



Park Nursery **Confidential** Registration Form

General Data Protection Regulation (GDPR) and Privacy Notice

Our Data Protection Policy (2.12) and Privacy Policy explain what details we need to collect about you and your child(ren), why we collect it and how we use and protect it. You can access our Privacy Notice on our website www.

or ask a member of staff for a printed copy or disk of both the Privacy notice and our GDPR Policy.

Please ask a member of staff if you have any questions.

Name of Child Name known as

Date of Birth (Please supply a copy of your child's birth certificate)

Name of parent(s) with whom the child lives

Parent 1

Does this parent have parental responsibility? * Yes/No (delete where appropriate)

Parent 2

Does this parent have parental responsibility? * Yes/No (delete where appropriate)

Address

..... Postcode

Home Telephone Number

Email Address

Name of parent with whom the child does not live

Does this parent have parental responsibility? * Yes/No (delete where appropriate)

*Parental responsibility is defined by the Children Act 1989. People that have parental responsibility are: birth mothers (except where the child has been adopted), birth fathers if they were married to the mother at the time of the child's birth, and all birth fathers if they and the birth mother register the birth of their child together from 1st December 2003

Address of this parent

Telephone Mobile.....

Does this parent have legal access to the child? Yes/No (delete)

Family structure: Siblings names and ages

.....

Emergency Contact Details

Parent 1 - Work/daytime contact number

Parent 2 - Work/daytime contact number

Other Emergency Contact Details

The new Safeguarding requirements 2025 insist we have at least 2 emergency contacts for every child

Persons Authorised to Collect the Child (over 16yrs)

1. Name Relationship to child

Telephone No Mobile

2. Name Relationship to child

Telephone No Mobile

Your Unique Personal Password:

This must be used if you wish an unauthorised person to collect your child.

Personal Details of Child

Name of Doctor Telephone

Address

Does your child have any dietary needs or preferences? Yes/No (delete)

If Yes please list

Does your child have any allergies? i.e. Foods, plasters Yes/No (delete)

Which allergens trigger an allergic reaction? E.g., dust, foods, medications

List allergies type e.g., runny nose/skin rash, severe anaphylactic shock

Does your child require medication/EpiPen for their allergy

What is the main religion in your family?
Are there any festivals or special occasions celebrated in your culture that your child will be taking part in that you would like to see acknowledged and celebrated in our setting?

What language is 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 (delete)

If **Yes**, discuss and agree with your child's key person how you will support your child when settling in.

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

All About Me - Complete this form if your child is **2-3 years**

<ul style="list-style-type: none"> ▪ I join in with others when I play ▪ I am starting to pretend play ▪ I sometimes have tantrums when I am frustrated. ▪ I am able to show what I like and don't like 	<p>Add comments here - what support to give</p>
<ul style="list-style-type: none"> ▪ I use some words ▪ I can use simple sentences e.g., 'mummy gone work' ▪ I enjoy rhymes and stories - my favourites are ▪ I can understand a simple instruction e.g., 'throw the ball' 	
<ul style="list-style-type: none"> ▪ I can run/kick a ball ▪ I can balance blocks to build a tower ▪ I can hold an open top cup and drink without spilling ▪ I can feed myself 	

All About Me - Complete this form if your child is **3-4 years**

<ul style="list-style-type: none"> ▪ I play in a group, enjoy pretend play ▪ I am starting to form friendships with my peers ▪ I can self-select my own play, choose what I need ▪ I can express my feelings, respond to the feelings of others and am aware that some actions can hurt others 	<p>Comments</p>
<ul style="list-style-type: none"> ▪ I can communicate my wants and needs ▪ I listen to others and to stories with attention & interest ▪ I can understand and follow simple directions and instructions 	

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ I am able to move with confidence in a range of ways; run, jump, crawl, balance, climb steps, throw a ball and try to catch ▪ I can tell someone if I am hungry or thirsty ▪ I can tell someone if I need the toilet (if toilet trained) ▪ I have some independence skills; dress myself with some help ▪ | |
|---|--|

We use the following information to monitor equal opportunities.

Ethnic Group

Please tick one to show which group best describes your ethnic origin.

Asian or Asian British-Indian

Asian or Asian-British-Pakistani

Asian or Asian British Bangladeshi

Chinese

Other Asian background

Black or Black-British-Caribbean

Black or Black British-African

Other Black background

White - British

White - Irish

Other White background

Mixed White and Black-Caribbean

Mixed-White and Black-African

Mixed White and Asian Other

Mixed background

Other ethnic background (please state)

Not known

Prefer not to state

Religion: Please tick one to indicate your religion

Buddhism

Christianity

Hinduism

Islam

Judaism

Sikhism

Other (please state)

Prefer not to state

Government Funding covers the basics

The funding from the government covers a basic Early Years Foundation Stage (EYFS) provision which includes items such as:

- ◆ Small world figures, role play materials, puzzles, books, and basic craft supplies
- ◆ Sand and water play
- ◆ Loose parts and construction toys
- ◆ A staffing level that meets minimum government ratios

There are certain things that are excluded from this basic provision of EYFS funding. Examples of these are:

- ◆ Healthy snacks
- ◆ Suncream
- ◆ Extra activities around special events, 'baking' - icing/decorating, gardening, festivals
- ◆ Additional high-quality resources such as sensory & experimental play materials and equipment, woodwork/forest school resources, resources needed for special events

We strongly believe that early year's education should be rich, engaging and full of real-world experiences. To go beyond the basic provision and provide the quality of care and learning, for all. We are proud to offer an **Enhanced Provision** - which costs more to deliver than the government funding provides.

Parent Action - Opt-In or Opt-Out of consumable charges - Your Choice

The table below provides a summary of the Chargeable Extras for each 3 hour session. Please tick the opt-in or opt-out box below

Consumables	Cost per 3-hour session	Opt-in	Opt-out
Healthy snacks, learning resources including sensory and experimental play resources & equipment; gardening, forest school/outdoor learning, events and festival, baking/icing resources Suncream	£1.50		

Please Note - if you 'Opt-Out'

As per the new government legislation the above is a voluntary decision and for families to decide what is best for their individual circumstances, however we feel we must be clear on the fact that if you chose to 'opt-out' these are the things you would need to provide for your child(ren) that previously we would have been able to provide.

If you opt out parents must provide:

- ◆ All snacks for their child in-line with our healthy snack policy, rice cakes
Fresh fruit/vegetable, raisins, breadsticks, crackers
- ◆ Some Enhanced Provision experiences may not be included, but we will always ensure a high standard of care. These items may include rice, flour, gloop, pasta, wood, nails, screws, seeds, planting items etc. Festival and events may inc. pancake day, easter, Christmas, Chinese New Year etc. We are an 'In the Moment planning setting so we like to have resources to hand.

We may need to revise this model and the full days we offer if it becomes financially untenable.

Any Additional Information

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

Does your child have any special needs or disabilities? Yes? No (circle)

Details

Are any of the following in place for your child:

One Plan? Yes/No (delete)

EHC (Educational, Health and Care) Plan? Yes/No (circle)

Are there any other agencies involved?

We have Special Educational Needs Co-ordinators at The Park Nursery - please ask for details if required.

Names of professionals involved with your child

Please include name, role and telephone number

1
2
3

Do you have a health visitor? Yes/No (delete)

Name Telephone No

Based at

Does your family have a social worker for any reason? Yes/No (circle)

Name Telephone No

Based at

What is the reason for the involvement of the social services with your family?

.....
NB: If your child is on the Child Protection Register, 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 file.

Safeguarding Permission

We will, in most circumstances, endeavour to discuss all concerns with parents/carers about their children. However, there may be exceptional circumstances when the setting will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with child protection procedures). We will, of course, always aim to maintain a positive relationship with all parents/carers.

I understand and agree with the statement above.

Signed Date

All our Safeguarding and Child Protection Policies can be found in the Policies and Procedures folder in the office or ask for a printed copy

Special Educational Needs and Disabilities (SEND)

We do ongoing observational assessments of all children in our care. These are linked to the development matters ages and stages of development, which can help us identify individual needs of the children.

Your child's Key Person together with the Special Educational Needs Coordinators (SENCO's) Heidi Kennedy and Denise Thurgood develop trusting, sensitive relationships with parents and children to enable respectful sharing of information. If you have any concerns about your child's development, you can ask for time to discuss this in private with them. If your child's key person has identified a possible individual need, they will discuss the matter with you in private and plan together to support your child's learning and development.

Heidi and Denise (SENCO's) will liaise with other professionals to seek advice and support in identifying individual needs if necessary. Support and advice from other outside professionals can be sought with parents' permission.

Reports from health care professionals such as health visitors, speech and language therapists identify children's individual needs. The setting welcomes parents and professionals sharing these reports with them in order to plan appropriately to meet individual needs. We will seek individual permission from you if more support is required.

Photographs of the children

Please recognise and support our setting to keep children safe by not publishing photos of your own or other children with their names and name of this setting on social networking sites unless you have obtained prior consent. **Note:** We will never use photographs of your child on promotional material (newspaper, Facebook or our website) unless we obtain your prior consent.

Please sign to say you have read and understood this statement.

Signed Date

Using photographs on Tapestry

I give permission for my child's image and name to appear on another child's Tapestry Learning Journal and agree to protect images and names of children that may appear in my child's journal.

Signed Date

Using photographs for display

I am happy for the nursery to use photographs of my child in displays around the nursery and on their named coat tags.

Signed Date

Sun cream application Permission

We continue to play outside in hot weather, so it is important that your child's skin is suitably protected. Children that attend for a half-day should have sun cream applied before they arrive at the setting (either at 9 or 12.30). For those children that attend for a full day, we would ask you to apply sun cream before your child comes to nursery and staff will assist them in re-applying it during lunchtime.

If you have opted in for consumables, we will provide sun cream for the child(ren). This will be a minimum of factor 30. If you have concerns over the brand used you must provide your own, clearly labelled with your child's name and hand it to staff.

Please sign below to give your consent for a member of staff to apply sun cream to your child.

Signed Date

Outings and visits

On occasion we may take the children out for visits in the community. E.g., the library, the fire station, supermarket, park etc. All walking children must hold an adult's hand 1:adult to 2:children, and wear a hi-vis vest (as our safeguarding policy). All non-walkers must be strapped securely into a buggy. Please sign below if you give consent for us to take your child out of the setting when following our safeguarding policies and procedures.

Signed Date

Fees and Late Payment

Please sign to say that you understand our Fee Terms and how we charge for each session, and that you have received our prospectus. All invoices must be cleared at the end of summer term, before the start of the summer holidays. We will add any late collection fees to your next invoice (Policy 1.5)

Signed Date

Notice of leaving the setting

If for any reason you decide to leave the setting you must give 4 weeks' notice either in writing or via email. All outstanding invoices MUST be paid in full before your child leaves the setting.

Signed Date

Nursery Policies and Procedures

We email you a full copy of our nursery policies. A complete set is kept in the nursery office if you would like to view it at any time. If we make changes to any policy, we will let you know via email.

PLEASE MAKE SURE THAT YOU ADVISE STAFF IF YOU CHANGE YOUR EMAIL ADDRESS OR PHONE NUMBER (INC. EMERGENCY NUMBRERS) MANY THANKS

