

Horsted Keynes Preschool Registration Form 2019



SECTION 1: Child's details			
Child's full name			
Name known as			
Child's Main Address			
Postcode			
Home phone			
Gender		Date of birth	
Name of parent(s)/carer(s) with whom the child normally lives:			
Family details			
Contact 1	Relationship to child		
Parent/carers name			
Phone: Day/work			
Mobile Number		Home Number	
Email			
Home address			
Does this person have legal Parental Responsibility for the child?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact 2	Relationship to child		
Parent/carers name			
Phone: work/day			
Mobile Number		Home Number	
Email			
Home address			
Does this parent have legal Parental Responsibility for the child?			Yes <input type="checkbox"/> No <input type="checkbox"/>

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SECTION 2: Emergency contact details, if persons named in Section 1 are not available.			
Emergency Contact 1			
Full Name			
Relationship to child			
Day/work telephone			
Home number		Mobile number	
Emergency Contact 2			
Name			
Relationship to child			
Day/work telephone			
Home number		Mobile number	
Persons, other than named contacts, authorised to collect the child from Preschool			
Person 1	Full Name		
Relationship to child			
Day/work telephone			
Home number		Mobile number	
Person 2	Full Name		
Relationship to child			
Telephone: Day/work			
Home number		Mobile number	
Password for the collection of your child by authorised persons			

Please note: Emergency Contacts and anyone collecting the child must be over the age of 16 years old.

It is your responsibility to ensure that the person who's details you are disclosing has given their full consent, and that they agree to the Preschools GDPR privacy notice.

These persons have consent from yourself to allow information to be given to them by the Preschool staff, some of which may be of a personal nature.

That if the authorised person is not the person who normally brings/collects your child from setting, they will need to know the **password listed above**, and the setting must have been notified by the responsible parent prior to collection of the child.

If the Preschool staff have any doubts, they will not allow your child to leave with the person without being able to verify with a named contact first.

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Other person(s) with legal contact

To be completed where those persons with Parental Responsibility are separated and an S8 Order is in place.

Full name			
Relationship to child			
Telephone: Day/work			
Home number		Mobile number	
Email			
Address			
What are the contact arrangements that we need to be aware of?			

Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify us of any changes as they arise.

Parent name			
Signed		Date	
Name of key person			
Signed		Date	
Name of manager			
Signed		Date	
Date of first review			
<i>To be completed by the key person/manager:</i>			
Key person			
Key 'back up' person			
Date starting at HK Preschool			
Days and times of attendance			
Has the settling-in process been agreed? If so, please specify:			
Internal use: Has the child's health record book been seen to confirm immunisation dates? Yes <input type="checkbox"/> No <input type="checkbox"/>			

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Section 3: 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 on the EYFS through observation and further conversation with you.

Does your child have previous experience of attending a childcare setting? If so, please specify

General information

What is your child's usual sleep pattern?

Does your child have any food preferences?

Does your child have a pacifier i.e. dummy or thumb?

Does your child have a special toy or object they might bring with them?

What sort of things does your child enjoy doing at home, i.e. drawing or cooking?

What other information is it important for us to know about your child? For example, what they like, or what fears they may have, or any special words they use.

If your child is aged three years or over, does he or she have difficulty with any of the following:

Speaking and communicating

Yes ☐

No ☐

Listening and attending

Yes ☐

No ☐

Understanding simple instructions

Yes ☐

No ☐

Eating and drinking

Yes ☐

No ☐

Sitting and sharing a book

Yes ☐

No ☐

Walking and climbing

Yes ☐

No ☐

Rolling a ball

Yes ☐

No ☐

Holding a crayon

Yes ☐

No ☐

Socialising with adults and other children

Yes ☐

No ☐

Using the toilet

Yes ☐

No ☐

Putting on their shoes and socks

Yes ☐

No ☐

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Section 4: Health and development

Has your child received the following immunisations? *Please confirm and provide date of immunisations given*

Two-month-old	5-in-1 (DTaP/IPV/Hib) vaccine diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenzae type b (Hib).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
	Pneumococcal (PCV) vaccine.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
	Rotavirus vaccine.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
Three-month-old	5-in-1 (DTaP/IPV/Hib) vaccine , second dose diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenzae type b (Hib).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
	Meningitis C vaccine	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
	Rotavirus , second dose	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
Four-month-old	5-in-1 (DTaP/IPV/Hib) vaccine , third dose diphtheria, tetanus, pertussis (whooping cough), polio and haemophilus influenzae type b (Hib).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
	Pneumococcal (PCV) vaccine , second dose.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
Between 12 and 13-month-old	Hib/Men C booster haemophilus influenza type b (Hib), forth dose and meningitis C, second dose.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
	MMR vaccine mumps, measles and rubella.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
	Pneumococcal (PCV) vaccine , third dose.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
Two to three years	Influenza vaccine	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
Three years and four months or soon after	MMR vaccine , second dose mumps, measles and rubella.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	
	4-in-1 (DTaP/IPV) preschool booster diphtheria, tetanus, pertussis (whooping cough) and polio.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:	

Does your child have any on-going medical conditions?

If so, please specify, and give details of any medical requirements, and provide professional documentation to support this.

If yes, please specify which external agencies are involved e.g. Paediatrician, Consultant, Dietician, Speech and Language Therapist, etc: We may need to contact these professionals to obtain or share information regarding your child.

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Does your child require a health care plan?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your child known to have any allergies or food intolerances? If so, please specify: <i>A risk assessment will be completed and kept on the child's file for any known allergies or food intolerance as mentioned.</i>			
What are your child's dietary requirements? Please specify:			
Does your child have any special needs or disabilities? If so, please specify, and provide professional documentation to support this. <i>We know that the information you provide us is very personal and sensitive, but it is essential that you provide as much information as possible to allow Horsted Keynes Preschool to provide the best environment and provisions for your child (Providers should refer to the SEND Code of Practice for the Early Years) for an explanation of the terms below.</i>			
Are any of the following in place for the child?			
SEN action plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Education, Health and Care Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
What special support will he/she require in our setting?			
Two-year-old progress check – children aged 24 – 36 months <i>As per the requirements of the Early Years Foundation Stage We will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you.</i>			
Has a two-year-old progress check already been completed for your child?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Setting completing check		Date completed:	
Any other information you'd like to share;			

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Section 5: Professionals involved with your child

If at any time we feel that we may have to contact these professionals, information you have given us may be shared to gain information required for the wellbeing/development of your child.

GP (Family Doctor)	Name		
Telephone			
Address			
Health Visitor	Name		
Telephone			
Address			
Social Care Worker	Name		
Telephone			
Address			
<p>What is the reason for the involvement of the social care department with your family?</p> <p><i>If the child has a child protection plan, make a note here, but do not include details.</i></p> <p><i>We will ensure these details are obtained from the social care worker named above and keep these securely in the child's file.</i></p> <p><i>Please note this form is confidential and information will not be disclosed unnecessarily.</i></p>			
Dentist	Name		
Telephone			
Address			
Any other professional who has regular contact with the child			
Name		Role	
Agency		Telephone	
Address			
Name 2		Role	
Agency		Telephone	
Address			
Name 3		Role	
Agency		Telephone	
Address			

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Section 6: Cultural background		
How would you describe your child's ethnicity or cultural background?	White British	
What is the main religion in your family (if applicable)?	None	
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?		
Would you wish to share your knowledge/cultural background within a session at the Preschool?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What language(s) is/are spoken at home?		
If English <u>is not</u> the main language spoken at home, will this be your child's first experience of being in an English-speaking environment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child need a bilingual support plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, discuss and agree with the key person how we can work together to support your child when settling-in <i>Please note that we would need to share information we already have (and may request further information), to speak to outside professionals with regard this support for your child.</i>		

Equalities monitoring form			
<i>Ethnicity - Gathered for monitoring purposes only. Parents are not obliged to complete this data.</i>			
White British	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Traveller/Irish heritage	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black British	<input type="checkbox"/>	Chinese other	<input type="checkbox"/>
Black African	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	White and Black Asian	<input type="checkbox"/>
If your ethnicity is not mentioned above and you wish us to know this information.			

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Section 7: General parental permissions
Emergency treatment declaration
I understand and agree , that in the event of an accident or emergency involving my child, 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 a member of staff for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.
Safeguarding
I understand and agree , that any member of staff from Horsted Keynes Preschool who suspects that children in their care may have been abused or neglected, have a duty to report this to the local Multi-Agency Safeguarding Hub (MASH) and will follow the Preschool Safeguarding Policy to ensure that they continue their duty of care for any child within the setting. This may mean information regarding the family may be disclosed
Plasters
I give permission for staff to put a plaster (hypoallergenic) onto my child for a minor wound to keep it clean.
Intimate care
<i>Horsted Keynes preschool have nappy Changing and Intimate Care Policies (std. 6.10 & 6.4) which is available to read in our policy file or online.</i> <i>If a child wets or soils themselves measures are taken for them to be changed and cleaned as quickly as possible. The staff are trained to carry out these tasks if you wish them to do so, or, if preferred, we can contact you or your emergency contact who will be asked to attend without delay.</i>
I give permission for Nappy cream (supplied by me) to be applied to my child.
I give consent for my child to be changed and cleaned by staff if they wet/soil themselves while in the care of Horsted Keynes Preschool.
I understand that if I do not give consent for my child to be changed and cleaned if they wet/soil themselves the preschool will contact me, or my emergency contact, and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.
Sun cream
<i>I can confirm that I have read the letter regarding Sun Safe Nurseries and the 'Sun Safety Fact Sheet' in my Parent Handbook. I understand the importance of sending my child/children to Preschool with an appropriate hat and quality sunscreen to help protect my child from over-exposure to UV light during outdoor play in Preschool hours.</i>
I give permission for staff to administer Named sun cream (supplied by me) when necessary and to record its use.
Short trip - general outings
<i>We explore the world around us through walks to the school, church, library, shop, park, and other places within Horsted Keynes which complement our learning at Preschool. We require your consent to leave the Preschool premises. For any planned outings, outside of Horsted Keynes I understand I will be informed, and my specific consent obtained</i>
I give permission for my child/children to take part in short trips or general outings. I understand that individual risk assessments are carried out for each type of trip or outing taken and are available for me to see as required.

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Animals

We may occasionally have supervised visits of animals to Horsted Keynes Preschool. A risk assessment will be carried out for visiting animals, and parents informed.

I **consent** to my child being present when animals are present in the setting.
Please state below any known allergies or aversion your child has to animals:

Food

We like to bake and taste different foods.

We rely on parents to inform the Preschool should children have any food intolerances /allergies

I give my **consent** for my child to taste foods and bake in Preschool.
I will inform preschool should my child suffer from any food intolerances / allergies.

Photographs

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. Only cameras/ I-pads supplied by the setting are used for this purpose. Photographs taken are used for display on the walls around the setting and for your child's records within the setting and on Tapestry. We may also record events and activities on video. Photos/videos are stored on the setting's I-pads only; we only store images during the period your child is with us. There may be occasions when photographs / videos are used for other purposes (for example we have, in the past, put together a CD of photographs/video as a memento of the children's' time at Preschool which could be purchased by parents or at the nativity performance where parents wish to photograph their own children but, in doing so, are likely to photograph other children too) If we would like to use any image of your child for publicity or marketing purposes, we will always seek your written consent for each image we intend to use.

*Occasionally a member of staff may wish to photograph or video your child for their training
Any images that have been placed into our setting evidence folder (On Tapestry) or used within our historical references e.g. photo albums etc. will not be destroyed at the designated retention time indicated by GDPR and may be viewed by any persons in the future. By signing below, you are consenting to these images being available and viewed without prior notice.*

I **give permission** for my child to have their photo taken, or to be videoed, where the images can be purchased by/shared with other parents/carers (e.g. class photos, sports day photos / video, performance photos / video).
I also **give permission** for my child's photograph to be used in displays on the walls in the setting and to be used for training purposes. If I wish to **withdraw** this consent, then I will do so in writing.

Displaying and distributing children's work

I **give** Horsted Keynes Preschool permission to display around the setting and distribute my child's name e.g. wall display, invitation lists distributed to parents etc. If I wish to withdraw this consent, then I will do so in writing
I **agree** to the guidelines

Preschool Website

We like to have photographs on our website to share our experiences and to give prospective parents/carers an idea of how our setting looks and what we do day-to-day. It is, however, of the utmost importance to us to ensure the privacy and safety of pupils at the Preschool. In general, we try to use pictures of groups of children where faces are not shown but there may be the odd photo where not all children are turned away from the camera. We do not name or give other private information about any child. When choosing photographs for the website, the preschool is mindful of the way children may appear in them and will not include images which are in any way inappropriate

I **give permission** for photographs that include my child to be displayed on our website.

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Social Networking

Many settings have been faced with the problem of children's photos being uploaded onto social networking sites by other parents. We seek to ensure this does not happen within our preschool community.

I **understand** that if I am to take photographs / video footage of children on Preschool premises or at a Preschool event

I **must not** upload these images onto any social networking websites.

I will use these images appropriately and keep them for personal / family use only.

I **understand** Horsted Keynes Preschool social networking sites will only have information about the running of the preschool, opening hours, special events, snow days etc. Information regarding the children at the preschool will NOT be placed upon the site. Should any information be shared this will only be done so with written permission from the child's parent / carer.

I **understand** Horsted Keynes Preschool has its own 'Secret' Facebook page which is used for communicating information on fundraising events and important messages to current parents/carers.

It is a secret group and only current parents/carers can join the group.

I **understand** that's photos of my child may be posted on the site for parents/carers to see the week's activities.

I **give permission** for my child to have her/his photo posted on this 'secret' group page

Tapestry

A learning journal called Tapestry will be used to reflect your child's time at Preschool. It will include photographs of your child at play with other children. To comply with the General Data Protection Regulations (GDPR) (2018), we need your permission before we can photograph or make any recordings of your child.

As a parent, I **will**...

- Not publish any of my child's observations, photographs or videos on any social media site
- Consent to treat photographs containing images of other children as for my own personal use only
(Information cannot be shared with others, or published in any way, without the explicit consent of the parents or carers of those children who may be included. For example, any such photographs cannot be posted on a social networking site or displayed in a public place.) Failure to comply with this will mean your child's Tapestry account will be closed immediately.
- Understand that my child's image may be used in another child's profile if they are engaged in the same activity.
This image will not be shared by the other parent (please see above point)
- Keep the login details within my trusted family
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey
- Give permission for staff from Horsted Keynes preschool to access and work on my child's learning journal outside of the setting.
- Complete the 'All About Me' section on my child's home page (accessible through Tapestry's web page)
- Will actively access my child learning journal, make necessary comments, and share my child's experience from home. If you do not have access to e-mail, please tick this box and you will be able to view your child's learning Journey using preschool equipment during specific times throughout the year.

If at any time you experience any difficulties accessing your child's learning journal, please speak to a member of staff.

I **give permission** for Horsted Keynes Preschool to create an online Tapestry Learning Journey for my child, named above.

I **agree** to the guidelines

The e-mail address I would like to link with the account, so I have access to my child's Learning journey

Second (carer) e-mail address to link with the account, to have access to my child's Learning Journey

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Section 7: General parental permissions		
<p><i>Please take the time to read all relevant sections below and indicate your acceptance of each section. In particular please note the end section in which you are asked to sign to say that you have read and will abide by our policy on the uploading of photographs / video to social networking sites.</i></p>		
Person Signing this form	Print name	
Form signed in relation to:	Child's name	
	Decline	Accept
1. Emergency Treatment Declaration		
2. Safeguarding statement		
3. Plasters permission		
4. Intimate care and Nappy changing permission		
5. Sun cream permission		
6. Short visits and outings permission		
7. Animals visiting permission		
8. Food in Preschool permission		
9. Photographs permission		
10. Displaying and distributing pictures permission		
11. Social Networking permission		
12. Preschool Website permission		
13. Tapestry permission		
14.		
15.		
16.		
Signed		
Date		

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Section 7: Data Protection				
<p>I agree to the guidelines and I have read and agree to the Data privacy notice supplied in the Parent Handbook</p> <p>I am aware of Horsted Keynes Preschool's policies and procedures, their location, and that I have access to them at any time, including the Information Sharing Policy.</p>				
Consent to be contacted by Horsted Keynes Preschool				
I give consent for Horsted Keynes Preschool to contact me in a non-emergency, by the following means.				
	Parent/Carer 1		Parent/Carer 2	
By letter	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
By email, including the Friday update newsletter	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Whatsapp group	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Through Tapestry	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Through our closed Facebook page	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
By phone	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
By Text Message via the Administrator or Manager only	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Sharing of Information				
<p>We would like to be able to share information about your child/family with schools and other childcare settings they attend. This allows us to provide continuity of care to your child. Information we may wish to share might include their Early Years Foundation Stage progress record, transition records, activities enjoyed, likes and dislikes, abilities and stage of development and general wellbeing.</p> <p>We will share and receive information about your child with/from other childcare professionals such as the Local Authority (West Sussex County Council), other settings/school your child has/may attend, early years professionals e.g. Health Visitor, Family Worker, doctor/medical consultant and/or member of the Social Care team with regard to the ongoing development and evaluation of our practice.</p> <p>We may need to share information about your child with other professionals such as Health Visitors and Speech Therapists. This will be the case if we're concerned about an aspect of your child's development. We will not approach other professionals for this reason without first discussing our concerns with you. We comply with 'The general data protection regulation' (GDPR), are registered with the ICO and the Administrator is our Data Protection Lead. All information that is held by Horsted Keynes Preschool is correctly stored and filed accordingly, and after the correct retention period all files will be destroyed, in compliance with GDPR/DP.</p> <p>We take your privacy seriously and will only use your personal information to provide tailored care to your child. From time to time we will need to contact you with Preschool updates, share relevant news and send your Childcare bills. Personal information will not be shared with any third parties, mobile phone numbers will be stored on the Administrator's mobile.</p> <p>If we do not have your consent to obtain the information we need, the Preschool reserves the right to refrain from offering a place at Horsted Keynes Preschool</p>				
<p>Signing below confirms you have read and understood the above statement and gives us consent to contact you regarding relevant matters.</p> <p>I give Horsted Keynes Preschool permission to share information about my child and I understand that there may be circumstances where information is shared with other professionals or agencies without my consent, due to safeguarding.</p> <p><i>If I wish to withdraw this consent, then I will do so in writing</i></p>				
Signed Parent/Carer 1		Signed Parent/Carer 2		
Date				