


<b>Child's registration form</b>		Start date:	
Legal name of child:	Preferred name:		
Child's date of birth:	Age:		
Ethnicity:	Religion:		
<b>Parent/carer name:</b>		<b>Parent/carer name:</b>	
Does this person hold parental responsibility? Y / N		Does this person hold parental responsibility? Y / N	
<b>Place of work:</b>		<b>Place of work:</b>	
<b>Contact details</b>		<b>Contact details</b>	
Home:		Home:	
Work:		Work:	
Mobile:		Mobile:	
Email:		Email:	
Home address:		Home address of parent/carer if different from child (please specify whom):	
Details of siblings & other important people:			
<b>Emergency Contacts</b>			
Name	Relationship to child	Contact details	
<b>Persons authorised to collect-</b> persons not on this list will not be authorised to collect your child			
Name	Relationship to child	Contact details	
<b>Chosen password:</b>			
(A child will not be released to anyone other than the parents unless by prior arrangement. The password system is set up to ensure that only persons authorised by parents can collect a child. Please ensure staff are always informed of who will be collecting.)			

**Medical information (please use red book where possible)**

G.P:	Health visitor:
G.P address:	Health visitor address:
G.P contact number:	Health visitor number:

Please specify any medical needs or regular medications taken by your child?

Does your child have any of the following conditions? Please give details

Asthma	
Eczema	
Hay fever	
Diabetes	
Epilepsy	

**Has your child had chicken pox?**

<b>Immunisations received:</b>	<b>Date received</b>	<b>Immunisations received:</b>	<b>Date received</b>
Diphtheria		Polio	
Tetanus		H.I.B	
Whooping cough		Meningitis C	
M.M.R			

Does your child have any known allergies? E.g. foods, medications, face paints, sun cream etc. Please give detail

Does your child have any dietary requirements, allergies, sensitivities or preferences?

Please specify any individual needs. E.g. speech delays, glue ear, SEN (Special educational needs).

Are any other professionals supporting your child? E.g. speech therapist etc

Is your child in nappies, potty /toilet trained?

Does your child attend another Early years setting or provider? Please give details.

Name & address:

Contact number:

Child's key person:

Start date:

It is a statutory requirement that childcare providers liaise to share relevant information regarding children attending. We may from time to time request information from this other setting/provider to share your child's interests, fascinations, progress and next steps?

At Pilton Pre-school we like to encourage parents, carers and families to be involved in the group. If you are interested in supporting the group by carrying out an exciting activity, would like to help on a regular voluntary basis or are interested in joining the committee please speak to the Pre-school manager.

Signed by parent / carer

Print name

Date

**Please indicate sessions required:**

	8:45 Start	Am: 9.00-12.30	Pm: 12.30-16.00	9:00-14:00	Full day: 9.00-16.00	Other, please specify
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Total hours:

Please note – extra sessions can be purchased at short notice where space is available and are charged on the day. Extra hours can also be purchased to extend a morning or afternoon session where space is available.

### **Induction checklist & Consent form**

Please initial to confirm you have been informed of and understand the following policies, procedures and key information. (Full policies are available on request and we advise that you take the time to read them to gain a full understanding of the settings requirements and standards. If you wish to view the full policies please ask a member of staff.)

Safeguarding & child protection including written statement & designated persons		Health and well-being – including healthy snacks, being physical and getting outside	
Health and Safety – inside and out including outings/forest school based activities		Fees Policy – incl session times, early years entitlement funding, additional charges, changes to sessions, administration fees	
Equality and diversity		Intimate care policy	
Behaviour management – including STC emotions cards		Signing in and out plus your child's peg, drawer and self registration	
First aid, illness and administering of medicines.		Red book & 2 year check	
Accident & incident forms		Complaints procedure, Ofsted info and important information boards	
Tapestry Learning journal, log in email, contributing to and regular sharing.		Staff and committee structure, roles, key person and who to go to if needed.	
Confidentiality and information sharing, Privacy Policy		Methods of communication - child's drawer, parent noticeboard, email, Facebook, website	

Please initial to confirm you understand and give consent for the following:

Administering of first aid - including seeking emergency medical support should the need arise.		Use of plasters if requested by your child	
Nappy changing / clothing changes / assistance with toileting (intimate care policy)		Use of wet wipes, steri-gel (as needed) & hand soap	
Inclusion in multi-cultural events & festivities - please inform us of any you would like us cover or not participate in.		Off-site trips and inclusion in Forest school approach activities (we will always inform you, in advance where possible, of outings)	
Application of sun cream (to be provided by you and kept at Pre-school). Please ensure you apply sun cream before the session.		Use of face paints/body paints	

**Signed parent:** \_\_\_\_\_

**Signed practitioner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Pilton Pre-school Data Processing Consent

(version issued May 2018)

### THIS DOCUMENT IS A BINDING AGREEMENT

Name of child: \_\_\_\_\_

- ☐ I have received a copy of Pilton Pre-school's Privacy Policy and have read and understood the terms and conditions stated within it.
- ☐ I consent to **my child's** data being collected and used as stated within the Privacy Policy, and give explicit consent for the following uses:
  - ☐ observation and evidence collecting (including photographs) for individual progress record (see Tapestry consent form for further details)
  - ☐ share details and learning progress with other settings
  - ☐ seeking support should concerns arise regarding development, health, safety or well-being of my child
- ☐ I consent to my child's photograph being used as follows:
  - ☐ in another child's learning journal
  - ☐ on setting displays, noticeboards and newsletters
  - ☐ on the setting's website and/or facebook page (no personal details will be included)
  - ☐ in group photographs (available to purchase by other parents)
  - ☐ articles in local newspapers
- ☐ I consent to **my** data being collected and used as stated within the Privacy Policy. By entering into a childcare contract with Pilton Pre-school, I agree that it is necessary to contact me by phone and/or email regarding my child and service updates related to the setting. I give explicit consent for the following uses:
  - ☐ to be contacted by email regarding fundraising events

#### Communication preferences (Email will be used by default. Paper copies on request)

- |                      |                                |                                     |
|----------------------|--------------------------------|-------------------------------------|
| - Fee invoices       | <input type="checkbox"/> email | <input type="checkbox"/> paper copy |
| - Termly newsletters | <input type="checkbox"/> email | <input type="checkbox"/> paper copy |

- Copy to be made and given to parent/guardian for their records
- Original copy to be filed in Child's file by Pilton Pre-school



All About Me ☺

Favourite People:

My favourite places:

My favourite toys/comforters:

My favourite foods:

My favourite stories/songs:

Things I like to do:

Things I am not so fond of:

When I'm upset, please comfort me with:

Things I might enjoy at Pre-school: