



The Old Infant School, Main Street  
Great Longstone, DE45 1TZ  
01629 640 842  
[www.greatlongstonepreschool.org.uk](http://www.greatlongstonepreschool.org.uk)

## Registration Form

### Child Details

Name	Date of Birth
.....	.....
Address	
.....	
	Post Code
.....	.....

### Parent / Carer Details

#### Parent Carer 1

Name	Relationship to child	Parental Responsibility? <sup>1</sup>
.....	.....	Yes / No
		<i>(please delete as applicable)</i>
Address (if different from child's address)		
.....		
		Post Code
.....		.....
Home tel: .....	Email Address .....	
Mobile no .....	Work/other tel no. ....	

#### Parent Carer 2

Name	Relationship to child	Parental Responsibility? <sup>1</sup>
.....	.....	Yes / No
		<i>(please delete as applicable)</i>
Address (if different from child's address)		
.....		
		Post Code
.....		.....
Home tel: .....	Email Address .....	
Mobile no .....	Work/other tel no. ....	

<sup>1</sup> It is an OFSTED requirement that we have a record of who has 'parental responsibility' for each child at preschool. The children's act defines parental responsibility as: "all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property". In practical terms, this means the power to make important decisions in relation to a child. Mothers automatically have parental responsibility as do fathers married to the mother or unmarried fathers whose name is registered on a child's birth certificate. Note that parental responsibility does not mean that a parent has the automatic right to contact with a child or to know where a child is living.

## Emergency Contacts (in addition to parents/carers mentioned above)

Name ..... Relationship to child .....

Telephone / Mobile No. ....

Name ..... Relationship to child .....

Telephone / Mobile No. ....

## Medical and Other Information

Child's Doctor ..... Telephone .....

Surgery Address .....

Has your child been immunised? Please tick below:-

<b>DTaP</b> (diphtheria, tetanus, whooping cough vaccines)	<input type="checkbox"/>	<b>Rota</b> (rotavirus vaccine)	<input type="checkbox"/>
<b>IPV</b> (inactivated polio vaccine)	<input type="checkbox"/>	<b>Men C</b> (meningococcal C vaccine)	<input type="checkbox"/>
<b>Hib</b> (haemophilus influenza b vaccine)	<input type="checkbox"/>	<b>MMR</b> (measles, mumps, rubella vaccine)	<input type="checkbox"/>
<b>PCV</b> (pneumococcal conjugate vaccine)	<input type="checkbox"/>		

Does your child have any of the following? (please give details):

Allergies .....

Medical Problems .....

Additional Needs .....

Dietary Requirements .....

Requirements for Religious observance .....

Is there any other information you'd like to share with us? (e.g. language spoken if English not first language)

.....  
 .....

## Other Settings attended

Does your child attend any other settings (like childminder or nursery) ?

Name ..... Telephone Number .....

## Who can collect your child?

Please tell us who is authorised to collect your child from Pre School other than anyone with parental responsibility mentioned above.

Name ..... Relationship to child .....

Name ..... Relationship to child .....

## Parental Permissions

Please delete as appropriate next to each paragraph to indicate your permission or otherwise for each item:

<p><b>Emergency Medical Treatment</b></p> <p>If your child requires emergency medical treatment whilst he/she is at pre-school and we cannot contact you or your emergency contacts, we may have to seek medical treatment for your child on your behalf. We do, however, require your written consent for this.</p> <p>I give my consent for the staff of Great Longstone Pre-School to seek emergency medical treatment for my child.</p>	<p><b>Yes / No</b></p>
<p><b>Sun Cream</b></p> <p>I give my consent for the staff of Great Longstone Pre-School to apply sun cream to my child if needed.</p>	<p><b>Yes / No</b></p>
<p><b>Local Visits</b></p> <p>We explore the world around us through walks to the school grounds, our pre-school garden, the church, the recreation ground and other places within Great Longstone which complement our learning at pre-school. We require your consent to leave the pre-school premises.</p> <p>I give my consent for my child to leave the pre-school premises and take accompanied walks around Great Longstone.</p>	<p><b>Yes / No</b></p>
<p><b>Food</b></p> <p>We like to bake and taste different foods. We rely on parents to inform the preschool should children have any food intolerances / allergies</p> <p>I give my consent for my child to taste foods and bake in pre-school. I have informed pre-school in the section above of any food intolerances / allergies from which my child suffers.</p>	<p><b>Yes / No</b></p>
<p><b>Pre School Website, Facebook Page and other promotional material</b></p> <p>We like to have photographs on our website and our facebook page to share our experiences with parents/carers. It is, however, of the utmost importance to us to ensure the privacy and safety of pupils at the preschool. We do not name or give other private information about any child. When choosing photographs, the pre-school is mindful of the way children may appear in them and will not include images which are in any way inappropriate.</p> <p>I give my permission for photographs including my child to be displayed on our website.</p> <p>I give my permission for photographs including my child to be displayed on our facebook page.</p> <p>I give permission for the photographs of my child to be used for the purposes of promoting the preschool locally e.g. in UTE or other local press.</p>	<p><b>Yes / No</b></p> <p><b>Yes / No</b></p> <p><b>Yes / No</b></p>
<p><b>Photographs / Media</b></p> <p>We routinely take photographs as a means of assessment and record-keeping. We use these within your child's record folders and on displays around pre-school.</p> <p>There may be occasions when photographs/video of your child may be taken for other purposes (for example if we were to video the nativity performance to share with parents/carers or at a preschool event where parents wish to photograph/video their own children but, in doing so, are likely to include other children too)</p> <p>I give permission for my child to be photographed / videoed where the images can be shared with other parents / carers (e.g. class photos, sports day photos / video, performance photos / video).</p>	<p><b>Yes / No</b></p>

Signed .....

Date .....

Name (printed) .....

## Terms and Conditions

The information given in this form is accurate. I understand it is my responsibility to inform Pre-School should any of the details contained within this registration form change.	<b>Yes / No</b>
I have read and understood the setting's Privacy Notice	<b>Yes / No</b>
I have read and understood the setting's policy documents and will abide by all terms and conditions described therein.	<b>Yes / No</b>
I understand that where I have signed to give my consent for any item in the section above, this consent will remain valid for the duration of the time that my child is at pre-school unless I specifically request otherwise.	<b>Yes / No</b>
I understand that my mobile number / email address will be used for communications relevant to pre-school. e.g. to inform parents about a snow closure, or inset day; to give parents the dates of preschool events; or to send out a newsletter.	<b>Yes / No</b>
I understand that not all parents at pre-school may have given consent for their child to be photographed/videoed at preschool events and, as such, I may be asked by preschool staff not to take photographs/video.  Where I have taken photographs / video footage of children on preschool premises or at a preschool event, I will use these images appropriately and keep them for personal / family use only.	<b>Yes / No</b>

Signed .....

Date .....

Name (printed) .....

Please return this form to: Great Longstone Pre School, The Old Infant School, Main Street, Great Longstone, DE45 1TZ