



Helmdon Acorns Pre-School Registration Form



Name of child _____ Date of birth _____

Address _____

Postcode _____

Name of Parent/ Carer: 1) _____

2) _____

Home Telephone: _____

Email: _____ Please tick if you would be happy for this to be circulated on a parents contact list for playdates etc

Do they have parental responsibility? Parent/Carer 1) Yes/ No (delete)
Parent/Carer 2) Yes/ No (delete)

Does the child live with these people? Parent/Carer 1) Yes/ No (delete)
Parent/Carer 2) Yes/ No (delete)

Complete this section for a parent who does not live with child:

Name: _____

Address: _____

Postcode _____

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

Emergency Contact details

Your details

Parent/ Carer 1) – Work / Daytime Contact number _____

Parent/ Carer 2) – Work / Daytime Contact number _____

Emergency contact to give consent in case we can't contact you

Name _____

Relationship with child _____

Telephone _____

Mobile _____

Name _____

Relationship with child _____

Telephone _____

Mobile _____

Persons authorised by you to collect the child (Must be over 16 yrs of age)

Password _____

Name _____

Relationship with child _____

Telephone _____

Mobile _____

Name _____

Relationship with child _____

Telephone _____

Mobile _____

Personal details of the child

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

What is the main religion in your family? _____

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 please discuss this with your child's Key Worker and agree how we will support your child when settling in.

Does your child have any needs or disability? Yes/ No (delete)

Details _____

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

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.

If any professionals (e.g. speech therapist) are involved with your child please discuss with your child's Key worker and complete a separate form.

Doctors Name _____ Health Visitors Name _____

Doctors Surgery address _____

Telephone _____

Has your children already had their 2 year check with the Health Visitor? Yes/No

If no please ensure that you inform us when this is to take place so that we can discuss your child's progress.

Does your child have a social care worker for any reason? Yes/ No (delete)

Name _____ Based at _____

Telephone _____

What is the reason for the involvement of the social care department with your family?

Does your child have any allergies or intolerances? Yes/No

Are your child's immunisations up to date? Yes/No

Was your child born pre-term? Yes/No

Does your child have a Child Protection Plan? Yes/ No

Fees information

We aim to keep our fees as low as practically possible and undertake to give at least two months' notice of any impending increases. You will receive an invoice in September, January and April and may pay in instalments, detailed on the invoices, or in full by cheque, cash or bank transfer. If you wish to make alternative payment arrangements you should contact the Setting Manager. In the event of you wishing to reduce sessions, you must provide for **six weeks' notice** in writing not including holiday periods.

All three and four year olds and some two year olds are entitled to a free, part-time early education place of up to 15 hours per week for 38 weeks per year from the term after their third birthday. (or 11 hours over 52 weeks if applicable). Parents are not required to contribute to any part of the free early education entitlement but will be charged fees if they enrol for more than 15 hours per week. Changes to the number of free entitlement hours used (up to 15 per week) may only be requested at the start of each calendar block (September, January and April)

A non-refundable registration fee of £20.00 per child under 3 years (not those entitled to 2 year old funding) is required to secure your child's place. This is to cover set up costs, home visits etc. Please make cheques payable to Helmdon Acorns Pre-School.

Starting date at Helmdon Acorns	Please enter preferred start date here:
Requested sessions – (will be confirmed according to availability) Morning (9:00-12:00) Lunch Club (12:00 – 12:30) Afternoon (12:30 – 15:30)	 Mon / Tue / Wed / Thurs / Fri Mon / Tue / Wed / Thurs / Fri Mon / Tue / Wed / Thurs / Fri

Please return the completed registration form, copy of your child's birth certificate, consent forms (next page) and registration fee if appropriate to:

Helmdon Acorns Pre-school
 Hintons Close
 Helmdon
 NN13 5QP

Please complete and return the following consent forms.

These consent forms are for: (insert name of the child). _____

I/We DO / DO NOT consent for my/our child to be taken out around the village, including the play park, as a part of the daily activities. Further consent will be requested for major outings.

I/We Do / Do Not consent for my child, under strict supervision, to touch and stroke some of the animals at a local farm if they wish to.

(Anti-bacterial hand gel will be used afterwards and hand washing will take place back at Acorns.)

I/We DO / DO NOT give permission in my absence for a member of Helmdon Acorns Pre-school staff to act on my behalf regarding medical attention for my child should the need arise. I do this knowing that every reasonable effort has been made to locate me in this situation and that my child's medical needs are paramount in this situation and that the staff is operating in my child's best interests.

I/We DO / DO NOT consent for the staff to take my child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that I have been informed and are on my way to the hospital.

I/We DO / DO NOT give permission for my child to eat treats brought into the setting to celebrate special occasions, and to sample foods used in our cooking sessions.

My child is NOT permitted to eat any of the following: _____

(Please see separate section regarding any food allergies or intolerances.)

I/We DO / DO NOT give permission for my child to be given a plaster if it is needed.

Please note we do not use elastoplast.

We ask you to apply sun cream to the children BEFORE attending their session. We apply sunscreen to children staying for a full day session after lunch. You will need to provide a named tube of sun cream in the sun cream box.

I/ We DO /DO NOT give permission for the staff at Acorns to apply the sun cream I have provided.

We supply Hot Lunch on request to the children using the Dolce company. To be set up on the system we need to provide them with your email address.

I/ We DO /DO NOT give permission for my email address
to be passed to Dolce for the purposes of lunch ordering only.

In order for us to be best able to provide for your child's development and learning we request that you allow us to share information with any other childcare provider your child might attend/have attended. I/ We DO /DO NOT give permission for Helmdon Acorns Pre-School to share all information about my child with (name of setting/childminder) and for Helmdon Acorns Pre-School to request information from the setting/childminder named above.

We use children's photographs within the setting for labels on pigeonholes, welly racks etc. Sometimes we would like to use images of children / learning activities on our website, in the local press, newsletters to families who attend Acorns and on social media websites (Facebook).

I/ We DO /DO NOT give permission for Helmdon Acorns Pre-School to include my child's image in Weekly newsletters.

I/ We DO /DO NOT give permission for Helmdon Acorns Pre-School to include my child's image in Local Press releases (eg. Fundraising events, sports days).

I/ We DO /DO NOT give permission for Helmdon Acorns Pre-School to include my child's image on Helmdon Acorns Pre-School website.

I/ We DO /DO NOT give permission for Helmdon Acorns Pre-School to include my child's image on Social Network sites (we currently only use Facebook).

I/ We DO /DO NOT give permission for Helmdon Acorns Pre-School to include my child's image on displays & TV screen in Acorns building.

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent I will...

Not publish any of my child's observations or photographs on any social media site.

Keep the login details within my trusted family.

I accept that my child's photograph may appear on their friends' learning journal accounts and I may see pictures of my child's friends on my child's personal account.

I understand that details of my child's account on Tapestry may be transferred to another setting/primary school/childminder as appropriate as information and records must be shared with other professionals working with my child as per the requirements of the EYFS (2014) section 3.68

I will speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I/ We DO /DO NOT agree to the above guidelines.

Parent/carer 1

Email (for logon ID) _____

Parent/carer 2

Email: (for logon ID) _____

Signed by

Parent 1 signature

Parent 2 signature

Name

Name

Date

Date">
