

HOLLINS WOOD *Childcare*

REGISTRATION FORM FOR CHILDCARE PROVISION

STRICTLY PRIVATE & CONFIDENTIAL

CHILD'S DETAILS

| | |
|--------------------------|--|
| Name of Child (in full): | |
| To be known as: | |
| Date of Birth: | |
| Proposed Start Date: | |

PARENTS / CARERS WITH WHOM THE CHILD RESIDES AND WHO HAVE PARENTAL RESPONSIBILITY

The Early Years Foundation Stage Framework Statutory Requirement, "Safeguarding and Promoting Children's Welfare", states that childcare providers must obtain "information about who has legal contact with the child and who has parental responsibility". In English law 'Parental Responsibility' is a legal phrase used to define who has the rights and obligations in making decisions which affect the child's life.

| | |
|---------------------------|--|
| Name of Parent / Carer 1: | |
| Address: | |
| Home Telephone Number: | |
| Mobile Number: | |
| Email Address: | |

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| | | |
|---|-----|----|
| Relationship to Child: | | |
| Parental Responsibility (please circle): | Yes | No |
| Legal Contact (please circle): | Yes | No |

| | | |
|---|-----|----|
| Name of Parent / Carer 2: | | |
| Address: | | |
| Home Telephone Number: | | |
| Mobile Number: | | |
| Email Address: | | |
| Relationship to Child: | | |
| Parental Responsibility (please circle): | Yes | No |
| Legal Contact (please circle): | Yes | No |

IF APPLICABLE, DETAILS OF PARENT WHO LIVES APART FROM THE CHILD BUT HAS PARENTAL RESPONSIBILITY

| | | |
|-----------------|--|--|
| Name of Parent: | | |
| Address: | | |

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| | |
|---|-------------------------|
| Home Telephone Number: | |
| Mobile Number: | |
| Email Address: | |
| Relationship to Child: | |
| Parental Responsibility (please circle): | Yes No |
| Legal Contact (please circle): | Yes No |

PLEASE GIVE EMERGENCY CONTACT DETAILS SHOULD PARENTS AND CARERS BE UNAVAILABLE

| | |
|------------------------|--|
| Emergency Contact 1: | |
| Address: | |
| Home Telephone Number: | |
| Mobile Number: | |
| Relationship to Child: | |

| | |
|------------------------|--|
| Emergency Contact 2: | |
| Address: | |
| Home Telephone Number: | |
| Mobile Number: | |
| Relationship to Child: | |

MEDICAL, HEALTH AND SOCIAL DETAILS OF CHILD

Does your child have any special dietary requirements, allergies, medical or educational needs:

| | |
|------------------------|--|
| Doctor's Name: | |
| Doctor's Address: | |
| Doctor's Telephone No: | |

Details of immunisations:

Since birth, has your child ever been hospitalised? Please give the reasons:

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CHILD'S INDIVIDUAL NEEDS:

| | |
|---|--|
| Does your child have any disability or specific needs? | |
| If yes, what special support will be required in our setting? | |

DETAILS OF PROFESSIONALS INVOLVED WITH YOUR CHILD:

| | |
|---------|------------|
| Name 1: | Role: |
| Agency: | Telephone: |
| Name 2: | Role: |
| Agency: | Telephone: |
| Name 3: | Role: |
| Agency: | Telephone: |

CHILD'S ETHNIC ORIGINS AND RELIGION:

| | |
|--|--|
| Child's first language: | |
| Do you celebrate any religious festivals or special occasions? | |

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Does your child attend any other groups:

Please give any other information which you feel would assist Hollins Wood Childcare in the care of your child:

SESSIONS REQUIRED (please tick your requirements)

A: FROM BIRTH TO 3 YEARS OF AGE

Sessions available:

All Day: 07:30 - 18:00

Morning: 07:30 - 12:45

Afternoon: 12:45 - 18:00

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|-----------|--|-----------|--|-----------|--|-----------|--|-----------|--|
| All Day | | All Day | | All Day | | All Day | | All Day | |
| Morning | | Morning | | Morning | | Morning | | Morning | |
| Afternoon | | Afternoon | | Afternoon | | Afternoon | | Afternoon | |

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B: PRE-SCHOOL (AGE 3+)

Sessions available:

Breakfast: 07:30 - 09:00
 AM: 09:00 - 12:00
 Lunch: 12:00 - 12:30
 PM: 12:30 - 15:30
 PM + 1: 15:30 - 16:45
 PM + 2: 16:45 - 18:00

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|-----------|--|-----------|--|-----------|--|-----------|--|-----------|--|
| Breakfast | | Breakfast | | Breakfast | | Breakfast | | Breakfast | |
| AM | | AM | | AM | | AM | | AM | |
| Lunch | | Lunch | | Lunch | | Lunch | | Lunch | |
| PM | | PM | | PM | | PM | | PM | |
| PM + 1 | | PM + 1 | | PM + 1 | | PM + 1 | | PM + 1 | |
| PM + 2 | | PM + 2 | | PM + 2 | | PM + 2 | | PM + 2 | |

C: BEFORE & AFTER SCHOOL CLUBS (PRIMARY SCHOOL CHILDREN ONLY)

Sessions available:

Breakfast: 07:30 - 09:00
 AS1: 15:30 - 16:45
 AS2: 16:45 - 18:00

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|-----------|--|-----------|--|-----------|--|-----------|--|-----------|--|
| Breakfast | | Breakfast | | Breakfast | | Breakfast | | Breakfast | |
| AS1 | | AS1 | | AS1 | | AS1 | | AS1 | |
| AS2 | | AS2 | | AS2 | | AS2 | | AS2 | |

D: HOLIDAY CLUB (PRIMARY SCHOOL CHILDREN ONLY)

Sessions available:

Breakfast: 07:30 - 09:00
 Day Club: 09:00 - 16:30
 Late: 16:30 - 18:00

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| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|-----------|--|-----------|--|-----------|--|-----------|--|-----------|--|
| Breakfast | | Breakfast | | Breakfast | | Breakfast | | Breakfast | |
| Day Club | | Day Club | | Day Club | | Day Club | | Day Club | |
| Late | | Late | | Late | | Late | | Late | |

DATA PROTECTION ACT 1988

The data collected on this form will only be used for the purposes of Hollins Wood Childcare and will not be disclosed to any external sources without your express written consent. Please help us to ensure that your information is accurate by advising us of any changes.

To register your child the registration form should be completed and signed by the parent (or carer), together with the attached consents and returned to Hollins Wood Childcare enclosing a £50 non-refundable administration fee. Cheques should be made payable to Hollins Wood Childcare.

Parent / Carer Signature:

Parent / Carer Name (Printed):

Date:

CONSENTS

Child's Name: DOB:

In the event of a medical emergency, I give consent for the staff of Hollins Wood Childcare to take my child to the nearest Accident & Emergency Unit to be examined, treated or admitted as necessary on the understanding that Parents / Carers with legal responsibility for the child, or the emergency contacts given in this form, have been informed and are on their way to the hospital.

Yes

No

Signature:

Date:

I give consent for the staff of Hollins Wood Childcare to apply nappy cream to my child, if deemed appropriate and necessary-

Yes

No

Signature:

Date:

I require contacting before Hollins Wood Childcare applies nappy cream.

Yes

No

Signature:

Date:

I give consent for the staff of Hollins Wood Childcare to apply sun cream, provided by me, to my child when appropriate

Yes

No

Signature:

Date:

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I give consent to Hollins Wood Childcare using fragrance free baby wipes.

Yes

No

Signature:

Date:

If a child becomes unwell with a temperature above 37.5 degrees C for a period of 2 hours or more, we will administer the correct dose of Calpol in accordance with our Administration of Medication Policy. Hollins Wood Childcare will always endeavour to contact the child's parent/carer before administering Calpol.

I consent to my child being given Calpol, if deemed necessary, by Hollins Wood Childcare

Yes

No

Signature:

Date:

I require contacting before Hollins Wood Childcare administers Calpol

Yes

No

Signature:

Date:

We take the children on regular outings in the local area in order for them to learn about their community and environment. If we are planning a trip further afield, then we will inform you and ask for permission to take your child.

I consent to my child to be taken on regular local outings

Yes

No

Signature:

Date:

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To facilitate these outings we sometimes use public transport or the Hollins Wood minibus.

I give consent for my child to go on public transport and in correctly organised private transport, including the Hollins Wood minibus, supervised by Hollins Wood Childcare.

Yes

No

Signature:

Date:

Sometimes we use local parks and visit ball parks and adventure parks to support the children's development of physical skills.

I give my consent for my child to play on large play equipment.

Yes

No

Signature:

Date:

Whilst your child is at Hollins Wood Childcare we will be taking photographs for a variety of different purposes. Your child's identity will not be disclosed. We do not store photographs of children on our systems. Once printed, the photos are deleted. Please indicate to which of the following you give your consent:

Child's development records and profile

Yes

No

Nursery display boards

Yes

No

Hollins Wood Childcare's promotional literature

Yes

No

Hollins Wood Childcare's website

Yes

No

HOLLINS WOOD Childcare

Staff / students' course work for qualifications

Yes

No

Press releases

Yes

No

Signature:

Date:

We follow the Early Years Foundation Stage (EYFS) as a framework for all the children within our setting. The EYFS curriculum continues until the end of the Reception Year at school. During your child's time at Hollins Wood Childcare we will need to make continual observations on their play and development. There is also an expectation that we will pass the EYFS profile that we have compiled on your child onto their new school unless there is an express request from the parent / carer not to do so.

Where children attend another childcare setting in addition to Hollins Wood Childcare, it may be necessary to share any relevant information regarding development.

At the end of your child's time at Hollins Wood Childcare, it will help your child to transfer to primary school if their profile is passed to their new teacher.

I give consent for the staff of Hollins Wood Childcare to make observations on my child and to my child's profile being passed to his / her teacher.

Yes

No

Signature:

Date:

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Safeguarding children is the responsibility of everyone at Hollins Wood Childcare.

All the staff in our setting have a duty to safeguard and promote the welfare of children.

This means that we have Designated Officers for Children Protection.

In our setting these are: Angie Howarth and Stephen McMylor.

If we are concerned that a child may be at risk from significant harm (abuse) or is being abused, the setting is required to refer their concerns onto Social Care and the Police if necessary. In some circumstances this may happen without the consent or knowledge of parents/carers.

The setting also has a responsibility to act upon other concerns that they may have about a child's welfare in circumstances where there are no suspicions of child abuse. Examples of this may be when a child is demonstrating inappropriate behaviour, is involved in bullying, or where difficulties at home are having effect upon the child's well being. However this list is by no means exhaustive.

In Stockport there is an expectation that the setting will always discuss these issues with parents /carers before deciding upon a course of action to support the child.

Our setting has a safeguarding policy which explains all the above in much more details. If you would like to see the policy please contact the office who can show / print out a copy of our policy for you.

Declaration:

I have read and understood this statement and have access to the setting's Safeguarding Policy.

Signature:

Date:
