

Holden Park Registration form

Holden Park Pre- school and Out of school clubs Prospectus for Parents

Holden Hall

Rear of 61 Prospect Road

Tunbridge Wells, Kent

TN4 0EH

01892520626

Email Address: admin@holdenparkpre-school.org.uk

Web site: www.holdenparkpre-school.org.uk



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/carers 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

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

I give permission for a named member of staff who has been appropriately trained to administer the inhaler/

Epipen or Anapen (supplied
by me) to _____

(*name of child*).

The named staff are:

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	
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Printed name	
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Short trip - general outings

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

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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 **planned** 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 only store images during the period your child is with us. 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.

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			

We 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			



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/> | | |

Parental Responsibility

Holden Park Pre-School need to know who has 'Parental Responsibility' (PR) for each child in our care. This is to ensure that proper authority is given when the setting needs parental permission. It will also make sure that anyone with parental responsibility regardless of whether they live with their child, can be provided with any reports and given an opportunity to be involved in the child's care and education. Persons who have parental responsibility automatically are:

- Mothers always have parental responsibility;
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them;
- For children born after 1st December 2003, unmarried fathers have parental responsibility where the mother and father register the birth of the child together i.e. if the name of the father is on the birth certificate.

There may be situations when other people also have Parental Responsibility for your child. For example, where the court orders that the child shall reside with a named person, that person gains parental responsibility. This could apply to grandparents or aunts and uncles. Adoptive parents of an adopted child also have parental responsibility for them. In these circumstances there will be an order from the court specifying who has Parental Responsibility.

If your child is in the care of the Local Authority under an order from the court, then the Local Authority will also have PR for them. Because of this, we will need to know the name of your child's social worker.

Holden Park Pre-School is required to keep on the admission register details for each child of every parent, or person with parental responsibility, details of the person(s) with whom the child lives, and at least one telephone number where one of those persons can be contacted in the case of an emergency.

Parents do not lose their Parent Responsibility nor can it be "handed over" to a new partner. The only circumstances when a parent no longer has PR is when an Adoption Order is made by the court. We have a legal responsibility to involve anyone who has PR in your child's care and education, regardless of whether this is your wish. The only circumstance when this responsibility varies is if a court order is in place specifying that no information on your child should be given to that person. There may also be exceptional circumstances when the police or Children's Social Services tell us that a particular individual poses a risk, therefore should not have access to information.

In order for Holden Park Pre-School to know who has PR for your child, we will need to see a copy of his/her birth certificate. In the event that any other person has PR for your child, we will also need to see a copy of the court order specifying this.

Court Orders

Holden Park Pre-School also need to be aware of any legal orders relating to your child. For example, there may be a 'Residence Order' in place which states that your child must live with you, or there may be a 'Contact Order' in place which specifies when your child's other parent sees them. If your child is the subject of any of these orders, we will need to see the original order to make sure we have all relevant information.

As already stated, there may be occasions when a court order is made preventing a person from having access to any information on your child, or contact with them. If this is the case, we must see a copy of the order and a solicitor's letter will not be sufficient.