



MORTIMER HALL PRE-SCHOOL

REGISTRATION FORM



Your Child

Child's First Name:

Child's Last Name:

Name known as:

Date of Birth:

Name of parent/s with whom the child lives:

1.

Does this parent have parental responsibility?

Yes/No

2.

Does this parent have parental responsibility?

Yes/No

Address:

Work/Daytime telephone**:

Mobile**:

Email:

** These are the first numbers we will contact you on first if we need to speak to you regarding your child unless you inform us otherwise

Name of the parent with whom the child does not live (if applicable):

Does this parent have parental responsibility?

Yes/No

Address of this parent:

Telephone:

Mobile:

Email:

Does this parent have legal access to the child?

Yes/No

Emergency Contact Details

Please list in order the names, telephone numbers and email addresses of those we should contact in case of emergency, after we have tried those given above:

Name:

Relationship to child:

Daytime telephone:

Mobile:

Is this person authorized to collect the child (must be over 16 years of age):

Yes/No

Name:

Relationship to child:

Daytime telephone:

Mobile:

Is this person authorized to collect the child (must be over 16 years of age):

Yes/No

Name of child's doctor

Name:

Address of surgery:

Telephone:

Personal details of child

Does your child have any special dietary needs or preferences? e.g. vegetarian

Yes/No. p

If yes, please give details.

Does your child have any medical conditions or allergies (including food allergies)?

Yes/No

If yes, please give details.

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? Yes/No

If yes, please give details.

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 yes, give details below and discuss and agree with the key person how you will support the child when settling in.

Does your child have any special needs or disability?

Yes/No

If yes, please give 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. Please give details.

Names of professionals (if any) involved with the child

Name 1: _____ Role: _____

Agency: _____ Telephone: _____

Name 2: _____ Role: _____

Agency: _____ Telephone: _____

Name 3: _____ Role: _____

Agency: _____ Telephone: _____

Do you have a health visitor?

Yes/No

If yes, name: _____ Based at: _____

Telephone: _____

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

NB If the child is on the child protection register, make a note here, but do not include details. Ensure these are obtained from the social worker named above and keep these securely in the child's file.

To be completed by key person/manager

Date started at pre-school: _____

Agreed hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Agreed times of attendance					
Total daily hours					

Offered over 38 weeks per year.

Are any fees payable? If so, which sessions will you pay for? _____

Name of key person: _____

Name of back-up key person: _____

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

If so, detail: _____

Signed by:

Parent 1: _____ Parent 2: _____

Key person: _____ Manager: _____

Mortimer Hall Pre-School Committee asks all parents/carers to read and consider the below. Please sign each one. If you are unable to sign or do not agree with the content please speak to a member of staff.

1. Pre-School Fees

I/we agree to pay my child's pre-school fees and/or provide the necessary completed paperwork to claim funding until further notice and I/we understand that these fees are not returnable whenever my child is ill or absent for any reason.

To cancel a child's place, four weeks' notice must be given. If notice is not given, the four weeks will be charged for.

Signature parent/s/carer/s/: 1. _____ 2. _____

2. Emergency Treatment

I/we give my consent to Mortimer Hall Pre-school staff to seek emergency medical advice or treatment for my child _____ (child's name) and/or take my child to the nearest Accident and Emergency Unit to be examined, treated or admitted as necessary, on the understanding that every attempt has been made to contact me or I have been informed and am on my way to the hospital. A member of staff from Mortimer Hall Pre-school will accompany my child and stay with them until my arrival.

Signature parent/s/carer/s/: 1. _____ 2. _____

3. Consent for local trips from Pre-School

Occasionally small groups of children are taken out for walks, i.e. to the park, to St Nicholas School, Children's Centre, to the shops etc.. Your consent is asked to enable Mortimer Hall Pre-school staff to do this.

I/we agree to my child being taken out of pre-school on short, local trips.

Signature parent/s/carer/s/: 1. _____ 2. _____

4. Consent for photographs, videos and observations

Photographs

Photographs may be taken by:

1. Staff/committee members/volunteers
 - as evidence of work for courses they are attending
 - pre-school records
 - to show parents the activities that children have participated in
 - at events such as Sports Day, Christmas Sing Along, Christmas Party
 - for use on our website.

All photos are stored by the pre-school on disc or memory card. These may be retained after your child has left and may be used for displays, history of the pre-school and in publications such as this.

2. Parents
 - at events such as Sports Day, Christmas Sing Along, Christmas Party.
3. The Press
 - when invited to do so by the pre-school committee.
4. Staff at Marston and Northway Children's Centre
 - For their publicity and publishing in newsletters.

Observations and Videos

As part of courses that staff are attending they may wish to do observations and/or make videos of your child to assist with their course work.

If you do not agree to the above or have any concerns, please do speak to your key person, Janet or Caroline.

I/we give permission for photographs, videos and observations to be taken of our child as described above.

Signature parent/s/carer/s/: 1. _____ 2. _____

5. Sunscreen

I give permission for staff at the setting to apply sunscreen supplied by me/the setting to my child (named overleaf)

Signature parent/s/carer/s/: 1. _____ 2. _____

6. Ofsted Registration and Complaints Procedure

I have seen the Ofsted Registration Certificate at Mortimer Hall Pre-school.

I have been given a copy of the childcare provider's complaints procedure, which includes an address and telephone number for Ofsted.

Signature parent/s/carer/s/: 1. _____ 2. _____

Parent/Carer of: _____ (child's name)

Date of signing the above _____