

Child's Name	Child's Date of Birth:
Home Address:	1 <sup>st</sup> Language
Postcode:	2 <sup>nd</sup> Language
<u>Mother's Name:</u>	<u>Father's Name:</u>
Date of Birth:	Date of Birth:
Telephone Number:	Telephone Number:
National Insurance Number:	National Insurance Number:
Email:	Email:
Other Carer Name –	Vegan/Vegetarian?
Relationship to child -	
Child's Ethnicity:	Child's Religion
Who has parental responsibility?	Who has legal contact for this child?

**Emergency Contacts and other people with permission to collect your child (must be 16 years old or over)**

<u>Name:</u>	<u>Number</u>	<u>Relationship to child</u>

**Please give details of any other people living at the family address.**

<u>Name</u>	<u>Relationship to child</u>

**Please provide a security password .....**

We ask for this when you send somebody else to collect your child.

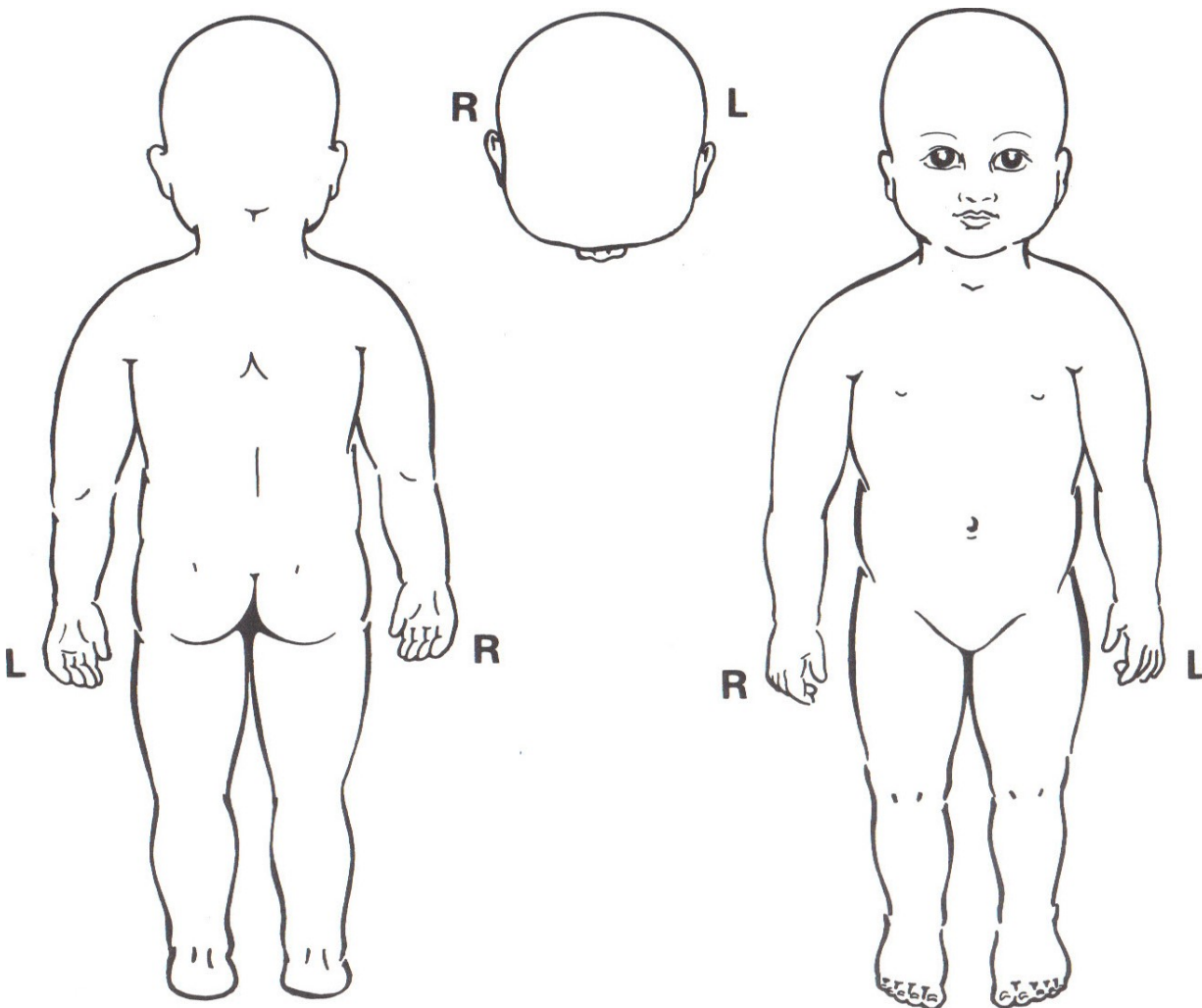
**Medical Information**

If you are new to the area, please provide your previous doctor's information.

Please note, your child will need to be registered with a local GP within 2 weeks of registration and you need to update us with the correct information, or we have an obligation to report this to Children's Services.

<u>Doctors Name:</u>	<u>Doctors Address:</u>
<u>Doctors Telephone Number:</u>	

Does your child have any distinguishing marks, features or scars on their body, i.e birthmarks? Please indicate this in the diagram below and give a brief description.



Form E2631

**Description-**

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**Please be aware that the following foods are NOT permitted in nursery**

**NUTS, SEEDS, SWEETS, FIZZY DRINKS, PEANUT BUTTER OR CHOCOLATE SPREAD**

On occasion, we may need to ban other foods from nursery, to safeguard children and staff members from allergies. This is always subject to change as children and staff members come and go from nursery.

## Appropriate weather protection

ALL SKIN TYPES BURN! Please ensure your child has a sun hat, and you apply sun cream to your child, before they arrive at nursery, we have a generic sun cream that can be applied if your child attends for longer hours.

Please note: Your child will not be permitted to play outside or go on trips if you refuse to provide and permit the correct sun protection.

Please ensure you dress your child appropriately for the weather conditions and consider that we will have outdoor play and occasional outings.

**Signing this form confirms that you agree to this.**

Does your child suffer with any of the following?

	<u>Yes</u>	<u>No</u>	<u>Further information/comments</u>
<u>Asthma</u>			
<u>Eczema</u>			
<u>Food Allergies</u>			
<u>Food Intolerance</u>			
<u>Other condition</u>			

Does your child have any needs in the following areas?

	<u>Yes</u>	<u>No</u>	<u>Further information/comments</u>
<u>Physical</u>			
<u>Visual</u>			
<u>Speech</u>			
<u>Hearing</u>			
<u>Behaviour</u>			
<u>Diet</u> i.e vegan/vegetarian			

Does your child need any of the following?

	<u>Yes</u>	<u>No</u>	<u>Further information/comments</u>
<u>Nappies?</u>			
<u>Pull ups?</u>			
<u>Potty/Toilet Training?</u>			

**Permissions**

In the event of an accident or emergency, whereby your child needs immediate medical attention, it may be necessary for a senior member of staff to accompany your child to the hospital.

Please sign to give consent for each of the following.

	<u>Yes</u>	<u>No</u>	<u>Further information/comments</u>
Photos for display in nursery & on Tapestry (some observations may include group photos).			
Photos to be published in media, such as Snaps Facebook Page (closed group), Newspapers.			
Outings, day trips, public transport, and walks.			
Sun Cream			
Calpol			
Piriton			
Sudocrem			
Plasters			

**Placement Cancellation Notice Period**

Please be aware that there is a 4 Week Notice Period for cancellation of your child’s nursery place.

This is because we rota staff 4 weeks in advance. Any government funding, received for your child, will be retained for this period, and private clients will be invoiced accordingly.

**GDPR**

It is necessary for the nursery to retain some sensitive information about you and your child.

This includes personal details, such as, home address/contact info, dates of birth, national insurance numbers, medical information, safeguarding information (in the case of social services involvement), Financial information such as invoices, development assessments on your child, benefit claim information (used in the applications for government funding), attendance records, accident/incident/medication forms.

All records are kept in secure files and in a locked cabinet. Occasionally we may need to share this information with other professionals for the safety or welfare of your child. This would always be done in the strictest confidence.

Please sign to confirm you understand this.

Sign..... Print Name..... Date...../...../.....

## External Agencies/Professionals

This section supports the parent/ key carer relationship, enabling us to meet government regulations and guidelines, as set out in the EYFS, to give your child the best possible start and help them to reach their full potential.

Is your child currently receiving, or have they previously received support from any of the following? Please sign each section to give permission for us to work with these professionals to support you and your child.

Agency	Currently	Previously	Further information/ Comments	Professional's Contact Info	sign
Social services					
Paediatrician					
Portage worker					
Has your child had their 2yr old Health check?					
Has an Early Help Assessment form been completed with you?					

Please help us get to know a bit about your child by completing this...

### All About Me

#### Getting to Know My Family and Me

I like to be called:

My first language at home is:

Other languages in my family are:

Who lives in my house?

My experience of playing with other children:

Special people in my life:

My family and I celebrate:

Important events in my life:

#### Interests and Preferences

Things that excite me and make me happy:

My favourite books, rhymes, activities, toys and places to go:

Things I like doing outside:

My weekly routines:

Things I can sometimes get angry or upset about:

Things that comfort me:

#### Food and Drink

I usually drink:

My favourite foods:

I do not like:

Other information that may help my teachers get to know me:

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**Terms and Conditions**

1. Sessions are allocated on a first come first served basis for funded children.
2. Private customers take priority over funded customers, when booking sessions (unless you are in receipt of 30 hours funding).
3. Additional hours/sessions, must be paid for on the day unless:
  - a. The additional hours are on a pre-booked basis and are fixed for 4 weeks (private customers only).
  - b. They are funded by another agency such as a college or social services.
4. The nursery reserves the right to withdraw any additional hours (funded customers) or booked hours (private customers), should an outstanding balance remain on their account for longer than 7 days after the invoice due date.
5. You may be required to alter your session times accordingly, to suit the needs of the nursery in cases of staff shortages/Nursery closure (the nursery will endeavour to make up missed sessions, where available or deduct missed sessions from invoices).
6. Booked sessions are staffed in advance and therefore cannot be deducted from your invoice in the event of your child's absence or sickness (unless for emergency closure of the nursery or staff shortages).
7. Funded sessions are subject to change at the start of a new term, depending on availability of funded sessions (we will offer as much flexibility as possible to working families)
8. Absent children, need to maintain contact, as we have a legal obligation to refer to social care after 3 days of no contact.
9. If you do not collect your child on time, our protocol is to attempt contact with you (parents) and any emergency contacts for an hour. If no contact is made by this point, we have a legal obligation to report to social care.
10. Safeguarding is a legal requirement, and we are obliged to report any unexplained injuries, changes in behaviour/emotional wellbeing, or any other cause for concern. Please remember, we are trained to be aware of these things and deal with them in a sensitive and confidential manner, but must work and share information, with other professionals when faced with a safeguarding issue.

Please sign to confirm you understand and agree to these terms and conditions, and all other sections of this registration form.

Sign..... Print Name..... Date...../...../.....