



Registration Form

Child's surname.....**Forename(s)**.....

Name by which usually known.....**Date of Birth**.....**Gender** male/female

Child's address.....

Post Code.....**Home telephone number**.....

Email address.....

Mother's surname.....**Forename**.....**Title** Mrs/Miss/Ms/Dr

Address and phone no (if different from above).....

Mother's mobile phone number.....**Work phone no**.....

Father's surname.....**Forename**.....**Title** Mr/Dr

Address and phone no (if different from above).....

Father's mobile phone no.....**Work phone no**.....

Any other person with parental responsibility for the child not listed above

Name.....**Phone no**.....

Relationship to child.....**Address**.....

Names and dates of birth of brothers and sisters.....

Does the child live with: (please circle) both parents/mother/father/another adult (please state).....

If your child regularly lives in more than 1 household, please give us the details of the second household

members:.....

What is the main religion in your family?.....

First Language – Please state the first language(s) your child was exposed to and they continue to be exposed to at home

(e.g. English, Spanish, Chinese, etc).....

If for any reason we need to contact you, please list the order of contact priority:

1.....2.....

Please give the names of up to two other people who may be contacted in an emergency if a parent or carer is not available:

Title.....Surname.....Forename.....

Telephone no.....Relationship to child.....

Title.....Surname.....Forename.....

Telephone no.....Relationship to child.....

Ethnic Origin Our ethnic background describes how we think of ourselves. This may be based on many things including, for example, skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth. Any information you provide will be used solely to compile statistics to ensure all children have the opportunity to fulfil their potential. These statistics will not allow the individual child to be identified. From time to time the information will be passed to the Local Authority to contribute to local and national statistics.

Please study the list below and circle one box only to indicate the ethnic background of your child:

- | | | |
|-----------------------------|-----------------------------------|-----------------------------------|
| (A) WHITE | (B) MIXED | (C) ASIAN OR ASIAN BRITISH |
| British | White and Black Caribbean | Indian |
| Irish | White and Black African | Pakistani |
| Gypsy | White and Asian | Bangladeshi |
| Roma | Any other mixed background | Any other Asian background: |
| Traveller* | | Nepali |
| Any other white background: | (D) BLACK OR BLACK BRITISH | (E) CHINESE |
| White European | Caribbean | |
| White Other | African | (F) ANY OTHER ETHNIC GROUP |
| | Any other Black background | |

(G) I do not wish my child's ethnic background to be recorded

*If you would like to provide any additional description or comment (e.g. English, Irish, Scottish or Welsh Traveller) please use this space:.....

Medical Information

Child's Doctor's Name.....Address.....

.....Phone no.....

Child's Health Visitor.....Phone no.....

Does your child have any known allergies? (e.g. plasters/penicillin etc)

.....



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Child's name:.....

Does anyone in your immediate family (and those who may collect your child) have any severe allergies that we need to know about (e.g. egg etc.).....

Does your child suffer from asthma? YES/NO

Do they use an inhaler? YES/NO

Any other medical conditions of which we should be aware? (Please use additional sheets if necessary)

Permissions:

IMAGE CONSENT

We may take photographs for a number of reasons whilst your child is with us:

- to document what they enjoy doing;
- to record their learning and development progress;
- to include in newsletters, learning journals and displays;
- to record special events and achievements;

occasionally, we may invite the media to take photographs or film footage for publicity purposes and to record any special events;

images may also be used in our publicity, in our prospectus or on the website.

A learning journal will be used to reflect your child's time at Pre-school. It will include photographs of your child at play with other children, for example in a group of children pretending to be Goldilocks and the Three Bears in the home corner.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

I consent to photographs of my child being taken by authorised personnel representing the Nursery.

Yes No
(tick as appropriate)

I consent to photographs containing my child's image being included in other children's learning journals

Yes No
(tick as appropriate)

I agree not to publish any photographs, observations or videos from my child's Learning Journey on a social networking site or display in a public place. (Failure to abide with this will result in your child's on-line learning Journey being suspended).

Yes No
(tick as appropriate)

Signed.....Date.....

Please note that you can withdraw your consent, in writing, or request to see photos taken at any time. This form is valid for the duration of your child's time at Pre-school. It is your responsibility to let us know if you want to withdraw or change your consent at any time.



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HAYCORN'S ONLINE LEARNING JOURNEY

I am happy for my child's learning journey to be online (secure with password access to your child only)

I do/do not wish to receive an email notification when an observation for my child has been added. Please provide **one** email address (this will only be used for set up if you do not wish to receive notification emails).

Once this permission slip has been returned to Haycorns you will be given details of your password and details of how to access your child's on-line Learning Journey.

Email address.....

Signed.....Date.....

LOCAL VISITS

Occasionally we would like to take the children out on local visits within walking distance of the pre-school. Adult supervision will be provided. As these visits often happen at short notice, we need your prior permission.

I give my permission for my child to go out on local visits.

Signed (Parent/Carer).....Date.....

EMERGENCY CONSENT

I/we give permission for the pre-school to seek emergency treatment at a hospital or surgery in my/our absence. I/we understand the pre-school will make every effort to contact us at the same time.

Signed (Parent/Carer).....Date.....

DIETARY REQUIREMENTS

As part of our pre-school curriculum we like to include a certain amount of cooking and food tasting from around the world. If your child has any special dietary needs which could prevent him/her from tasting foods, please indicate below.

I/we do/do not give permission for my child to eat a variety of foods (please delete as appropriate).

If 'no' he/she should not eat the following foods:

.....

because.....

Signed.....Date.....

INFORMATION SHARING

I understand that in certain instances information may need to be shared with other people involved your child's care and education. Such instances are: transitions to school, any special/additional needs, and safeguarding issues. Please see Policy No 5. I/we give permission for information to be shared with outside agencies. (Where safeguarding is an issue consent is not legally required to share information with relevant parties).

Signed.....Date.....



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Child's name:.....

POLICIES

I/we are aware that Haycorns hold paper copies of the policies as listed in the prospectus. They are available to be viewed at Haycorns Pre-School, on the website or can be emailed on request.

Signed.....Date.....

FEES

You will receive an invoice for fees due each half term. This amount can be paid half termly in advance or on a weekly basis (please let a member of staff know), information on how to pay will be detailed on the invoice.

I/we agree to pay any fees due and in advance. I understand a £10.00 charge may be incurred for late payment of fees.

Signed.....Date.....

Please tick here..... if you would not like a photocopy of these permissions to be returned to you when your child starts at Haycorns.

In order to establish and maintain good contact between you, your health visitor and ourselves, please would you bring in your child's red book when they start. This will be returned to you at the end of their first session.

Please tell us how you heard about Haycorns - please tick as appropriate and add any comments if you wish:

Recommendation	
Haycorns Website	
Another website (please state)	
A sibling has already attended	
Visiting the school	
Other advertising/flyer	
Other (please state)	



Registration Form

So that we can receive our funding, it is necessary for us to check your child's birth certificate. Please would you bring it in so that we can look at it and make a note of the date of birth and check that all the information correlates. Your child's birth certificate will be returned to you straight away or when you pick your child up.

FUNDING

All 3 to 4-year-olds in England can get 570 hours of free early education or childcare per year. At Haycorns it's taken as 15 hours a week for 38 weeks of the year.

Some 2-year-olds are also eligible (you can find more information regarding this on the Dorset County Council website: 'Dorset for You').

The date you can start claiming depends on your child's birthday.

Child's birthday	When you can claim
1 January to 31 March	The beginning of term on or after 1 April
1 April to 31 August	The beginning of term on or after 1 September
1 September to 31 December	The beginning of term on or after 1 January

Example: Your child was born on 15 February 2013. You can get free childcare when the next term starts after 1 April 2016.

For our records, when your child becomes eligible for funding, please would you suggest below whether you intend to use all/some of your funded hours at Haycorns or elsewhere. We understand that this could of course change/increase as your child gets older and therefore realise it is just an indication.

Number of funded hours expected to be taken:.....These hours to be taken at: Haycorns/elsewhere/split between more than one settings (please circle).

If elsewhere or split between more than one setting, please indicate where:.....

FOR OFFICE USE ONLY:

	Tick when complete	Date checked
Permissions filled in and signed		
Allergies noted and all staff informed		
Dietary requirements noted and all staff informed		
Red book – received, read and returned		
Birth certificate – details noted here and returned		
Full name:.....		
Date of birth:.....		