

Registration contact details:

Child's full name:

Name child likes to be called:

DOB:

Start date:

Parent/Carer 1 Details	Parent/Carer 1 Details
Full Name:	Full Name:
DOB:	DOB:
NI number:	NI number:
Address:	Address:
Home phone:	Home phone:
Mobile phone:	Mobile phone:
Work phone:	Work phone:
Email address:	Email address:

First emergency contact if unable to contact parent/carers

Name:..... Relationship to child:.....

Home phone Work/Mobile:

Second emergency contact if unable to contact parent/carers

Name:..... Relationship to child:.....

Home phone Work/Mobile:

Registration further information:

Child's first language:.....

Child's second language:.....

Child's nationality:.....

Child's religion (if any):.....

Child's ethnicity:.....

Child's cultural requirements:.....
.....

Child's dietary requirements:.....
.....

Does your child have any known allergies? Yes No
If yes – please specify:.....

Does your child take medication? Yes No
If yes – please specify:.....

Was your child's birth premature? Yes No
If yes – please specify number of weeks etc.....

Is your child up to date with immunisations? Yes No
If no – please specify:.....

Has your child had their 2 year check? Yes No
If yes – please give date:.....
If no – please specify why not:.....

Is your child registered with a dentist? Yes No
If yes please specify last visit:.....
If no please specify why not:.....

Any other information we should know about your child's health and wellbeing:
.....
.....

Any other information we should know about your child: e.g. living arrangements
.....
.....

Name of Doctor.....

Address of Doctor.....

Telephone of Doctor.....

Registration medical consent details:

I give consent for my child.....(name) to receive **First Aid** should it be needed.

Print..... Signed..... Date.....

I give consent for my child.....(name) to receive **Emergency Medical Treatment** should it be needed.

Print..... Signed..... Date.....

I give consent for my child.....(name) to receive **Hypo-allergenic plasters** should it be needed.

Print..... Signed..... Date.....

Registration Tapestry consent:

In order to comply with General Data Protection Regulation (GPDR May 2018) we need you to complete the following before you can access your child's online learning journal on Tapestry by ticking the appropriate boxes.

	Yes	No
I consent to photographs of my child being taken by authorised staff representing pre-school.		
I consent to photographs containing my child's image being included in other children's learning journals.		

Please note you have the option to view any photographs before they are included in any learning journal, should you request this in writing.

	Yes	No
I consent to treat photographs containing images of other children as for my own personal use only**		

**This means that the information cannot be shared with others, or published in any way (e.g. on social media or displayed in a public place), without the explicit consent of the parents or carers of those children who may be included.

Print..... Signed..... Date.....

Registration data consent:

	Yes	No
I consent for photographs to be taken whilst taking part in activities (The photographs may be used to demonstrate to other parents and other organisations what is on offer within our provision)		
I consent for photographs to be put on the Kingsland Pre-School website		
I consent for my child to be included in non-identifiable photographs on the Kingsland Pre-school Facebook page		
I am happy to receive correspondence by email – including invoices, newsletters and updates etc		
I give my consent for sharing information, photos and videos with other agencies, e.g. speech and language, health visitor, local school		

Please note that you can withdraw your consent, in writing, or request to see photographs taken at any time. This form is valid for the duration of your child's time at Pre-School. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

Print..... Signed..... Date.....

GDPR

We will only use your personal information in relation to our childcare service.

We would like to keep sending you information about our pre-school by email/Facebook; but we need to be sure we have your permission to do so.

We keep your information so you can receive important updates about our Pre-School. We will keep your information secure and will never share it except if required to do so by law.

By ticking this box ☐ you are consenting to us continuing to hold and process your data and sending you information. You can of course unsubscribe/ask us not to contact you by email/phone/Facebook etc. at any time.

I, the undersigned, agree that I have read all relevant pre-school policies. I understand that these policies are in place to ensure the quality of the provision made for all children at Kingsland Pre-School. I agree to respect and abide by all policies. I have received a Welcome Information Pack, which includes the procedure for making a complaint.

Print..... Signed..... Date.....

Registration attendance details:

Please tick the sessions you wish your child to attend, this is so we can be sure the correct staff ratio on each day. We stipulate a minimum of two sessions per week.

Once you have booked your child into Pre-School, all hours that you have booked will be charged per half a term, you will be invoiced at the beginning of every half term. Payment would be appreciated in the first two weeks.

If your child is unable to attend the requested hours, you will still be charged and unfortunately we cannot offer an alternative day as compensation. We require half a terms notice to reduce hours or leave the setting. If you choose not to send your child for this period, full charges will still apply.

We offer an 'Early start' 8.30-9am for £4.50 to booked and paid in advance

Monday	8.30am-9am		9am-12pm		9am-1pm		9am-3pm	
Tuesday	8.30am-9am		9am-12pm		9am-1pm		9am-3pm	
Wednesday	8.30am-9am		9am-12pm		9am-1pm		9am-3pm	
Friday	8.30am-9am		9am-12pm		9am-1pm		9am-3pm	

Does your child attend another setting/childminder? Yes No

If yes, please name the setting/childminder.....

Is your child claiming funding at the above setting? Yes No

Every three year old is entitled to 15 hours universal government funded childcare starting the new term after their third birthday. You do not need to do anything to claim this funding.

Children of working families may also be eligible for funding/additional funding from the age of 9 months. Please visit HMRC Government Gateway to check your eligibility. If successful they will issue you with an 11 digit code which we will then need to authorise with Herefordshire Council. The code must be obtained in the term prior to it being used at the setting.

HMRC 11 digit code:

Kingsland Preschool funded hours:.....

Other setting funded hours:.....

Please provide your child's original birth certificate to enable funding to be claimed. We do not need to keep it, we only need to see it.

This is in accordance with The Statutory Framework for the Early Years Foundation Stage.

If you have any questions or queries about anything covered in this registration pack, please do not hesitate to contact us – we look forward to welcoming you to pre-school soon!