

## Registration form

Pirton Pre-School  
High Street  
Pirton  
Hitchin  
Herts SG5 3PS



### Child's details

Child's first name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Preferred name \_\_\_\_\_

Child's full address \_\_\_\_\_  
\_\_\_\_\_

Gender \_\_\_\_\_ Date of birth \_\_\_\_\_ (Evidence of age will be required)

NHS Number \_\_\_\_\_ Position of child in family: \_\_\_\_\_

### Family details (Please note that it is your responsibility to notify us if any of the contact details change)

Name of parent(s)/carer(s) with whom the child lives: \_\_\_\_\_  
\_\_\_\_\_

#### *Contact details 1 (including emergency information):*

Parent/carer full name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Daytime/work telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Home telephone \_\_\_\_\_ Email \_\_\_\_\_

Home address \_\_\_\_\_

Work address \_\_\_\_\_

#### *Contact details 2 (including emergency information):*

Parent/carer full name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Daytime/work telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Home telephone \_\_\_\_\_ Email \_\_\_\_\_

Home address \_\_\_\_\_

Work address \_\_\_\_\_

Names of people with parental responsibility: \_\_\_\_\_

**Emergency contact details if parents are not available** (Emergency contacts should preferably be local. Please ensure that you notify us if any of the contact details change.)

Contact 1 - Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

Daytime/work telephone \_\_\_\_\_

Home telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Contact 2 - Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

Daytime/work telephone \_\_\_\_\_

Home telephone \_\_\_\_\_ Mobile \_\_\_\_\_

**Persons other than parent(s) authorised to collect the child** Must be over 16 years of age. Please note that, if the authorised person is not the person indicated on the "changes to child collection" record, staff will check before releasing the child. Please ensure that you notify us if any of the contact details change.

Person 1 – Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

Daytime/work telephone \_\_\_\_\_

Home telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Person 2 - Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

Daytime/work telephone \_\_\_\_\_

Home telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Person 3 - Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

Daytime/work telephone \_\_\_\_\_

Home telephone \_\_\_\_\_ Mobile \_\_\_\_\_

**Password for the collection of child by authorised persons:** \_\_\_\_\_

### **About your child**

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

Does your child have previous experience of attending a childcare setting or are they currently attending another setting? If so, please specify:

### ***Health and development***

Is your child up-to-date with all immunisations?    Yes     No

If No, please provide details:

Date of last tetanus injection: \_\_\_\_\_

Does your child have any on-going medical conditions? If so, please specify:

If yes, please specify which external agencies are involved e.g. Paediatrician, Consultant, Dietician, Speech and Language Therapist, etc:

Is your child known to have any allergies or food intolerances? If so, please specify:

*(You will be asked to complete a further form to provide a little more information)*

Does your child have any special needs or disabilities? If so, please specify:

Are any of the following in place for the child?

SEN action plan                      Yes                       No

Education, Health and Care Plan      Yes                       No

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

**Please provide the name and contact details for your child's doctor:**

Name: \_\_\_\_\_

Surgery: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

## General parental permissions

### ***Emergency treatment declaration***

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the manager (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

### ***Nappy cream***

I give permission for nappy cream to be administered to \_\_\_\_\_ (name of child) when required, in accordance with manufacturer's instructions. This cream will be supplied by me.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

### ***Sun cream***

In hot weather, we ask that your child attends pre-school with sun cream already applied. If your child attends all day, we need to have your consent before we can apply further sun cream to your child but believe it necessary because we encourage free flow between the outside and inside. We have a supply of factor 50 cream at pre-school which we will apply unless you would prefer to provide your own. Any you provide should be clearly labelled with your child's name and should remain at pre-school.

I give permission for staff to administer pre-school sun cream to \_\_\_\_\_ (name of child)

I will provide my own sun cream to be applied to \_\_\_\_\_ (name of child)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

### ***Short trip - general outings***

From time to time, we would like to take the children off the pre-school premises to explore the local area e.g. the nature reserve within the village, the local church and the adjoining school grounds. We will ensure that any such outing is properly supervised and that a high adult:child ratio is maintained. Please would you indicate whether you consent to your child being included in such an outing. A specific consent form will be sent out to all parents before a major outing.

I give permission for \_\_\_\_\_ (name of child) to take part in short trips or general outings.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

### **Photographs**

From time to time, we like to photograph the children during a pre-school session to assist with our monitoring and to record the child's development and interests. We would like to use some photographs for marketing purposes, in a brochure or on our website and Facebook page. No child would be named. Please indicate whether you are happy for us to take photographs of your child for their records only and also for marketing/Facebook purposes by completing the section below.

I give / do not give permission for \_\_\_\_\_ (name of child) to have their photograph taken for their records

I give / do not give permission for \_\_\_\_\_ (name of child) to have their photograph taken for marketing purposes and for use on Pirton Pre-School's website

I give / do not give permission for images of my child \_\_\_\_\_ (insert name) to be used on Pirton Pre-School's Facebook page

### **Videos**

During the year, we have performances (e.g. Christmas show, Graduation Ceremony) which we sometimes video-record in order to produce a short DVD with parents with highlights of the pre-school year. This is only sold to parents and carers and is for their personal use only. Please indicate if you are happy for your child to be recorded during these shows

I give / do not give permission for \_\_\_\_\_ (name of child) to be videoed during pre-school performances, for inclusion in a DVD sold to parents and carers

Permission for Pirton Pre-School to contact you via e-mail with news / events      Yes / No

Permission for Committee to contact you via e-mail with news / events      Yes / No

### **Policies and Procedures / Privacy Notice**

It is strongly recommended that you read our policies and procedures, copies of which are always available in reception or can be made available to you during a visit to pre-school. We would advise that you refer to these regularly to ensure that you are aware of updates or changes made. Should you have questions concerning any of our policies or procedures, please do not hesitate to contact our Manager.

A copy of our Privacy Notice is attached to this registration form and explains what personal data we collect, why we collect it, how we use it and how we protect it.

I acknowledge the above and confirm that I have been made aware of how I can obtain access to Pirton Pre-School's policies and procedures. I also confirm that I have read and agree to the Privacy Notice.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

## Internet Access

At pre-school, we encourage the children to use the computer in the main setting regularly. We have purchased the Early Years World package which contains a collection of interactive computer activities aimed at young children in nurseries and pre-schools. In addition to this package, we are also keen to make use of the internet access the computer provides e.g. by allowing the children to play age-appropriate games relating to our topic work on websites such as CBeebies.

In light of the above, we require your permission for your child to access the internet. Please be assured that parental blocks are in place to ensure nothing is inappropriately accessed or downloaded and children are supervised at all times. We have an online safety policy in place which is available to view upon request.

I, \_\_\_\_\_ (name of parent/carer) hereby agree to my child \_\_\_\_\_ (print name) having internet access in accordance with the information contained within the pre-school online safety policy.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Please indicate below the days on which you would like your child to attend the pre-school. Please note that, whilst we will make every effort to accommodate your request, we cannot guarantee that a place will be available on the days requested.

	Mon	Tues	Wed	Thurs	Fri
Morning (9am – 12 noon)					
Lunch club (12 noon – 1pm)					
Afternoon (12 noon – 3pm)					

Start date required: \_\_\_\_\_

If you have any questions concerning this form or need any further information, please contact the pre-school on 01462 711817 or via [admin@pirtonpreschool.co.uk](mailto:admin@pirtonpreschool.co.uk).

Thank you for completing this form. Please ensure that you have read the Terms and Conditions on page 9 before signing and returning the form, **together with a copy of your child's passport or birth certificate**, to:-

**Miss T Brock  
Senior Administrator  
Pirton Pre-School  
High Street  
Pirton  
Hitchin  
Herts  
SG5 3PS**

We will contact you to acknowledge receipt of this form and to let you know when a place will be available for your child.

## **Ethnic Background**

Our ethnic background describes how we think of ourselves. This may be based on many things including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

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

<b>(a) White</b>		<b>(b) Mixed</b>	
British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Traveller from Irish heritage	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
Gypsy / Roma	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>		<input type="checkbox"/>
Italian	<input type="checkbox"/>		<input type="checkbox"/>
Turkish	<input type="checkbox"/>		<input type="checkbox"/>
<b>(c) Asian or Asian British</b>		<b>(d) Black or Black British</b>	
Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	African	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>		<input type="checkbox"/>
<b>(e) Chinese</b>		<b>(f) Any other Ethnic Group</b>	
	<input type="checkbox"/>		<input type="checkbox"/>
<b>I do not wish an ethnic background to be recorded</b>			<input type="checkbox"/>

What is the main religion in your family (if applicable)? \_\_\_\_\_

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?



**PIRTON PRE-SCHOOL**  
**TERMS AND CONDITIONS**

1. All queries relating to registration, sessions, funding or invoices **MUST** be addressed to our Administrator (Tracey Brock) either in person, by telephone or e-mail.
2. All invoices should be settled in full within 14 days of date of issue. Payments received after this period will be subject to a late payment fee. If you have a query regarding your invoice, please make this in writing or via e-mail to Tracey Brock.
3. A reduction in the hourly rate charged takes effect the half term **after** your child turns 3 years of age. For this purpose, end of half term/term dates are considered to be 31<sup>st</sup> October, 31<sup>st</sup> December, 16<sup>th</sup> February, 31<sup>st</sup> March, 31<sup>st</sup> May and 31<sup>st</sup> August.
4. If your child is leaving us, we require 6 weeks' notice in writing or by e-mail. If less than 6 weeks' notice is received, you will be liable for the full amount of your child's fees for that half term.
5. We require 6 weeks' notice of any change to your child's regular sessions (increase/decrease). If less than 6 weeks' notice is received:
  - a. We cannot guarantee that any request for change/increase can be accommodated
  - b. You will remain liable for fees for the higher number of sessions if a decrease has been requested
6. If your child is unable to attend a regular session by reason of holiday/sickness, you will remain liable for the fees for those sessions.
7. It may be possible to book "additional sessions" in addition to your child's regular hours. Please give 2 weeks' notice if you need to cancel the additional session.
8. Pirton Pre-School are not responsible for any personal property brought onto the premises nor for the children whilst they are waiting outside the setting for their session to start.

I/We accept the Terms and Conditions of Pirton Pre-School as detailed above  
**(please note that signatures from both parents/guardians are required)**

Signed : ..... (Parent/Guardian) Date:.....

Signed : ..... (Parent/Guardian) Date:.....

Registered Charity No: 1139758  
Registered Company No: 7407356