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| Childcare setting | | | |
| Does your child have experience of attending a childcare setting?  If so, please provide details:  Do you give permission for us to contact the other childcare provider? | | | |
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| Health Information | | | |
| Does your child suffer from any of the following *(please tick those which apply)* | | | |
| Asthma |  | Epilepsy |  |
| Heart Condition |  | Kidney/Bladder problems |  |
| Diabetes |  | Bee Sting Allergy |  |
| Sight Impairment |  | Deafness |  |
| Wears Glasses |  | Other |  |
| If you have ticked any of the boxes above, please give details here: | | | |
| Does your child require medication, either long term for existing conditions or life-saving drugs such as Ventolin? *(Please give details of the medication and dosage)* | | | |
| Does your child have any special dietary needs or preferences? **Yes/No** *(Please delete as applicable)*  If yes, please give details below: | | | |
| Does your child have known allergies? **Yes/No** *(Please delete as applicable)*  If yes, please give details below: | | | |
| Name of GP:  Surgery:  Address:  Telephone number: | | | |
| Registered at a Dentist? **Yes/No** *(Please delete as applicable)*  Name of Dentist:  Surgery: | | | |

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| Safeguarding Children |
| Does your family have a social worker for any reason? |
| Name Telephone number  Based at |
| What is the reason for the involvement of Social Services with your family? |
| **FOR OFFICE USE** - NB If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social worker named above and keep these securely in the child’s named Child Protection file. |

The following information is voluntary, and you do not have to complete it. However, we have a legitimate interest in requesting this data as it will assist in providing the necessary care for your child and to allow us to monitor and assess their development.

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| Health Visitor |
| Name Telephone number  Based at |
| Has your child had their two-year-old progress check? **Yes/No** *(Please delete as applicable)*  If so, on what date was this completed?  Are you able to share this information with the setting? **Yes/No** *(Please delete as applicable)*  If you have chosen for your child to receive their immunisations. Are they up to date?  If so, when was their latest vaccination?  Was your child born prematurely? If so, how many weeks early? |

The following section requires information classed as ‘sensitive personal data’ for which we need your consent to collect and process. We request this data as, in some cases we have a contractual obligation to do so with our Local Authority, but also as we have a legitimate interest to allow us to plan and meet your child’s needs.

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| Ethnicity and Cultural background | |
| How would you describe your child’s ethnicity/cultural background? | |
| What is the main religion of 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 s/he is in our setting? | |
| What is/are the main language(s) spoken at home?  If English is an additional language, will this be your child’s first experience of being in an English-speaking environment? **Yes/No** *(Please delete as applicable)* | |
| Special Educational Needs and Disabilities | |
| Does your child have any special needs or disabilities? **Yes/No** *(Please delete as applicable)*  If yes, please give details below: | |
| What (if any) special support will your child require in our setting? | |
| Professionals involved with the child | |
| Name  Agency  Role  Telephone no | Name  Agency  Role  Telephone no |

The following section contains information for which we need your consent. As required by data protection we have a duty to inform you that you can withdraw your consent for any of the permissions detailed below at any time. Should you wish to withdraw consent please discuss this with a member of staff in the first instance.

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| Permissions and Consent | |
| Permission for the setting to act in loco parentis | |
| If emergency treatment is required, either whilst your child is on the premises or on an outing, (for the duration of your child’s time with us) and the parents or legal guardians cannot be reached immediately, your signature in the space provided below empowers the settings management to exercise their own judgement in calling the doctor/dentist indicated above or to transport the child to a hospital casualty department by ambulance. Please read and fill in the declaration below, cross out the statement/wording that does not apply, and sign and date this section. | |
| I / We parent(s)/guardian(s) of do / do not give consent on my / our behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given.  I / We do not agree to this statement and indicate our wishes as follows:  Signatures of parent(s)  Date | |
| Permission for the application of sun cream **Yes / No** | |
| We ask that on sunny days you ensure that:   * Suitable named clothing is provided i.e sun hat. * Children arrive at Preschool with sun cream applied to all areas, including face.   In the Summer Term if your child attends Preschool for a full day, we will reapply sun cream that you have provided. Please make sure the bottle is named.  I / We parent(s)/guardian(s) of give consent on my behalf to apply sun cream that we have supplied and clearly labelled.  If sun cream has not been supplied by myself I/ We give consent on my behalf to apply sun cream provided by Bollington Preschool **Yes / No**  *A named bottle of sun cream would be required for your child’s next session*  If you do not give permission for the application of sun cream | |
| Permission for the application of Sudocrem when needed. **Yes / No** | |
| Permission for us to use a plaster on your child **Yes / No** | |
| Permission for the administration of Calpol when we have been unable to contact you, or your emergency contacts and your child has a high and rising temperature? **Yes/ No**  (*Please note this permission does not extend to pain relief – a separate request / permission form would be needed and authorised by the setting manager)* | |
| Permission for the administration of Piriton, when we have been unable to contact you, or your emergency contacts and your child displays signs of an allergic reaction **Yes/ No** | |
| Please read the statements below and strike through the statement that **does not** apply: | |
| I / We parent(s)/guardian(s) of give consent on my behalf to apply their own supply of high factor children’s sun cream to my child.  OR  I / We parent(s)/guardian(s) of do not agree to the above statement and I / We will supply our own sun cream, clearly labelled with my child (rens) name.  Signatures of parent (s)  Date | |
| Please tick the statements below if you consent to the following: | |
|  | To enhance your child’s learning, understanding and appreciation of their local environment we go on small outings to the park, the library etc. These are always supervised with the correct adult to children ratio’s For larger scale outings we will require you to sign a separate permission slip.  I consent to my child participating in off-site outings as part of daily practice e.g., trips to the park, shops, etc |
|  | I consent to my child having their name displayed and information shared to other parents for birthday celebrations such as birthday invitations |
|  | I consent to my child having their photograph (with their name) taken for use in displays, for name pegs, etc within the setting |
|  | I consent to my child having their name displayed on trays and folders in the setting to hold their work and items for home. |
|  | I consent to my child having their photograph taken to be used for publicity purposes – website, flyers. |
|  | I consent to my child’s photograph being used on the setting social media sites |
|  | I consent to my child’s artwork (with their name) being displayed in the setting |
|  | I consent to my child’s photograph being used on the setting newsletter each week. |
|  | I consent to my child’s photograph being used in learning journeys of other children within the setting |
|  | I consent to my child being photograph for use by the setting staff only with regards to observational purposes either assessment of children, an activity or for monitoring children’s behaviour |
|  | I consent to the photograph, as mentioned above, to be shared with other professionals visiting the group such as Early Years Advisors, SENCO, Health Visitor etc if necessary |
|  | I consent to my child being videoed for use by the setting staff only with regards to observational purposes either assessment of children, an activity or for monitoring children’s behaviour |
|  | I consent to the video, as mentioned above, to be shared with other professionals visiting the group such as Early Years Advisors, SENCO, Health Visitor etc if necessary |
|  | I consent to my child’s learning journey being shared with Ofsted inspectors and/or as part of audits by the local authority |
| Please sign below to confirm your consent for the indicated statements above:  Signature of Parent(s)/Guardian: | |

Further information regarding how we use children’s images within the setting can be found in our Image Use Policy.

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| SPECIAL NOTE: Please notify us immediately of any changes to the information provided. Please feel free to come and discuss any problems or concerns with us. If there are any other notes you would like to add, please use the space below. |
| I / We confirm that the information provided on this form is correct to the best of our knowledge.  Signature of Parent (s)/Carer (s)  Date |

Thank you for completing this form. You are welcome to request to see the information we hold on you and your child at any time.

**Weekly Hours**

Please indicate the hours you would like your child to attend by placing a cross(es) in the relevant boxes in the table below.

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| **Name of Child:** |  |
| **Child’s date of birth:** |  |
| **Start date:** |  |
| **Stay and Play session (OFFICE ONLY)** |  |

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| --- | --- | --- | --- | --- |
|  | 8-9am | 9am-12noon | 12noon-3pm | 3-5pm |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |

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| **Documentary proof of DOB type (e.g. Birth Certificate, Passport):** |  |
| **Document recorded by (name of staff member):** |  |

Please note that children must be collected promptly at the end of their sessions. We have to maintain staff to children ratios at all times, this could mean that a member of staff is delayed from collecting their own children. Any children that are collected late will have a charge of £5 per 15 minutes added to their account.

If your child is over 3 years old, they will be eligible for 15 hours universal funding each week from the term after their third birthday. Some children will also be eligible for an additional 15 hours funding each week. Funding applications will be distributed to parents on a termly basis, the half term before the funded term.

Bills will be issued by email to parents at the end of each calendar month. Bills can be paid by cash, cheque, childcare vouchers or bank transfer. Payment must be received in full by 7 days after the bill was issued. Late payment charges of £10 will be applied to any bills that are not paid on time.