

REGISTRATION FORM
STOCKBRIDGE PRE-SCHOOL

We would be grateful if you would fill in the form below, letting us have details of your child for our register and other details, which may be needed in case of emergency. If at any time these details change please inform the supervisor.

If you decide to withdraw your child from Pre-School or to drop the number of sessions, we would be grateful for half a terms notice, or you may be charged for that half-term. However we do understand that this notice is not always possible and allowances will then be made. If you decide not to take up your place at Pre-School, please let the supervisor know as soon as possible. Children over three are entitled to 15 hours of government funding. The cost per hour is £3.40 if your child is under three or if you choose to exceed the 15 hours of government funding.

Family Name

Child's Name

Date of Birth

Please show proof of your child's age when returning this form.

Gender: Female Male

Initials of member of staff witnessing proof

Parents' Names

Address

.....

Postcode

Home telephone number

Mobile telephone number

Additional address if both parents do not share the same address.

.....

.....

Please state child's main address.

Do **both** parents have legal access, and parental responsibility, to the child? Yes* / No*

If no please indicate who **has** legal access and responsibility.

Do both parents work? Yes* / No*

• Please delete as appropriate

Mother's work place and address

.....

.....

Telephone number

Father's work place and address

.....

.....

Telephone number

Alternative names, addresses and telephone numbers in case of emergency (e.g. relative / child minder).

1. Name

Address

Telephone number.....

Signature of named person 1.....

2. Name.....

Address

Telephone number

Signature of named person 2

Please give name and address of regular carer(s) in addition to emergency names and addresses.

.....

.....

Signature of carer.....

We ask for your named persons to sign so that, if necessary, we can check any person that we do not recognise by comparing signatures.

For security reasons, if anyone other than the above-named persons will be collecting your child from Pre-School you will need to fill in a permission form. (These are kept on the desk by the door). Please ask a member of staff.

Information about the child

Position of child in family (i.e. brothers / sisters) - 1st 2nd 3rd
(Please tick)

Child's doctor Address

.....

Telephone number

Injections the child has had: Please tick as appropriate

Diphtheria Polio Tetanus
Whooping Cough Meningitis Pre-School booster
MMR or Measles Mumps
Rubella

Is the child allergic to anything?

Does your child have asthma or eczema?.....

Has the child been in hospital recently?

Does the child have a long-term medical condition?

.....

Does the child take regular medication?

.....

If you require the medication to be administered by the staff, you are advised to put in writing detailed instructions. Your signed, written permission will be required and you will be asked to sign the medication record book after each administration.

If, for whatever reason, you feel that your child may need extra care or support during their time spent in Pre-School i.e. medical, social or learning difficulties, please give brief details below. Every effort is made to accommodate all children within the group.

You can also use this space to give details of any person who does not have legal access to your child.

This information will be removed and kept in a confidential file on a need-to-know basis.

Child's Name	DOB

Has the child previously attended:

A parent toddler group

Another Pre-School

When will the child start school

Which school

Is there anything else we should know about your child in order to help and understand her / him?
For example, you might like to mention if your child has:

Any special fears

Any special words for (e.g.) the toilet

Any recent family events which may have affected your child
.....

In order to prevent accidental discrimination taking place we monitor the gender and ethnic background of children joining our group.

Please indicate your child's race or cultural origin:

- | | |
|------------------------|-----------|
| Bangladeshi | Chinese |
| Black African | Indian |
| Black Caribbean | Pakistani |
| Black other | White |
| Other (please specify) | |

THE ABOVE INFORMATION WILL BE KEPT CONFIDENTIAL

We welcome parents and carers too!

We have a visit rota. Please try to spend at least 3 sessions with your child in the Pre-School in each academic year.

Can you offer any help outside Pre-School sessions (e.g. making / maintaining equipment)?

.....

Are there any ways in which you would especially like to help?

.....

Would you be prepared to join the Committee?

Please sign below to give your permission for us to include your child on any outings or walks we might arrange. You will always be informed if we intend to leave the school grounds.

Signature

Child Observations and Photographs

As part of our record-keeping, we may from time to time take short observations of your child's activities. These will be used to formulate your child's play plan and will help us when deciding on our short-term curriculum plans. Only your child's first name/initials and date of birth will be used on the observations, which are your property and will be kept in your child's record folder. The folders are kept in a secure place and all information in them is confidential.

As a group, we like to keep a photographic record of activities/events that have taken place during each year. The photos are kept on the premises and negatives are destroyed. (No child's photo will be used for publicity reasons without your separate consent). Therefore your child may be photographed on a regular basis during their time in the group. Any unused photos will be kept in the record folders and are your property.

Please sign below to give your permission for us to take observations and photographs of your child.

Signature

Occasionally, a parent may video an activity i.e. the Christmas songs. Sometimes a specific child's achievements may be recorded. In both cases it is not always possible to ensure that only the focused child is filmed. If you have any objections to your child appearing in a video, please sign below.

I do not wish my child to be filmed when at Pre-School.

Signature

Photographs to be Published on the Internet

We have a Stockbridge Pre-School website – www.stockbridgepreschool.co.uk. Occasionally we update the website and like to include photographs of the children. We will always try to take photographs of the children from behind and would never use the full faces of the children. Any photographs that would be used will always be shown to the parent/carer of the child/children concerned before being published on the website.

Yes, I give permission for photographs of my child to be published on the Stockbridge Pre-School website.

Signature

No, I refuse permission for photographs of my child to be published on the Stockbridge Pre-School website.

Signature

Prevention of Sunburn

In the summer term, the children spend some time playing outside. In the interest of your child's health, staff will apply sun block to any uncovered skin. Only sun creams specifically designed for young children will be used.

Yes, I give permission for the use of Pre-School sun cream on my child.

Signature

No, I do not wish Pre-School to use sun cream on my child. I will supply my own cream or ensure my child has adequate clothing to cover them.

Signature

The use of sun hats is also recommended.

Cycle Helmets

The Pre-School does not use cycle helmets when the children go outside on the tricycles. It is felt that as, the riding equipment is of a developmentally appropriate age and is safe and stable, it is better not to put on helmets that may not fit properly. This also reduces the risk of spreading head lice as we swap helmets from one child to another.

We do understand if you do not wish your child to use the tricycles without headgear and will offer alternative activities at that time.

I do not wish my child to use the riding equipment.

Signature

Changing of Children's Clothing/Nappies

In the event of your child's clothing, nappy or pull-up becoming wet or soiled whilst they are at Pre-School, we need your written permission for staff to clean/change him/her as necessary.

Yes, I give permission for staff members to clean/change my child as necessary.

Signature

If you do not wish your child to be changed by staff members while at Pre-School, the supervisor or deputy will advise you by telephone in the event of your child becoming wet or soiled during the Pre-School session.

No, I do not give permission for my child to be changed while at Pre-School.

..... Date

Does your child have any special needs? Yes/No If yes please indicate

.....
.....

Does your child need any special support within the setting? (perhaps connected to a special need).

Yes / No

.....

Is an outside agency allocated to your child? (social worker, speech therapist, other support agency etc...)

Yes/No

Dietary Needs and Allergies

You will be asked to fill in this form every year. In the meantime, if your child develops an allergy or has a changing dietary need, please let us know.

Full name of Child

ALLERGIES TO FOOD

Below is a list of foods and drinks that the Pre-School regularly offers to children at snack time. Please fill in the boxes to indicate your child's dietary needs and your *preferences (*please indicate if this is **not** an allergy).

FOOD OR DRINK	YES	NO	EXCEPTIONS
Whole pasteurised milk			
Warm chocolate milk			
Water			
Squash (parties only)			
Cheddar biscuits			
Rich Tea fingers			
Toast			
Butter			
Margarine			
Jam			
Honey			
Marmite			
Other types of bread			
Fresh fruit			
Raw vegetables			
Dried fruit			
Birthday treats*			
Other (please specify)			

- Birthday treats: occasionally, children will bring in cakes or biscuits on their birthday to share with the group.

Other comments

I confirm that the above information is correct.

Signed Parent or Guardian

Cooking Activities

As part of our aim to provide a rich and varied curriculum with the opportunity for the children to learn about their own and other cultures, we often cook as a planned activity.

- When cooking, we always take into consideration any known allergies the children have and, where possible, use an alternative ingredient. If we are unable to do this, we find a similar recipe for those children with allergies and they will cook separately.
- Children never swap or share food.
- We never use any type of nut in Pre-School.
- We try to provide a balance between sweet and savoury dishes.
- We always follow the rules set out in our food and drinks policy on the preparation and handling of food.

Wherever possible, you will be informed about cooking activities in the newsletter. However, we do like to follow up on children's immediate interests and will arrange to cook at very short notice, sometimes making it impossible to put advance notice in the newsletter.

To save time and paperwork, we ask you to sign below **giving*** / **not giving*** permission for your child to take part in any cooking activities.

*Please delete as necessary.

This will be seen as ongoing permission.

Signature Date.....

Information sharing.

It may be necessary for pre school to gain a greater understanding of the child by asking parents if they are willing to allow pre school to contact the child's previous setting if one was attended, or current setting if the child attends more than one, in order to compare developmental achievements. Also it may occur that other groups contact Stockbridge pre school for the same reason.

Parent's would, of course, be fully informed of all such actions and any information gained.

I consent to information sharing between past and present settings.

Signed.....

I **do not** consent

Signed.....

Plasters

*I give/do not give consent for my child to have a plaster administered when it may be necessary to do so.

My child does not have an allergy to plasters as far as I am aware.

Signed.....

*please delete as applicable.

PARENTAL PERMISSION FORM (D) – EMERGENCY TREATMENT

PLEASE PRINT IN BLACK OR BLUE INK

In order for staff to ensure that your child receives the best and most appropriate care, attention and treatment should there be an emergency in the provision (day or night) or while out on an authorised outing, you need to complete, sign and date the declaration below.

Name of registered day care / child minding provision:

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Full name of child

--

Date of Birth

--	--	--	--	--	--

Name of parent/guardian

1.	2.
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Please complete, sign and date the following declaration.

Declaration for Emergencies

I agree to the registered person (or deputy in charge) in the provision taking the necessary steps to ensure that my child _____ (name of child) receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision or while my child is on an authorised outing. I understand that the registered person (or deputy in charge) will make every effort to inform me of any emergency or accident as soon as possible after the event but that they may have to accompany my child _____ (name of child) to hospital in the case of a serious accident in my absence. A doctor will authorise any essential treatment.

Signed by parent/guardian

1.	Date
2.	Date

I give/do not give permission for my child to have a plaster administered in the event of injury.

Signed by parent/guardian

1.	Date
2.	Date

If you do not agree with any or all of the above declaration, please do not sign it but make your views known in the space below. The registered person in charge of the provision (or deputy in charge) will then discuss this with you and do their best to accommodate your particular wishes.

I do not agree with the declaration and would prefer the following procedure to be followed for my child

_____ (name of child) in the event of an emergency.

.....

.....

.....

Signed by parent/guardian

1.	Date
2.	Date