

# Registration, Sessions Requested and Permission Form May 2018



**NB – this form needs to be completed and returned to Little Doves before your child can start at the pre-school. You cannot leave your child with us unless this has been done.**

Full name of child: \_\_\_\_\_ Gender: M / F

Preferred name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Names of Parent/Carer with whom child lives:

Parent/Carer 1/ \_\_\_\_\_

Does this parent have parental responsibility? Yes / No (please delete)

Parent/Carer 2/ \_\_\_\_\_

Does this parent have parental responsibility? Yes / No (please delete)

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

Postcode: \_\_\_\_\_ Tel no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

Email address for correspondence \_\_\_\_\_

Name of parent with whom the child does not live: \_\_\_\_\_

Does this parent have parental responsibility? Yes / No (please delete)

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

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

Postcode: \_\_\_\_\_ Tel no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

Contact name in emergency: \_\_\_\_\_

Address: \_\_\_\_\_ Tel No. \_\_\_\_\_

Relationship eg. Granny/friend etc \_\_\_\_\_

Names and phone numbers of other authorised/ introduced people to collect the child (over 16):

\_\_\_\_\_

Doctor's name, address and telephone number: \_\_\_\_\_

\_\_\_\_\_

Any other information we ought to know eg. Relating to the security of the child / anyone that must not collect your child. Please keep us up-to-date. \_\_\_\_\_

\_\_\_\_\_

Religion: \_\_\_\_\_

Has your child been immunised against:

Diphtheria \_\_\_\_\_ Whooping cough \_\_\_\_\_ Tetanus \_\_\_\_\_ Meningitis C \_\_\_\_\_

Polio \_\_\_\_\_ Hib \_\_\_\_\_ MMR \_\_\_\_\_ Pneumococcal infection \_\_\_\_\_

Does your child have any health or medical conditions? \_\_\_\_\_

Does your child have any special needs or disabilities? \_\_\_\_\_

Is your child allergic to anything? (Please be specific) \_\_\_\_\_

Does your child follow a special diet? \_\_\_\_\_

Has your child been in hospital recently? \_\_\_\_\_

Does your child attend another preschool? \_\_\_\_\_

When will he/she probably start school? \_\_\_\_\_

What is the main language spoken at home? \_\_\_\_\_

Does your child have a health visitor? Yes / No Name: \_\_\_\_\_

Does your family have a social worker for any reason? Yes / No Name: \_\_\_\_\_

Is there anything else we should know about your child in order to help and understand him/her? Eg. Does he/she have any special fears, any special words (for toilet perhaps) or any recent family events which may have affected your child?

NB. *All this information will be kept confidential.*

I wish to discuss my child with the manager Yes \_\_\_\_\_ No \_\_\_\_\_

## Fees

For fees please go to [www.littledovescp.org.uk/info/sessions-and-fees](http://www.littledovescp.org.uk/info/sessions-and-fees)

**Birth certificate:** Please show us a copy of your child's birth certificate as evidence for the right to ask for funding, as the time arises. Thank you.

## Sessions Requested

There are two types of session available for funded children on Tuesdays, Thursdays, Fridays:

- a full day session of 5 hours (9.15am – 2.45pm) inc. an optional self-funded lunch club (£2.75/day) Children bring their own packed lunch.
- a morning session of 3 hours (9.15am – 12.45pm) inc. an optional self-funded lunch club (£2.75/day) Children bring their own packed lunch.

Wednesday morning sessions are intended for self-funded children however this can be flexible if necessary. Self-funded children can attend other sessions if there is space.

To enable Pam to plan please indicate below how many sessions/days you would like your child to attend. Pam will do her best to accommodate you but cannot guarantee everyone will get their choice.

2, 3 & 4 yr old funded children will take priority. Places can be renegotiated for the next term.

Number of sessions requested \_\_\_\_\_

Please clearly tick the days and times you prefer and delete those which are totally unacceptable.

**Tuesday**

- all day session
- morning session
- lunch club

**Wednesday**

- morning session
- lunch club

**Thursday**

- all day session
- morning session
- lunch club

**Friday**

- all day session
- morning session
- lunch club

**Any other comments:**

I enclose a non-returnable registration fee of £30 (£20 for siblings) This includes a name card, named coat peg and a complimentary 'build-up' session prior to your child starting to help your child feel 'welcome and secure' at Little Doves Christian Pre-School. There is no registration fee for funded children.

I have read and agree to the terms and conditions of the Little Doves Parent Contract. [www.littledovescp.org.uk/info/parent-contract](http://www.littledovescp.org.uk/info/parent-contract)

Signature _____	Name _____
(Parent/ Guardian with parental responsibility)	
Date _____	

As part of the Early Years Foundation Scheme we are required to observe, by continual assessment, a child's progress throughout their time at the pre-school developing a Learning Journal. This ensures that all children progress in their development and we can assist and help where necessary. The Learning Journal is given you when your child leaves the pre-school.

**OBSERVATIONS AND ASSESSMENTS**

**I give permission for my child to be observed and assessed during session times by the pre-school staff and for their Learning Journal (including photographs) to be worked on off-site by their key person at their home.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**PHOTOGRAPHS**

Photographs taken are used as evidence to show topics and activities covered. These will be included in your child's folder and may be displayed at Little Doves Christian Pre-School for parents/carers to view. Only cameras supplied by the setting are used for this purpose. If we would like to use any image of your child for training, publicity or marketing purposes, we will always seek your written consent for each image we intend to use. Sometimes photographs show a group activity and therefore include more than one child. Photographs are stored on an

encrypted hard drive and are destroyed after 6 months following your child leaving the pre-school.

**I give permission for my child to be included in photographs taken during Little Doves sessions to be used as stated above and for my child to appear in other children's photos/folders.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

### **GENERAL DATA PROTECTION REGULATION 2018**

**Permission for your and your child's details to be held by Little Doves Christian Pre-School.**

We will only use your and your child's personal information to provide a childcare service to you. We keep your information so you can receive important updates about your child and the pre-school. We will keep your information secure and will never share it except if required to do so by law. The pre-school is required by law to pass on some of these details to, for example, Essex County Council, the Department of Education, the Charity Commission and HMRC: for further details please see our Data Protection and Privacy Notice in the Policies and Procedures File and on our website.

We would like to send you information about your child and our pre-school by email/Facebook/phone/text/post but we need to be sure we have your permission to do so.

By signing below, you are consenting for us to hold and process your data and send you information.

You can of course unsubscribe/ask us not to contact you by email/Facebook/phone/text/post at any time. You will need to put this in writing to Pam Biddulph, manager.

After your child has left we will continue to hold your and your child's data in line with our Data Retention Document which is available to read in the Policies and Procedures File and on our website [www.littledovescp.org.uk](http://www.littledovescp.org.uk)

Should you decide you no longer require the place we will not retain the details on this application form - see our Data Protection and Privacy Notice & our Data Retention Document on our website [www.littledovescp.org.uk](http://www.littledovescp.org.uk)

**I give consent to Little Doves Christian Pre-school holding and processing my data and my child's data and sending me information about my child and the pre-school.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**I give consent to be contacted by (please tick):**

Email       Telephone       Post       Text       Facebook

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

### **SHARING INFORMATION WITH AUTHORISED CHILDCARE PROFESSIONALS**

Occasionally authorised childcare professionals e.g. reception teachers/SENCO will ask us for information regarding your child.

**I agree to allow information to be shared with other authorised childcare professionals.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## **INFORMATION SHARING**

Information that parents share with the pre-school will be regarded as confidential however there are certain circumstances when we are obliged to share information. This is when sharing information will help to prevent a crime being committed or intervene where one may have been committed, to prevent harm to a child or adult or where not sharing it could be worse than the outcome of having shared it. For further details please refer to our Data Protection and Privacy Notice, Information Sharing Policy, Safeguarding Children Policy and Child Protection Policy in the Policies and Procedures File.

**I understand the circumstances when information may be shared without my consent. (This will only be when it is a matter of safeguarding a child or vulnerable adult).**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## **PHOTOGRAPHS TAKEN AT A PARENT INVITED EVENT**

Some parents/carers like to take photographs or make video recordings at parent invited events. Any photographs taken will be in full view of all attending.

**I am happy for my child to appear in other parents/carers photographs/video recordings.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## **CORRESPONDANCE FROM ST PAUL'S BENTLEY CHURCH**

**I am happy to receive information from St Paul's Bentley Church about special events/activities whilst my child is at Little Doves Christian Pre-school.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## **FIRST AID PLASTER PERMISSION**

**I give permission for a First Aid Plaster to be applied to my child if deemed necessary by a member of the Little Doves Pre-school team.**

Following the already established procedure, the accident book will be completed and the collecting adult will be notified of the injury. If there is any change to this arrangement I will inform a member of the Little Doves team.

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

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

## **EMERGENCY MEDICAL TREATMENT**

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 senior member of staff for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

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

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

### SUN CREAM

I give permission for hypoallergenic Sun Protection Cream to be applied to my child when necessary and to record its use.

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

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

### NAPPY CREAM

I give permission for nappy cream, supplied and labelled by me, to be applied to my child when required, in accordance with manufacturer's instructions and to record its use.

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

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

### ANIMALS

We may occasionally have supervised visits of animals to our setting. Please state below any known allergies or aversion.

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

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

### POLICY FOR SAFEGUARDING CHILDREN

I have read and understood Little Doves Christian Pre-School Safeguarding Children Policy on the website ([www.littledovescp.org.uk/info/safeguarding-policy](http://www.littledovescp.org.uk/info/safeguarding-policy))

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

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

### OUTSIDE PLAY AREA AND SHORT WALK PERMISSION

I give permission for my child to play in the fenced outside play area and to go for short walks in the adjacent field with suitable and safe staff: child ratios during their time at Little Doves CP.

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

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

**PERMISSION FOR YOUR CHILD TO BE INCLUDED IN PHOTOGRAPHS THAT ARE UPLOADED ONTO THE LITTLE DOVES CHRISTIAN PRE-SCHOOL CLOSED GROUP FACEBOOK PAGE**

**I give permission for photographs of my child taken at Little Doves CP to be uploaded onto the Little Doves Christian Pre-school Closed Group Facebook page and I agree to the terms and conditions of Facebook, being aware that the data (including photos) can be stored outside the EU.**

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

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

**PERMISSION FOR YOUR CHILD TO BE INCLUDED IN PHOTOGRAPHS THAT ARE UPLOADED ONTO THE LITTLE DOVES CHRISTIAN PRE-SCHOOL WEBSITE**

We would also like to put some of the photographs we have taken at Little Doves onto the website to show parents/ carers and other potential families some of the activities that have taken place in the pre-school.

**I give permission for photographs of my child taken at Little Doves CP to be uploaded onto the Little Doves Christian Pre-school website.**

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

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

**Please complete the Ethnic Category Form on the next page.**

Ethnicity: This is required by Essex County Council to “highlight inequalities, investigate their underlying causes and remove any unfairness or disadvantage.”

### **Ethnic Category Form – please tick one box only**

#### **White**

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Albanian (excluding Kosovan)
- Italian
- Kosovan
- Greek/Greek Cypriot
- Turkish/Turkish Cypriot
- White Eastern European  
(including Bulgarian, Czech, Latvian, Lithuanian, Polish, Romanian, Russian, Slovak, Ukranian,)
- White Western European  
(including French, German, Spanish, Portuguese, Scandinavian)
- White other  
(Other children of White background not represented in the categories above)

#### **Black or Black British**

- Caribbean  
(including Antigua and Barbuda, Bahamas, Barbados, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Trinidad and Tobago)
- Angolan
- Congolese
- Ghanaian
- Nigerian
- Sierra Leonian
- Somali
- Sudanese
- Black Other African  
(including Black South African, Ethiopian, Rwandan, Ugandan, Zimbabwean)
- Black any other background  
(Other children of Black background not represented in the categories above, including Black Canadian, Black European, Black North American)

#### **Mixed/dual background**

- White and Black Caribbean
- White and Black African
- White and Asian  
(including White and Bangladeshi, White and Pakistani, White and any other Asian background)
- White and any other ethnic group
- Mixed any other background  
(Other mixed race children not represented in the categories above, including Asian and Black, Asian and Chinese, Asian and other ethnic group, Black and Chinese, Black and other ethnic group, Chinese and other ethnic group)

#### **Asian or Asian British**

- Indian
- Pakistani  
(including Mirpuri Pakistani, Kashmiri Pakistani and other Pakistani)
- Bangladeshi
- Nepali
- African Asian  
(including East and South African Asians)
- Asian Other Asian  
(Other Asian children not represented in the categories above, including Kashmiri Other, Sinhalese, Sri Lankan Tamil)

#### **Chinese**

- Hong Kong Chinese
- Other Chinese  
(Other Chinese children not represented in the category above including Malaysian Chinese, Singaporean Chinese, Taiwanese)

#### **Any other ethnic background**

- Afghanistan
- Filipino
- Thai
- Vietnamese
- Any other ethnic group\* (see below)