



Registration Form

Child's Details

Child's Surname _____ First Name _____
 Name known as _____ Middle Name/s _____
 Date of Birth _____ Gender _____ Male / Female
 Birth Certificate No. _____ Staff Members signature _____

Address _____

Postcode _____

Parent/Carer Details *(including emergency contact priority)*

Name of Parent(s)/Carer(s) with whom the child lives _____

	Parent/Carer (1)	Parent/Carer (2)
Parent/Carer Full Name	_____	_____
Relationship to Child	_____	_____
Parental Responsibility	Yes / No	Yes / No
Full Address	_____	_____
	_____	_____
Postcode	_____	_____
Work Address	_____	_____
	_____	_____
Postcode	_____	_____
Home Tel No	_____	_____
Daytime/Work Tel No	_____	_____
Mobile No	_____	_____
Email for Correspondence	_____	_____
Emergency Contact Priority	First / Second / Third / Fourth / No	First / Second / Third / Fourth / No

Cranmer Preschool

Abbey Lane • Aslockton • Nottinghamshire • NG13 9AW

Tel: 01949 850886 • Email: cranmerpreschool@hotmail.co.uk • Web: www.cranmerpreschool-aslockton.co.uk

Ofsted Registration No: 258576 • Charity Registration No: 1025379



**CRANMER PRE SCHOOL
ASLOCKTON**

Child's Full Name _____ Date of Birth _____

Other person(s) with legal contact

To be completed where those person(s) with parental responsibility are separated and an S8 Order is in place.

(1)

(2)

Full Name _____
Relationship to Child _____

Full Address _____

Postcode _____

Home Tel No _____
Daytime/Work Tel No _____
Mobile No _____

Emergency Contact Priority First / Second / Third / Fourth / No First / Second / Third / Fourth / No

Email _____

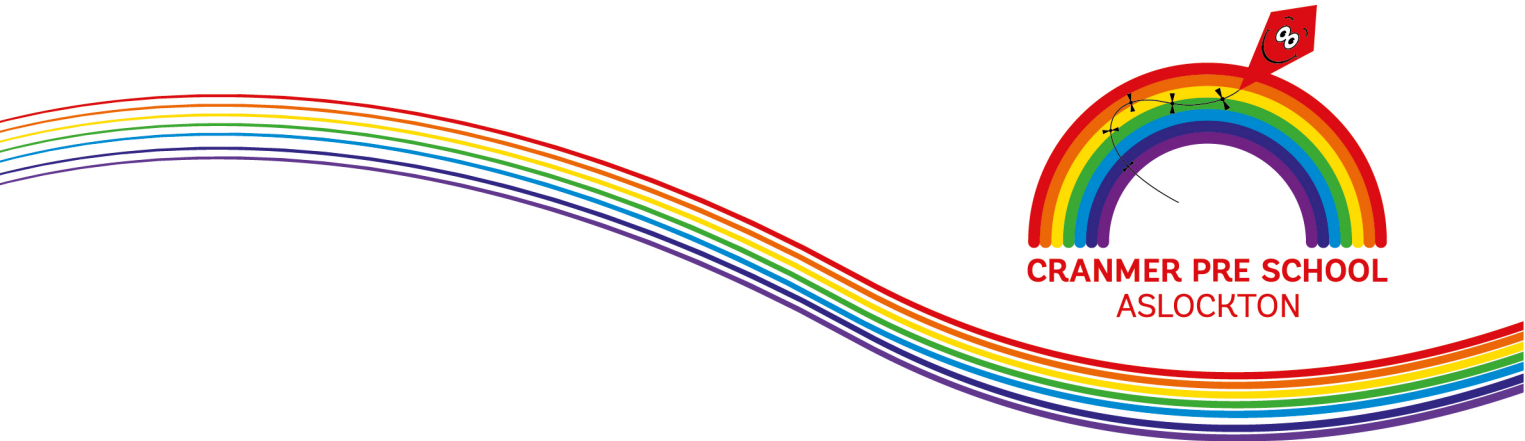
What are the contact arrangements we need to be aware of ?

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Child's Full Name _____

Date of Birth _____

Emergency Contact Details (*Emergency contacts must be local*)

(Person A)

(Person B)

Full Name _____
 Relationship to Child _____
 Full Address _____

 Postcode _____
 Home Tel No _____
 Daytime/Work Tel No _____
 Mobile No _____

Emergency Contact Priority _____ First / Second / Third / Fourth / No

_____ First / Second / Third / Fourth / No

(Person C)

(Person D)

Full Name _____
 Relationship to Child _____
 Full Address _____

 Postcode _____
 Home Tel No _____
 Daytime/Work Tel No _____
 Mobile No _____

Emergency Contact Priority _____ First / Second / Third / Fourth / No

_____ First / Second / Third / Fourth / No

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Permission for Persons other than parent(s) to collect my child

*(Please note, the authorised person **MUST** be over 16 years of age and if the authorised person is not the person indicated on the daily attendance sheet, staff will check with the parent/carer before releasing the child.)*

In the event of a parent/carer being unable to collect my child, _____ from Cranmer Preschool, I give my permission for the following named authorised persons to do so,

	Authorised Person (1)	Authorised Person (2)
Full Name	_____	_____
Relationship to Child	_____	_____
Full Address	_____ _____ _____	_____ _____ _____
Postcode	_____	_____
Home Tel No	_____	_____
Daytime/Work Tel No	_____	_____
Mobile No	_____	_____

The **Password** for the collection of my child above is _____

The above addresses may be used for identification.

I will advise the Preschool Manager of any change of details to the above information by written authority.

Signature of Parent/Carer: _____
Print Name _____
Date: _____

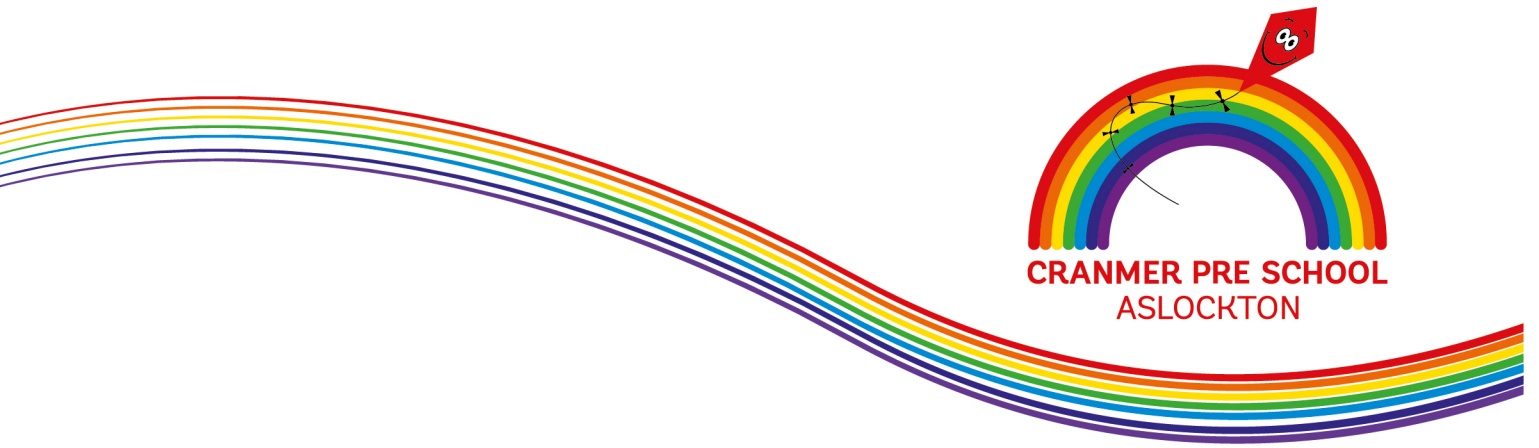
Please note, our insurance cover specifies once an authorised adult has collected a child/children from the Preschool room, they are then responsible for that child/children.

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About your child – General Information

The following information will tell us a little more about your child. As your child settles with us, we will establish their developmental starting points through observation and further conversation with you.

- Does your child have previous experience of attending a childcare setting? *If so, please provide details*

- Does your child use a pacifier, ie a dummy or their thumb? *If so, please provide details* _____
- Does your child have a special toy or object they might want to bring with them? *If so, please provide details* _____
- What sort of things does your child enjoy doing at home, ie drawing or cooking?

- What is your child's usual sleep pattern?

- If your child is aged three years or over, does he/she have difficulty with any of the following:

	<i>(Please circle)</i>	
	Yes	No
Speaking and communicating		
Listening and attention		
Understanding simple instructions		
Eating and drinking		
Sitting and sharing a book		
Walking and climbing		
Rolling a ball		
Holding a crayon		
Socialising with adults and other children		
Using the toilet		
Putting on their shoes and socks		

- Is there any other information or concerns you have that are important for us to know about you child, ie things they like, or dislike, fears they may have or special words they use?

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24 and 36 months. We will ask you to be involved in completing this progress check and discuss it with you.

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About your child – Cultural Background

What language(s) 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?

<i>(Please circle)</i>	
Yes	No

Does your child need a bilingual support plan?

If so, your child's key person will discuss with you how we can work together to support your child.

Yes	No
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How would you describe your child's cultural background?

Are there any special occasions or festivals you would like us to acknowledge and celebrate while your child is at Cranmer Preschool?

Equalities Monitoring

Ethnicity – *Gathered for monitoring purposes only. Parents are not obliged to complete this data.*

Please ✓ to indicate your child's ethnicity: (if you do not wish to tell us please tick 'prefer not to say')								
WHB		White British	BLB		Caribbean	AAO		Any other Asian background
WHR		White Irish	BLF		African	CHE		Chinese
WHA		Any other white background	BLG		Any other Black background	OEO		Any other ethnic group
MWA		White and Asian	ASR		Sri Lankan	WHT		Irish Heritage
MWB		White and Black Caribbean	AIN		Indian	WRO		Roma/Roma Gypsy
MBA		White and Black African	APK		Pakistani	WHO		Any other traveller background
MOT		Any other mixed background	ABA		Bangladeshi	REF		Prefer not to say

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About your Child - Health & Development - Has your child received the following immunisations?
(Please confirm and provide date of immunisations given).

Two Months Old	5-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes	No	Date	
	Pneumococcal (PCV) vaccine	Yes	No	Date	
	Rotavirus vaccine	Yes	No	Date	

Three Months Old	5-in-1 (DTaP/IPV/Hib) vaccine, second dose - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes	No	Date	
	Meningitis C vaccine	Yes	No	Date	
	Rotavirus, second dose	Yes	No	Date	

Four Months Old	5-in-1 (DTaP/IPV/Hib) vaccine, third dose - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes	No	Date	
	Pneumococcal (PCV) vaccine, second dose	Yes	No	Date	

Between 12 & 13 Months old	Hib/Men C booster – Haemophilus influenzae type b (Hib), fourth dose and Meningitis C, second dose.	Yes	No	Date	
	MMR vaccine – Mumps, Measles and Rubella	Yes	No	Date	
	Pneumococcal (PCV) vaccine, third dose	Yes	No	Date	

Two to Three Years	Flu vaccine	Yes	No	Date	
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Three years and four months or soon after	MMR vaccine, second dose – Mumps, Measles and Rubella	Yes	No	Date	
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Please make your child's Health Record Book available to enable us to confirm the dates of your child's immunisations.

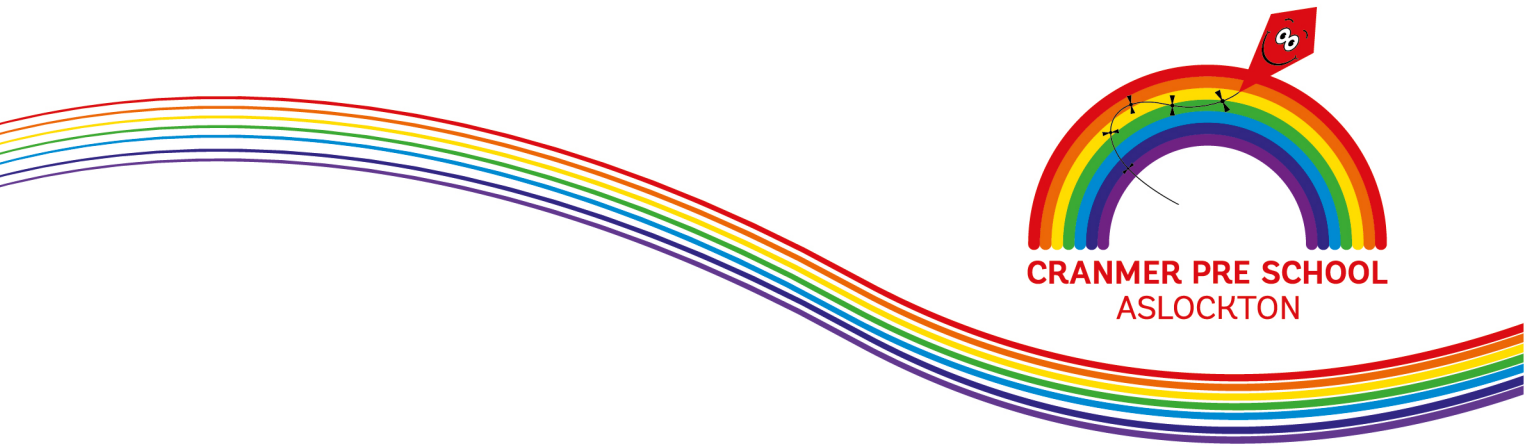
Staff Member's Signature _____ Date _____

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About your Child - Health & Development

- Is your child currently under the care of any external agencies, such as a Paediatrician, Consultant, Dietician, Speech and Language Therapist, Social Worker etc?
If so, please provide further information including Name, Address and Telephone Number.

- Does your child have any ongoing medical conditions? *If so, please provide further information*

- Does your child require a Health Care Plan?

Yes	No
-----	----

- Does your child have any special needs or disabilities? *If so, please provide further information*

- Are any of the following in place for your child? *If so, please provide further information*
Special Educational Needs Plan Health Care Plan?
Education, Health and Care Plan?

Yes	No
Yes	No

- What additional support will he/she require in our setting?

- Is your child known to have any allergies or food intolerances? *If so, please provide further information*

A risk assessment will be completed and kept on the child's file for any known allergies or food intolerances as mentioned above.

- Does your child have special dietary requirements? *If so, please provide further information*

It 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 our setting managers to ensure we are working in partnership with you to meet your child's needs. Please refer to our Food and Drink policy.

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Date of Birth _____

About your Child - Health & Development – Permissions

Emergency Treatment Declaration

In the event of an accident or emergency involving my child named above, I understand that every effort will be made to contact the emergency contacts immediately, in order of priority I have stipulated. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the Preschool Manager (or an authorised member of staff) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signature of Parent/Carer: _____
Print Name _____ Date _____

Paracetamol based medicine (eg Calpol)

I give permission for staff to administer paracetamol based products (eg Calpol) to my child named above, in the case of a raised temperature and on the understanding I will be making arrangements for my child to be collected as soon as possible. This will be recorded on the child's individual Medication Form in accordance with the Cranmer Preschool's procedures for the administration of medicines.

Signature of Parent/Carer: _____
Print Name _____ Date _____

Inhalers or Auto-injectors (eg Epipens/Anapens) only

I give permission for a trained member of staff to administer their prescribed inhaler/Epipen or Anapen to my child, as named above. This will be recorded on the child's individual Medication Form for each prescription in accordance with Policy 6.1 Administering Medicines.

Signature of Parent/Carer: _____
Print Name _____ Date _____

Nappy Cream

I give permission for the nappy cream, I provide, to be administered to my child named above when required, in accordance with the manufacturer's instructions, this will be recorded on the Nappy Changing Log kept within Cranmer Preschool.

Signature of Parent/Carer: _____
Print Name _____ Date _____

Sun screen

I will ensure my child, as named above, has 8 hour sun screen applied prior to their arrival at Cranmer Preschool, and I give permission for staff to reapply the hypoallergenic Sun screen I provide, in line with Preschool procedures and to record its reapplication.

Signature of Parent/Carer: _____
Print Name _____ Date _____

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Cranmer Preschool Privacy Notice

At Cranmer Preschool we respect the privacy of the children attending the preschool and the privacy of their parents or caregivers. The personal information we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively.

Our legal basis for processing the personal information relating to you and your child is so that we can fulfill our contract with you.

Any information you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our preschool.

We will use the contact details you give us to contact you via phone, email, social media and post [so we can send information about your child, our preschool and other relevant news and also so we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child.
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (eg to take online bookings or to issue invoices)
- have obtained your prior permission.

You have the right to see the data we have about yourself or your child, and to ask for any errors to be corrected.

We will respond to all such requests within one month. You can also ask for data to be deleted, but note that,

- We will not be able to continue to care for your child if we do not have sufficient information about them.
- Even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

Please sign and date below to confirm you have read this Privacy Notice and you give your permission for us to contact you regarding relevant matters.

Signature of Parent/Carer: _____
Print Name _____ Date _____

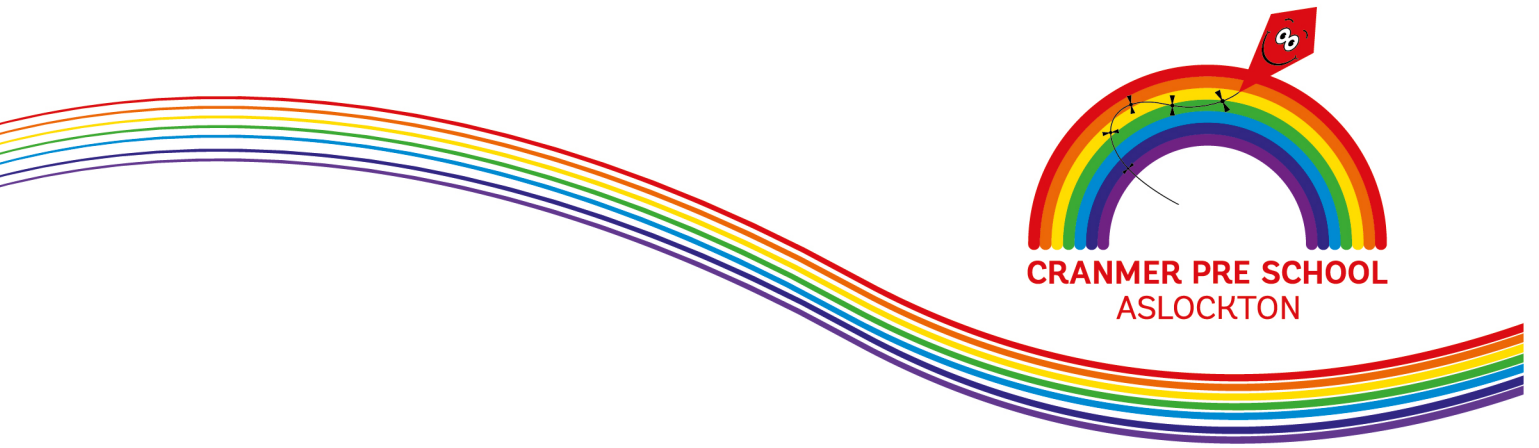
** We do need to retain certain types of data (such as records of complaints, accidents and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

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Photographs and Images – Permission

As part of the ongoing recording of our curriculum and for children's individual development records, staff regularly take photographs, and occasionally video, of the children during their play. These images are only captured and stored using equipment provided by Cranmer Preschool in line with the Cranmer Preschool Privacy Notice.

These images may be displayed within Cranmer Preschool to provide a record for parents and carergivers of the events and activities your child is involved in during sessions.

We will always seek your written consent for each image we may like to use of your child for training, publicity or marketing purposes.

I give permission for my child named above to have their photograph, or to be videoed, as per the above conditions,

Signature of Parent/Carer: _____
Print Name _____ Date _____

Optional Permissions regarding Cranmer Preschool Facebook and Website

Parents/Caregivers are able to sign the optional permissions below to allow their child's image/video to appear on the Cranmer Preschool Facebook and Website, without written consent for each image/video as mentioned above.

Cranmer Preschool Facebook - Permission

I give permission for photographs or video of my child, named above, during play to be posted on the Cranmer Preschool Facebook page to provide a record of the events or activities they have been involved in during sessions, in line with the Cranmer Privacy Notice.

Signature of Parent/Carer: _____
Print Name _____ Date _____

Cranmer Preschool Website - Permission

I give permission for photographs or video of my child, named above, during play to be posted on the Cranmer Preschool Website to provide a record of the events or activities they have been involved in during sessions, in line with the Cranmer Privacy Notice.

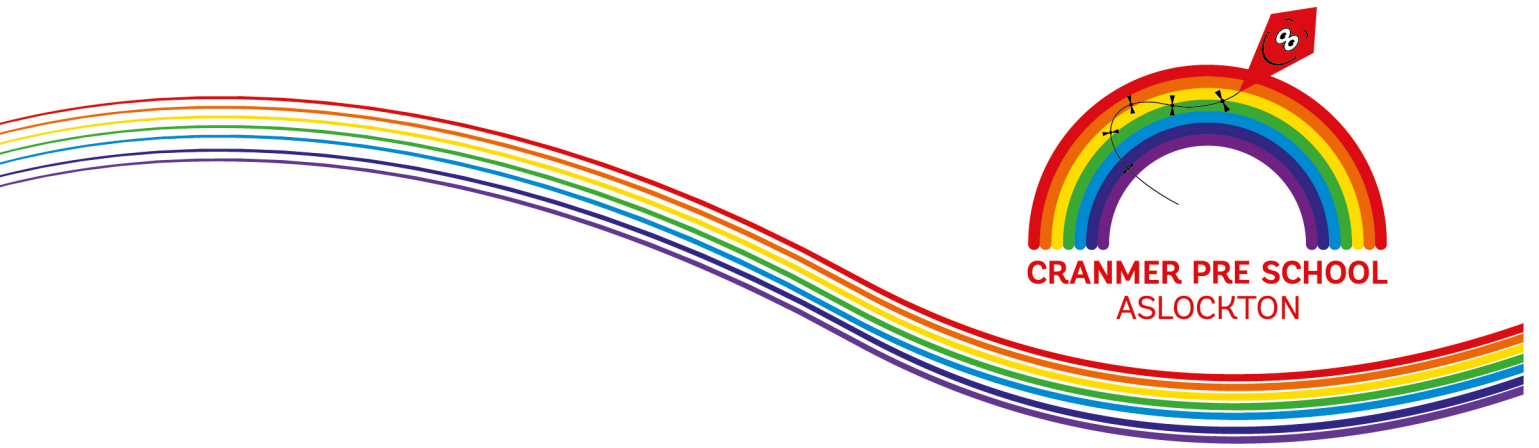
Signature of Parent/Carer: _____
Print Name _____ Date _____

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Short Trips & General Outings

I give permission for my child, name above, to take part in short trips and general outings. I understand that a risk assessment is carried out for each type of trip or outing and are available for me to see.

For any planned outings, I understand I will be informed in advance and my specific consent obtained.

Signature of Parent/Carer: _____
Print Name _____ Date _____

Animals

We may occasionally have supervised visits of animals to our setting. A risk assessment will be carried out for animals visiting preschool.

Please provide details of any known allergies or aversions.

Cranmer Preschool Parent Pack and Policies and Procedures

I confirm I have been provided with the Cranmer Preschool Parent Pack which includes the Terms and Conditions of Use for Cranmer Preschool. I understand the Policies and Procedures of Cranmer Preschool are available on the Cranmer Preschool website, including the Cranmer Preschool Privacy Notice, which explains there may be circumstances where information is shared with other professionals and/or agencies without my consent.

Signature of Parent/Carer: _____
Print Name _____ Date _____

Declaration

I confirm the information provided within this form is accurate and correct, and I will notify you of any changes as they arise.

Signature of Parent/Carer: _____
Print Name _____ Date _____

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