

## 10.4 Registration form

Tolleshunt D'Arcy Pre-school's Registration Form

At Tolleshunt D'Arcy Primary School

Tollesbury Road

Tolleshunt D'Arcy

Maldon

Essex

CM9 8UB

Tel: 01621 868948

Email: [enquiriestdps@gmail.com](mailto:enquiriestdps@gmail.com)

Registered No: 07556040 Registered Charity No: 1146436

### Child's details

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

Name known as \_\_\_\_\_

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

Gender \_\_\_\_\_ Date of birth \_\_\_\_\_ Birth certificate seen and copy made Yes  No

### Family details

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 \_\_\_\_\_

Does this parent have parental responsibility for the child? Yes  No

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

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

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

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

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

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

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

Does this parent have parental responsibility for the child? Yes  No

*Contact details 3 (including emergency information):*

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

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

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

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

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

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

Does this parent have parental responsibility for the child? Yes  No

**Other person(s) with legal contact** *To be completed where those persons with parental responsibility are separated and an S8 Order is in place.*

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact telephone numbers \_\_\_\_\_

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

What are the contact arrangements that [we/I] need to be aware of?

**Emergency contact details if parents are not available** *Emergency contacts must be local.*

*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 daily signing in/out sheet, [staff/I] will check before releasing the child.*

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/me] a little more about your child. As your child settles with [us/me], [we/I] will establish their starting points through observation and further conversation with you.

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

### *Health and development*

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

**Two months old** 5-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib). Yes  No  Date: \_\_\_\_\_

Pneumococcal (PCV) vaccine. Yes  No  Date: \_\_\_\_\_

Rotavirus vaccine. Yes  No  Date: \_\_\_\_\_

**Three months old** 5-in-1 (DTaP/IPV/Hib) vaccine, second dose - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib). Yes  No  Date: \_\_\_\_\_

Meningitis C vaccine. Yes  No  Date:

Rotavirus, second dose. Yes  No  Date:

---

**Four months old** 5-in-1 (DTaP/IPV/Hib) vaccine, third dose - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib). Yes  No  Date:

---

Pneumococcal (PCV) vaccine, second dose. Yes  No  Date:

**Between 12 and 13 months old** Hib/Men C booster - Haemophilus influenza type b (Hib), fourth dose and meningitis C, second dose. Yes  No  Date:

MMR vaccine – mumps, measles and rubella. Yes  No  Date:

Pneumococcal (PCV) vaccine, third dose. Yes  No  Date:

---

**Two to three years** Flu vaccine Yes  No  Date:

**Three years and four months or soon after** MMR vaccine, second dose – mumps, measles and rubella. Yes  No  Date:

4-in-1 (DTaP/IPV) pre-school booster - diphtheria, tetanus, pertussis (whooping cough) and polio. Yes  No  Date:

---

*For internal use:* Has the child's health record book been seen to confirm immunisation dates? Yes  No

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:

Does your child require a health care plan? Yes  No

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

---

---

*A risk assessment will be completed and kept on the child's file for any known allergies or food intolerance as mentioned above.*

What are your child's dietary requirements? Please specify:

---

---

*It is [our/my] usual practice to provide both a meat and vegetarian option. If this is not in-keeping with your child's dietary requirements, please discuss this with [our setting manager/me] to ensure that we are working in partnership to meet your child's needs. Please refer to our Food and Drink Policy.*

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

Speaking and communicating	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Listening and attending	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Understanding simple instructions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Eating and drinking	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Sitting and sharing a book	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Walking and climbing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Rolling a ball	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Holding a crayon	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Socialising with adults and other children	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Using the toilet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Putting on their shoes and socks	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Any other concerns:

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

Education, Health and Care Plan

What special support will he/she require in [our/my] setting?

*Two year old progress check – children aged 24 – 36 months*

If your child is aged between 24-36 months, has a two year old progress check already been completed for your child? Yes  No

Setting completing check \_\_\_\_\_ Date completed \_\_\_\_\_

As per the requirements of the Early Years Foundation Stage [we/I] will complete a progress check on your child between the ages of 24-36 months. [We/I] will ask you to be involved in completing the check and will discuss it with you.

*Cultural background*

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

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 he/she is in [our/my] setting?

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     

Does your child need a bilingual support plan?      Yes            No     

If so, discuss and agree with the key person how [we/I] can work together to support your child when settling-in:

*General information*

What is your child's usual sleep pattern?

Does your child have a feeding routine (for children under 2 years)?      Yes            No     

Does your child have any food preferences?      Yes            No     

Does your child have a pacifier i.e. dummy or thumb?      Yes            No     

Does your child have a special toy or object they might bring with them?      Yes            No     

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

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

**Details of professionals involved with your child**

*GP*

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

*Health Visitor (if applicable)*

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

*Social Care Worker (if applicable)*

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

What is the reason for the involvement of the social care department with your family? *NB If the child has a child protection plan, make a note here, but do not include details. [We/I] will ensure these details are obtained from the social care worker named above and keep these securely in the child's file.*

*Dentist (if applicable)*

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

*Any other professional who has regular contact with the child*

Name 1 \_\_\_\_\_ Role \_\_\_\_\_

Agency \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name 2 \_\_\_\_\_ Role \_\_\_\_\_

Agency \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name 3 \_\_\_\_\_ Role \_\_\_\_\_

Agency \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

### 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)/name of childminder] for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

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

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

#### *For inhalers/auto-injectors (e.g. Epipens) only*

[For group provision:]

I give permission for a named member of staff who has been appropriately trained to administer the inhaler/Epipen or Anapen (supplied \_\_\_\_\_ *(name of child)* by me) to \_\_\_\_\_

The named staff are:

■

■

■

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

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

[For childminding provision:

Please provide your agreement for your child(ren) to be left in the sole care of my assistants for short periods under two hours. As a childminder I am accountable for the quality of the work of my assistants, and will only do this when I am satisfied that they are competent in the areas of work they undertake.

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

I give permission for [name of childminder] to administer the inhaler/Epipen or Anapen (supplied by me) to \_\_\_\_\_ *(name of child)* after receiving appropriate training.]



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

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

*Teething gel (babies)*

I give permission for teething gel (supplied by me) to be administered to \_\_\_\_\_  
(*name of child*) when necessary - in accordance with manufacturer's instructions - and for staff to record its use.

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

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

*Nappy cream*

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

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

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

*Paracetamol based medicine (e.g. Calpol or Sudafed)*

I give permission for [staff/name of childminder] to administer paracetamol based products (e.g. Calpol) to \_\_\_\_\_  
(*name of child*) in the case of a raised temperature and on the understanding that I will be making arrangements for my child to be collected as soon as possible in accordance with the setting's procedures on the administration of medicines.

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

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

*Suncream*

I give permission for [staff/name of childminder] to administer hypoallergenic suncream (supplied by me) to \_\_\_\_\_  
(*name of child*) when necessary and to record its use.

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

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

*Short trip - general outings*

Your child will be taken out of [our/my] setting as part of the daily activities. The venues used are detailed here:

I give permission for \_\_\_\_\_ (name of child) 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. For any major outings, I understand I will be informed and my specific consent obtained.

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

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

### *Photographs*

As part of the on-going recording of our curriculum and for children's individual development records, [staff/I] regularly take photographs of the children during their play. Only cameras supplied by the setting are used for this purpose, photographs taken are used for display and for your child's records within the setting. [We/I] are happy to provide duplicate photos of your child to you if requested, [although this might incur a small charge to cover our costs]. [We/I] may also record events and activities on video. Photos/videos are stored on the setting's computer only; [we/I] only store images during the period your child is with [us/me]. If [we/I] would like to use any image of your child for training, publicity or marketing purposes, [we/I] will always seek your written consent for each image [we/I] intend to use.

I give permission for \_\_\_\_\_ (name of child) to have her/his photo taken, or to be videoed, as per the above conditions.

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

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

### *Animals*

[We/I] may occasionally have supervised visits of animals to [our/my] setting and [we/I] have the following pets on site (please list all):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

[We/I] will ensure that our pets are healthy and fully inoculated, as appropriate, and that animals showing any signs of disease are treated. A risk assessment will be carried out for visiting animals, and parents informed.

Please state below any known allergies or aversion \_\_\_\_\_ (name of child) has to animals:

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

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

### **Key persons - Information for parents**

[Each child joining the setting will have a key person appointed to them/I am your child's key person.] It will be [the key person's/my] responsibility to ensure that your child receives the best possible attention whilst in [our/my] care and to ensure that their records are kept up-to date. [Your child's key person may change as

your child progresses through the setting. You will be notified of these changes.] [Your child's key person is/ am] your first point of contact for anything you wish to discuss about your child.

Your child's key person will be \_\_\_\_\_

[Your child's 'back up' person will be] \_\_\_\_\_

*To be completed by the [key person/manager/childminder]:*

Date starting at \_\_\_\_\_ (name of provider)

Days and times of attendance \_\_\_\_\_

Are any fees payable? If so, note here \_\_\_\_\_

Has the settling-in process been agreed? Yes  No

If so, please specify:

### **Policies and procedures**

I have been provided with details of [name of provider's] early years prospectus for parents, and its policies and procedures. The policies and procedures have been explained to me, including the Information Sharing Policy, and I understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

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

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

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 \_\_\_\_\_

[For group provision:]

Name of key person \_\_\_\_\_

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

Name of manager \_\_\_\_\_

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

Date of first review \_\_\_\_\_

[For childminding provision:]

Name of provider \_\_\_\_\_

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

Date of first review

---

## Equalities monitoring form

*Ethnicity - Gathered for monitoring purposes only. Parents are not obliged to complete this data.*

- |                    |                          |                           |                          |
|--------------------|--------------------------|---------------------------|--------------------------|
| White British      | <input type="checkbox"/> | Pakistani                 | <input type="checkbox"/> |
| White Irish        | <input type="checkbox"/> | Indian                    | <input type="checkbox"/> |
| White other        | <input type="checkbox"/> | Asian other               | <input type="checkbox"/> |
| Black British      | <input type="checkbox"/> | Chinese                   | <input type="checkbox"/> |
| Black African      | <input type="checkbox"/> | Chinese other             | <input type="checkbox"/> |
| Black Caribbean    | <input type="checkbox"/> | White and Black Caribbean | <input type="checkbox"/> |
| Black Other        | <input type="checkbox"/> | White and Black African   | <input type="checkbox"/> |
| Bangladeshi        | <input type="checkbox"/> | White and Black Asian     | <input type="checkbox"/> |
| Other please state | <hr/>                    |                           |                          |

A child's learning difficulties and disabilities status should be recorded according to the following categories:

- |                                 |                          |
|---------------------------------|--------------------------|
| No special educational need     | <input type="checkbox"/> |
| SEN action plan                 | <input type="checkbox"/> |
| Education, Health and Care Plan | <input type="checkbox"/> |

Providers should refer to the SEND Code of Practice for the Early Years (2014) for an explanation of the terms above.