



First Steps Pre-school

Registration Form

If you have any difficulty in filling in any part of this form the Play leader, Administrator or your child's Key Worker will be glad to help you.

PLEASE COMPLETE IN BLOCK CAPITALS. ANY TEXT IN BLUE WILL BE COMPLETED BY THE PRE-SCHOOL.
All information given on this form will be treated in the strictest confidence.

Child's details

Child's first name(s) _____ Surname _____

Name known as _____

Child's full address _____

Gender Male / Female Date of birth _____ **Birth certificate seen Yes/No (delete)**

Family details

Name of parent(s)/carer(s) with whom the child lives: _____

Contact details 1 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime telephone _____ Mobile _____

Evening telephone _____ Email _____

Home address _____

Work address _____

Does this parent have parental responsibility for the child? Yes/No (delete)*See appendix

Does this parent have legal access to the child? Yes/No (delete)

Contact details 2 (including emergency information):

Parent/carer full name _____

Relationship to child _____
Daytime telephone _____ Mobile _____
Evening telephone _____ Email _____
Home address _____
Work address _____

Does this parent have parental responsibility for the child? Yes/No *(delete)* See appendix*

Does this parent have legal access to the child? Yes/No

Contact details 3 (including emergency information):

Parent/carer full name _____
Relationship to child _____
Daytime telephone _____ Mobile _____
Evening telephone _____ Email _____
Home address _____
Work address _____

Does this parent have parental responsibility for the child? Yes/No *(delete)**

Does this parent have legal access to the child? Yes/No *(delete)*

Other person(s) with legal contact *To be completed where those persons with parental responsibility are separated and an S8 Order is in place*

Name _____
Address _____
Contact telephone numbers _____
Relationship to child _____

What are the contact arrangements that the setting needs to know about?

Emergency contact details if parents are not available *Emergency contacts must be local *See appendix*

Contact 1 - Name _____
Daytime telephone _____
Home telephone _____ Mobile _____
Address _____

Relationship to child _____

Contact 2 - Name _____

Daytime telephone _____

Evening telephone _____ Mobile _____

Address _____

Relationship to child _____

Persons other than parent(s) authorised to collect the child *Must be over 16 years of age*

Person 1 – Name _____

Daytime telephone _____

Home telephone _____ Mobile _____

Address _____

Relationship to child _____

Person 2 - Name _____

Daytime telephone _____

Evening telephone _____ Mobile _____

Address _____

Relationship to child _____

Password for the collection of child by a third party _____

About your child

Has your child received the following immunisations? *(Please confirm and provide date of immunisations given)*

Two months old Yes/No (delete) Date: _____	Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenzae type b (Hib). Pneumococcal infection	DTaP/IPV/Hib and Pneumococcal conjugate vaccine (PCV)
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Three months old Yes/No (delete) Date: _____	Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenzae type b (Hib). Meningitis C (meningococcal group C).	DTaP/IPV/Hib and MenC
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Four months old Yes/No (delete) Date: _____	Diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenzae type b (Hib). Meningitis C (meningococcal group C). Pneumococcal infection.	DTaP/IPV/Hib and MenC and PCV
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12 months old Yes/No (delete) Date: _____	Haemophilus influenza type b (Hib) and Meningitis C.	Hib/Men C
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13 months old

Measles, mumps and rubella (German measles). MMR and PCV
Pneumococcal infection.

Yes/No (*delete*) Date: _____

Three years and four months or soon after

Diphtheria, tetanus, pertussis (whooping cough) and polio.
Measles, mumps and rubella.

DTaP/IPV (or dTaP/IPV) and MMR

Yes/No (*delete*) Date: _____

Has the child's health record book been seen to confirm immunisation dates? Yes/No (*delete*)

Does your child suffer from any known medical conditions or allergies, or have any special dietary needs or preferences? Yes/No (*delete*)

If so, please provide details:

Has a risk assessment, if required, been completed? Yes/No (*delete*)

Has a health care plan and agreement to administer medicine, if required, been completed? Yes/No (*delete*)

Does your child have any special needs or disabilities? Yes/No (*delete*)

If so, please provide details:

Are any of the following in place for the child?

Early Years Action Yes/No (*delete*)

Early Years Action Plus Yes/No (*delete*)

Statement of special educational need Yes/No (*delete*)

What special support will he/she require in our setting?

How would you describe your child's ethnicity or cultural background?

Child's Ethnicity Code

White – British

- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other White background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Mixed – White and Black Caribbean

- White and Black Caribbean
- White and Asian
- Any other mixed background

Black or Black British

- Caribbean
- African
- Any other Black background

Chinese

- Chinese

Any other ethnic background

- Please state _____

What is the main religion in your family (if applicable)? _____

How would you describe your wider family's ethnicity or cultural background?

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 he/she is in our setting?

What language(s) is/are spoken at home? _____

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes/No (*delete*)

If so, discuss and agree with the Key Worker how we can work together to support your child when settling-in:

Are other languages spoken in the wider family? Yes/No (*delete*)

If yes, please specify which languages

What other information is it important for us to know about your child? For example, what they like, or what fears they may have, any special words they use, or what comforter they may need and when.

Details of professionals involved with your child

GP

Name _____ Telephone _____

Address _____

Health Visitor (if applicable)

Name _____ Telephone _____

Address _____

Social Care Worker (if applicable)

Name _____ Telephone _____

Address _____

What is the reason for the involvement of the social care department with your family? *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 care worker named above and keep these securely in the child's file.*

Any other professional who has regular contact with the child

Name 1 _____ Role _____
Agency _____ Telephone _____
Address _____

Name 2 _____ Role _____
Agency _____ Telephone _____
Address _____

General parental permissions

Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the setting Play Leader (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed _____ Date _____

For inhaler/Epipens only

I give permission for a named member of staff who has been trained to administer the inhaler/Epipen or Anapen (supplied by me) to _____ (*name of child*). The named staff are:

▪

▪

Signed _____ Date _____

Suncream & Face Paints

I give permission for staff to administer suncream to

_____ (*name of child*) when necessary.

Signed _____ Date _____

I give permission for staff to use face paints on

Signed _____ Date _____

Short trip - general outings

Your child may be taken out of the setting as part of the daily activities.

I give permission for _____ (name of child) to take part in short trips or general outings. I understand that individual risk assessments are carried out for each type of trip or outing taken and are available for me to see as required. For any major outings, I understand I will be informed and my specific consent obtained.

Signed _____ Date _____

*Forest School – **NOT YET APPLICABLE***

I give permission for _____ (name of child) to attend Forest School. _____

(Please see information in the registration pack)

Signed _____ Date _____

Parents' Use of Photographs

Parents will often understandably want to take photographs of activities in the Pre-school or at Pre-school events involving their children. The popularity of social networking sites means that parents might put photographs from Pre-school on to 'Facebook', or something similar.

If the photograph is of your child ONLY, then this is your decision.

Please can we ask that you respect the other parents and carers and not post any photos of other children unless you seek permission from the parent/carer first, as we do not have permission for their images to be used on a website outside of Pre-school.

We would be most grateful if you could sign below, regardless of whether you intend to take photographs.

Signed _____ Date _____

Photographs - general

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. These photographs are used for display and for your child's records within the setting. We may also record events and activities on video. Photos/videos are stored on the setting's computers only; we only store images during the period your child is with us. From time to time the pre-school children are photographed for appearance in local publications e.g. Dorset Echo or

Parent Participation

First Steps Pre-school believes that your child's best interests are served when parents and Pre-school work together. We would ask you to read and sign the statements below as an expression of this shared commitment.

Shared Record Keeping

I/we will work jointly with the staff to identify and meet my child's educational, personal and social needs and to implement decisions taken in the interest of the child. I/we understand that all records kept regarding the child will be confidential and kept in a locked filing cabinet.

Signed _____ Date _____

Fees

I/we will pay fees in the amounts and at the times specified by First Steps Pre-School.

Signed _____ Date _____

Punctuality

I/we will try not to be late in either dropping off at the beginning of a session or collecting my child at the end of a session and will warn both the Play Leader and the child on any occasion when this might happen.

Signed _____ Date _____

Committee

First Steps Pre-school is a registered Charity and is run by a *voluntary* committee made up of parents and staff. We appreciate any support that you are able to offer us which will enable the Pre-school to continue to go from strength to strength.

Please check the noticeboard/newsletters/website for committee meetings, *everyone* is welcome to attend these, whether you are a committee member or not.

I/we would be particularly interested in helping with (*please tick*):

Working on the committee Helping with fund raising Taking Part in outings

Other skills you can offer (please specify).....

For example perhaps you sew, bake or knit? Are you a DIY pro or do you have IT skills? Do you have HR, legal, financial, management or administration experience? Are you a plumber or electrician?

Please be aware that joining the Committee will require a CRB check.

Key Worker - Information for parents

Each child joining the setting will have a Key Worker appointed to them. It will be the Key Worker's responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up-to date. Your child's Key worker may change as your child progresses through the setting. You will be notified of these changes. Your child's Key Worker is your first point of contact for anything you wish to discuss about your child.

Has the settling-in process been agreed? Yes/No (delete)

If so, detail:

Policies and procedures

Please sign below to confirm that you have been provided with details of the setting's policies and procedures, (see below) and understand that there may be circumstances where information is shared with other professionals or agencies without your consent.

- Fees Policy
- Safeguarding Children Policy
- Complaints Procedure
- Fair Processing Notice
- Achieving Positive Behaviour
- Information Sharing procedures

All policies are available on the Pre-school website. For hard copies please ask the Play Leader or Administrator.

Signed _____ Date _____

Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify is of any changes as they arise.

Parent 1

Signed _____ **Date** _____

Parent 2

Signed _____ **Date** _____

Please return this form to the Pre-school by the date specified on the accompanying letter.

First Steps Pre-school
The Bungalow
Manor Park First School
Mellstock Avenue
Dorchester
Dorset
DT1 2BH

Tel. 01305 250 600
Mob. 07870 988 965

APPENDIX – Please read

What is parental responsibility?

All mothers and most fathers have legal rights and responsibilities as a parent - known as 'parental responsibility'.

If you have parental responsibility, your most important roles are to:

- provide a home for the child
- protect and maintain the child

If you have parental responsibility for a child you don't live with, you don't necessarily have a right to contact with them - but the other parent still needs to keep you updated about their well-being and progress.

You're also responsible for:

- disciplining the child
- choosing and providing for the child's education
- agreeing to the child's medical treatment
- naming the child and agreeing to any change of name
- looking after the child's property

Parents have to ensure that their child is supported financially, whether they have parental responsibility or not.

Who has parental responsibility

A mother automatically has parental responsibility for her child from birth.

A father usually has parental responsibility if he is:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

Births registered in England and Wales

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce.

Unmarried parents

An unmarried father can only get legal responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

Births registered in Scotland

A father has parental responsibility if he is married to the mother when the child is conceived, or marries her at any point afterwards.

An unmarried father has parental responsibility if he is named on the child's birth certificate (from 4 May 2006).

Births registered in Northern Ireland

A father has parental responsibility if he is married to the mother at the time of the child's birth.

If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage.

An unmarried father has parental responsibility if he is named, or becomes named, on the child's birth certificate (from 15 April 2002).

Births registered outside the UK

If a child is born overseas and comes to live in the UK, who has parental responsibility depends on the UK country they're now living in.

Same-sex parents

Civil partners

Same-sex partners who were civil partners at the time of the treatment will both have parental responsibility.

Non-civil partners

For same-sex partners who aren't civil partners, the second parent can get parental responsibility by either:

- applying for parental responsibility if a parental agreement was made
- becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth

Emails

By providing your email address you are consenting to us contacting you in this way. Email addresses will only be used for Pre-school purposes and will NOT be passed on to third parties.

Emergency contact details if parents are not available

We are required by Social Services to have two other additional contacts e.g. relative, childminder, friend.

Passwords

Passwords are **compulsory** and are used when a person other than the parents/carers collect a child.