



Registration form

Brooklyn preschool Playgroup Ltd,
Bowling Lane,
Norton,
Malton
YO17 8EG
Tel; 01653696754
OFSTED: EY488896

Updated on: 26 April 2018

Dear Sir/Madam

Parents/Carers of _____

Sign: _____ Date: _____

We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 and therefore we do not require your consent for the first section of this form. Where information to be supplied is voluntary or where we do need consent this is identified. The information provided will be kept in paper form and used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.

This information will be stored in a locked cabinet and on a password protected system in accordance with the General Data Protection Regulations (GDPR) 2018.

If you have any concerns or questions with regards to how we collect, store, process or share your data, Please contact our setting Data Protection Lead, Heather Mclvor,

Heather Mclvor
Playgroup Leader

Basic Details

Child's name:

Known as:

Date of birth:

Gender:

Place of Birth :

Adopted child:

Yes/No

(please delete as appropriate)

Name of parent(s) with whom the child lives:

Parent

Parent

Do you have parental responsibility for this child?

Yes/No *(please delete as appropriate)*

If no, do you have legal contact?

Yes/No *(please delete as appropriate)*

Mobile:

Work telephone:

Home telephone:

Do you have parental responsibility for this child?

Yes/No *(please delete as appropriate)*

If no, do you have legal contact?

Yes/No *(please delete as appropriate)*

Mobile:

Work telephone:

Home telephone:

Address of parent(s) with whom the child lives:

Address of Parent with whom the child **Does Not** live: (If applicable)

Email address:

We send out invoices, newsletters and information via the Famly app, would you prefer to receive paper copies ?

Yes/No *(please delete as appropriate)*

If YES please sign here to consent to us contacting you for the purposes above

Emergency Contact Details

Please provide the names and contact details (other than parents/guardians) who we can contact in case of an emergency. These Persons are authorised to collect the child/children. This is any other adult who may collect your child in your absence. Authorised persons must be over 18 years of age.

NOTE: It is your responsibility to ensure these people are happy for us to contact them and to hold their details.

Emergency Contact 1

Name

Home telephone no

Mobile telephone no

Relationship to child

Emergency Contact 2

Name

Home telephone no

Mobile telephone no

Relationship to child

Emergency Contact 3

Name

Home telephone no

Mobile telephone no

Relationship to child

Emergency Contact 4

Name

Home telephone no

Mobile telephone no

Relationship to child

Security Details

A password system operates in our setting. A secure password is required and should be used by emergency contacts and persons authorised to collect your child. Ideally this should be one word and something that is easily memorable. Please do not use obvious things such as middle names. The password is required from anyone collecting your child. If they do not have the password we will not release your child to them.

My secure password is

Additional Security Information

We have the safety and well-being of the children in mind at all times and we are sure that you will appreciate that persons known to you are strangers to us and we do need means of identifying those you have authorised to collect your child (either authorised or emergency contacts) when you are unable to.

We as a setting and especially your child/children key person will be familiar with you but we do not always have the opportunity to meet both parents. This is also true of your nominated emergency contacts and authorised persons. We therefore request that should anyone unknown to us be collecting your child that you inform us in advance and show us a photograph to enable us to identify them when they collect your child.

Health Information

Does your child suffer from any of the following (*please tick those which apply*)

Asthma		Epilepsy	
Heart Condition		Kidney/Bladder problems	
Diabetes		Bee Sting Allergy	
Sight Impairment		Deafness	
Wears Glasses		Other	

If you have ticked any of the boxes above please give details here: (We may ask for evidence of these from your GP)

Does your child require medication, either long term for existing conditions or life saving drugs such as Ventolin?
(*Please give details of the medication and dosage*)

Does your child have any special dietary needs or preferences?

Yes/No
If yes please give details below

Does your child have known allergies? (Evidence of these are needed for insurance purposes) **Yes/No**

If yes please give details below

Name of GP

Dentist :

Surgery:

Practice:

Address:

Address:

Tel:

Tel:

Safeguarding Children

Does your family have a social worker for any reason?

Yes/No

Name

Telephone number

Based at

What is the reason for the involvement of Social Services with your family?

FOR OFFICE USE - NB If the child has a child protection plan, 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 named Child Protection file.

The following information is **voluntary** and you do not have to complete it. However, we have a legitimate interest in requesting this data as it will assist in providing the necessary care for your child and to allow us to monitor and assess their development.

Health Visitor

Name

Telephone number

Based at

Has your child had their two year old progress check?

Yes/No *(Please delete as applicable)*

If so, on what date was this completed?

Are you able to share this information with the setting?

Yes/No *(Please delete as applicable)*

The following section requires information classed as 'sensitive personal data' for which we need your consent to collect and process. We request this data as, in some cases we have a contractual obligation to do so with our Local Authority, but also as we have a legitimate interest to allow us to plan and meet your child's needs.

Ethnicity and Cultural background

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

What is the main religion of 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 s/he is in our setting?

What is/are the main language(s) spoken at home?

If English is an additional language, will this be your child's first experience of being in an English-speaking environment?
Yes/No (Please delete as applicable)

Special Educational Needs and Disabilities

Does your child have any special needs or disabilities?
(Evidence may be requested from your GP) **Yes/No** (Please delete as applicable)
If yes please give details below

What (if any) special support will your child require in our setting?

Professionals involved with the child

Name

Agency

Role

Telephone no

The following section contains information for which we need your consent. As required by data protection we have a duty to inform you that you can withdraw your consent for any of the permissions detailed below at any time. Should you wish to withdraw consent please discuss this with a member of staff in the first instance.

Permissions and Consent

Permission for the setting to act in loco parentis

If emergency treatment is required, either whilst your child is on the premises or on an outing, (for the duration of your child's time with us) and the parents or legal guardians cannot be reached immediately, your signature in the space provided below empowers the settings management to exercise their own judgement in calling the doctor/dentist indicated above or to transport the child to a hospital casualty department by ambulance. Please read and fill in the declaration below, cross out the statement that does not apply, and sign and date this section.

I, parent/carer of

Give consent for anaesthetic to be administered and for any other urgent medical treatment to be given.

*Please note children cannot be given a space in setting if we do not have consent to give urgent medical care.

Signatures of parent

Date

Permission for the application of sun cream

Please read the statements below and strike through the statement that **does not** apply

I, parent/carer of
(delete as appropriate)

Do give consent on my behalf to apply Brooklyn's own Ambre Solaire Sensitive Advanced Factor 50+ children's sun cream to my child.

OR

Do not agree to the above statement and I will supply our own sun cream, clearly labelled with my child's name.

Signatures of parent

Date

Please tick the statements below if you consent to the following:

<input type="checkbox"/>	I consent to my child having their photograph taken for use in displays, for name pegs, etc within the setting
<input type="checkbox"/>	I consent to my child having their photograph taken to be used for publicity purposes – website, flyers.
<input type="checkbox"/>	I consent to my child's artwork (with their name) being displayed in the setting
<input type="checkbox"/>	I consent to my child's photograph appearing in the learning journeys of other children within the setting
<input type="checkbox"/>	I consent to my child being videoed for use by the setting staff only with regards to observational purposes either assessment of children or an activity
<input type="checkbox"/>	I consent to my child's learning journey being shared with Ofsted inspectors and/or as part of audits by the local authority
<input type="checkbox"/>	I consent to my child participating in off-site outings (consent letters sent out prior to outing)
<input type="checkbox"/>	I consent to my child having their face painted should they choose to participate.

	I consent to my child having Sudocrem applied during nappy changes if necessary (if applicable)
	I consent to information about my child being shared with other professionals i.e, on entry assessments, vulnerability conversations, transitions, two year checks, last assessments.
	I consent to my child's birthday being displayed on the Birthday train / board
	I consent to my child's 2Simple online learning journal and learning assessments being completed by their key person outside of working hours. This is to complete observations, linking, termly progress reports.
	I consent to my child's photo being used in Brooklyn Playgroups history albums and scrap books.
<p>SPECIAL NOTE: Please notify us immediately of any changes to the information provided. Please feel free to come and discuss any problems or concerns with us. If there are any other notes you would like to add, please use the space below.</p>	

Further information regarding how we use children's images within the setting can be found in our Image Use Policy.

Any other information about your child such as likes, dislikes, interests:

I confirm that the information provided on this form is correct to the best of my knowledge.

Signature of Parent/carer

Date

Thank you for completing this form. You are welcome to request to see the information we hold on you and your child at any time. Please see our Data Protection lead, Heather McIvor, who can arrange this for you.