Hyde Heath Pre-school

Have fun and learn!

**Registered Charity Number 1020591**

**Hyde Heath Infant School, Weedon Hill, Hyde Heath, Amersham, Bucks, HP6 5RW**

**Tel: 01494 782845**

**Registered Charity Number 1020591**

**09.01c Registration Form**

**Sharing information**

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so. Please read our privacy notice which can be found on our website for more information [www.hydeheathpreschool.org.uk](http://www.hydeheathpreschool.org.uk)

We retain your child’s records for three years after they have left the setting, except records that relate to an accident or child protection matter.

Under data protection legislation, parents/guardians, children and young people have the right to request access to information about them that we hold. To make a request for your personal information contact the Manager or Data Controller for Hyde Heath Pre-School following the procedure detailed in our Privacy Notice.

Please sign and date to say you agree to us holding any data on your child and their family as set out in our policies and procedures:

**Sign:………………………………………………Print Name…………………………………..Date…………………………**

**Child’s details**

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s first name(s) |  | Surname |  |
| Name known as  |  |
| Child’s full address |  |
|  |
| Gender |  | Date of birth |  | Birth certificate seen and copy made Yes □ No □ |
|  |  |  |  |  |
|

|  |
| --- |
| Attendance schedule |
| **I would like my child to attend Hyde Heath Pre-school starting on (enter start date):** | Start Date:      |
| Session | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Afternoon | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**Please indicate how Pre-School fees will be paid:** 15 hours funding entitlement [ ]  30 Hours funding entitlement [ ]  2-year-old funding [ ]  Private Paying [ ] **Please read our terms and conditions for payment schedules.**  |

|  |
| --- |
| **Family details** |
| Who does the child live with? |  |
| *Contact details 1 (including emergency information):* |
| Parent/carer full name |  |
| Relationship to child |  |
| Daytime/work telephone  |  | Mobile |  |
| Email |  |
| Home address |  |
| Work address |  |
| Does this parent have parental responsibility for the child? Yes □ No □ |
| Parent NI number |  | (for funding purposes only) |
| *Contact details 2 (including emergency information):* |
| Parent/carer full name |  |
| Relationship to child |  |
| Daytime/work telephone  |  | Mobile |  |
| Email |  |
| Home address |  |
| Work address |  |
| Does this parent have parental responsibility for the child? Yes □ No □ |
| Parent NI number |  | (for funding purposes only) |
| *Contact details 3 (including emergency information):* |
| Parent/carer full name |  |
| Relationship to child |  |
| Daytime/work telephone  |  | Mobile |  |
| Email |  |
| Home address |  |
| Work address |  |
| Does this parent have parental responsibility for the child? Yes □ No □ |
| Parent NI number |  | (for funding purposes only) |
| **Other person(s) with legal contact** *To be completed where those persons with parental responsibility are separated and/or an S8 Order is in place.* |
| Name |  |
| Address |  |
| Contact telephone numbers |  |
| Relationship to child |  |
| Please give details of the legal contact arrangements that we need to be aware of |
|  |
| **Ethnicity** **data** g*athered for monitoring purposes only. Parents are not obliged to give this information.*Ethnic origin is classified as special category of data under data protection legislation and we require your consent in order to process and store this information. The Privacy policy explains how the data provided in this form will be processed and explains your rights with respect to the information given.**Privacy Notice**I confirm that I have received a copy of the Privacy Notice and give my consent to the processing of special category data. |
| Signed |  | Date |  |
| White British | □ | Pakistani | □ |
| White Irish | □ | Indian | □ |
| White other | □ | Asian other | □ |
| Black British | □ | Chinese | □ |
| Black African | □ | Chinese other | □ |
| Black Caribbean | □ | White and Black Caribbean | □ |
| Black Other | □ | White and Black African | □ |
| Bangladeshi | □ | White and Black Asian | □ |
| Other please state |  |

**Collection permission authorisation** (other than parents)*Please note that if the authorised person is not the person indicated on the daily signing in/out sheet, we will check before releasing the child. Only those over the age of 16 years can be named as authorised persons.*

|  |  |
| --- | --- |
| **Authorised Person 1** (parent/carer) – Name |  |
| Relationship to child |  |
| Full address |  |
| Daytime/work telephone  |  |
| Home telephone |  | Mobile |  |
| **Authorised person 2** (other family member) - Name |  |
| Relationship to child |  |
| Full address |  |
| Daytime/work telephone  |  |
| Home telephone |  | Mobile |  |
| **Authorised person 3 (other family member)- Name** |  |
| Relationship to child |  |
| Full address |  |
| Daytime/work telephone  |  |
| Home telephone |  | Mobile |  |
| **Password for the collection of child by authorised persons** |  |
| **No Access – Name** |  |
| Full address |  |
| Relationship to the child |  |
| Reason: e.g. court order or other? |  |
| Evidence seen Yes □ No □ | Copy provided Yes □ No □ |
| **Emergency contact details for two named contacts – if parents are not available** *Only those over the age of 16 years can be named as emergency contacts. Pleas ensure emergency contacts are local and their consent has been given.* |
| *Contact 1* - Name |  |
| Relationship to child |  |
| Address |  |
| Daytime/work telephone  |  |
| Home telephone |  | Mobile |  |
| *Contact 2* - Name |  |
| Relationship to child |  |
| Address |  |
| Daytime/work telephone  |  |
| Home telephone |  | Mobile |  |

**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 and emergency services will be called as necessary. I understand that my child may be taken hospital accompanied by the manager or authorised deputy for emergency treatment. I understand that health professionals will be responsible for decisions about medical treatment in my absence.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |
| Name |  |

*For inhalers/auto-injectors (e.g. 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*).  |
| Signed |  | Date |  |
| Printed name |  |

**Medical details**

Has your child received the following immunisations, this enables us to effectively manage any special education, health or medical needs of your child (please confirm and date);

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Two months** | 5-in-1 (DTaP/IPV/Hib) vaccine – diphtheria, tetanus,whooping cough (pertussis), polio and Haemophilusinfluenzae type b (known as Hib); Pneumococcal (PCV)vaccine; Rotavirus vaccine; Men B vaccine | Yes □ No □ | Date: |  |
| **Three months** | 5-in-1 (DTaP/IPV/Hib) vaccine, second dose; Men Cvaccine; Rotavirus vaccine, second dose | Yes □ No □ | Date: |  |
| **Four months** | 5-in-1 (DTaP/IPV/Hib) vaccine, third dose;Pneumococcal (PCV) vaccine, second dose; Men Bvaccine second dose | Yes □ No □ | Date: |  |
| **12 to 13 months** | Hib/Men C booster, given as a single jab containingmeningitis C (second dose) and Hib (fourth dose); Measles,mumps and rubella (MMR) vaccine, given as a singlejab; Pneumococcal (PCV) vaccine, third dose; Men Bvaccine third dose | Yes □ No □ | Date: |  |
| **Eligible pediatric age groups** | Children’s flu vaccine (annual) | Yes □ No □ | Date: |  |
| **Three years and four months to five years** | Measles, mumps and rubella (MMR) vaccine, second dose; 4-in-1 (DTaP/IPV) pre-school booster,diphtheria, tetanus, whooping cough (pertussis) and polio | Yes □ No □ | Date: |  |
| *For internal use:* Has the child’s health record book been seen to confirm immunisation dates? Yes □ No □ |
| **Health and development** |
| Was your child born prematurely, if so how many weeks early? |
| Special notes: |  |
| Does your child have any on-going medical conditions? If so, please specify: |
|  |
| If yes, please specify which external agencies are involved e.g. paediatrician, consultant, dietician, speech and language therapist, etc: |
|  |
| Does your child require a health care plan? Yes □ No □ |
| Special notes |  |
| *If yes, complete health care plan with parents.* |
| Does your child have care or mobility needs that may mean they are eligible for, or are in receipt of Disability Living Allowance? Yes □ No □ |
| Special notes: |  |
| Do you have any concerns about your child’s learning and development? Yes □ No □ |
| If yes, special notes: |  |
| Is your child known to have any allergies or food intolerances? If so, please specify: |
| Special notes: |  |
| *A risk assessment is completed and kept on the child’s file for any known allergies or food intolerance as mentioned above.* |
| What are your child’s dietary requirements? Please specify: |
|  |
| *Is our usual practice to provide both a meat and vegetarian option. If this is not in keeping with your child’s dietary requirements please discuss this with the setting manager to ensure that we are working in partnership with you to meet your child’s needs. Please refer to our nutrition procedures.* |

**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  |  |
| Special notes |  |

*Dentist (if applicable)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name  |  | Telephone  |  |
| Address |  |

*Any other professional who has regular contact with the child*

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Role |  |
| Agency |  | Telephone |  |
| Address |  |
| **Two year old progress check/Integrated health check** |
| As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and to share it with your child’s health visitor. Please note that where a local authority has arrangements in place we complete an integrated check with you and your child’s health visitor.If your child is aged between 24-36 months, has a two year old progress check already been completed for your child? Yes □ No □ |
| Setting completing check |  | Date completed |  |

**Parental permissions**

*E:safety (staff and children)*

There are procedures in place that govern the use of IT equipment on site. Where ipads or similar are used by staff to record children’s learning and development or as a management tool, a risk assessment is completed and only equipment owned by the Alliance is used. Visitors to the setting using IT equipment, such as Ofsted or Social Care, are advised of the procedure for its use and must seek prior permission from the setting manager.

In some instances children will use ICT equipment to promote their learning and development under the supervision of staff. Children do not normally have access to the internet and never have unsupervised access to the internet.

**I give permission for my child to use ICT equipment for the purposes stated above. I understand that there are procedures and risk assessment in place to govern its use and that staff and visitors may also use ICT equipment to record and monitor children’s learning and development.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

*Nappy cream*

|  |
| --- |
| I give permission for non-medicated nappy cream (supplied by me) to be administered to my child when required in accordance with manufacturer’s instructions. If medicated nappy cream is supplied by me, I give permission for it to be applied as above and to record its use and inform me of when it was administered. *(Medication Administration Record)* |
| *Name of child:* |  |
| Signed |  | Date |  |

*Suncream*

|  |
| --- |
| I give permission for staff to administer hypoallergenic suncream (supplied by me) to |
|  | (*name of child*) when necessary and to record its use. |
| Signed |  | Date |  |

*Short trip - general outings*

|  |
| --- |
| I give permission for my 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 and are available for me to see as required. |
| *Name of child:* |  |
| Signed |  | Date |  |

*Photographs and videos*

To record aspects of our curriculum and for children’s individual development records, staff often take photographs or videos of children during their play. Only equipment supplied by us is used for this purpose and images taken are for display and for your child’s learning records. We may be able to supply duplicates if requested although this might incur a small charge to cover our costs. Images are saved and stored on our equipment securely, and only kept for the period your child is with us. If we wish to use any images of your child for publicity or marketing purposes we will seek your written consent for each image we wish to use.

I give permission for my child to be photographed/recorded as per the conditions above.

|  |  |
| --- | --- |
| Name of child: |  |
| Signed |  | Date |  |

*Animals*

We may occasionally have supervised visits of animals to our setting or have pets on site. We will ensure that our pets are healthy and are inoculated as appropriate and that animals showing any signs of disease are treated. Risk assessments will be carried out for visiting animals and will be made available to parents on request. Please state here any known allergies or aversion your child has to animals

|  |
| --- |
|  |
| Name of child: |  |
| Signed |  | Date |  |

**Key persons**

Your child will have a key person assigned to them. It is the key person’s responsibility to ensure your child receives the best possible care and attention and to ensure that their records are kept up to date whilst they are with us. Your child’s key person may change as they progress through the setting, but you will be notified of these changes in advance. The key person should be the first point of contact for anything you wish to discuss about your child.

|  |  |
| --- | --- |
| Your child’s key person is: |  |
| Your child’s back up key person is: |  |

**About your child**

The following information will tell us a little more about your child.

Does your child have previous experience of attending a childcare setting? If so, please give details:

|  |
| --- |
|  |

Dose your child have difficulty with walking, talking or socialising? If so, please give details:

|  |
| --- |
| Is your child disabled? Yes □ No □ |
| Does your child require a care plan? Yes □ No □ |
| What languages does your child speak at home? |
|  |
| What religion does your family follow (if applicable)? |  |
| How would you describe your family’s cultural background? |
|  |
| Are there any religious or cultural festivals that your child takes part in? |
|  |
| What is your child’s usual sleep pattern? |
|  |
| Does your child have any food preferences? | Yes | □ | No | □ |
| Does your child have a pacifier i.e. dummy or thumb? | Yes | □ | No | □ |
| Does your child have a special toy or object they might bring with them? | Yes | □ | No | □ |
| What sort of things does your child enjoy doing at home, i.e. drawing or cooking? |
|  |
| Is there any other background information about your child that may be useful for us to know? For example, how do they prefer to be comforted when they are upset? |
|  |

**Transfer of records**

With your consent we will transfer your child’s records to the receiving school when they leave our setting. This will enable the school to continue to effectively manage any special education, health or medical needs, and to continue with their development.

I agree for my child’s records to be transferred to their receiving school

|  |  |
| --- | --- |
| Name of child: |  |
| Signed |  | Date |  |

**Further information**

I confirm that information about the setting’s policies and procedures has been made available and explained to me, and I understand I can find more information as to how my personal data is handled through the Privacy policy.

For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign this form on your behalf. The agreement would therefore be between the setting, you, and the guarantor.

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

|  |  |
| --- | --- |
| Parent’s name: |  |
| Signed |  | Date |  |
| Guarantor’s name (if app) |  |
| Signed |  | Date |  |
| Relationship to the child |  |
| Daytime/work telephone  |  | Mobile |  |
| Email |  |
| Home address |  |
| Key person’s name: |  |
| Signed |  | Date |  |
| Setting manager’s name: |  |
| Signed |  | Date |  |

**Please note that the information on this form is stored and maintained confidentially at all times.**

**Become involved with your child’s Preschool**

Hyde Heath Pre-School is a committee run registered charity. We require several parents to be on the Pre-School committee to be able to fully function and make it an enjoyable place for your children to learn and have fun. We meet once a half term to discuss any Pre-School matters in a relaxed environment.

It is not necessary to have a background in pre-school education as the day to day running is undertaken by our professionally qualified staff team. Our Chair is extremely supportive as are all our current committee members.

This is a wonderful opportunity to be a part of your child’s Pre-School and If you are interested in becoming a committee member and would like to know more about what is involved, please contact the Manager of Hyde Heath Pre-school at manager@hydeheathpreschool.org.uk

A DBS check and an EY2 Ofsted form are required – support will be given as to how to access and complete.

If this not something that you could commit to please think about local relatives or friends who might be suitable.

I am interested in joining the committee and would like more information (highlight the appropriate):

|  |  |
| --- | --- |
| **Yes No** |  |

I may know someone who would be interested in joining the committee and would like more information:

|  |  |
| --- | --- |
| **Yes No** |  |

**Thank you**