



Minety Pre-School CIC and Forest School

Silver Street, Minety, Malmesbury

Wiltshire SN16 9QL

Tel: 01666 860009

Email: information@minetypreschool.org.uk

Web: www.minetypreschool.org.uk

Ofsted Number: EY486065

Breakfast Club Registration Form

The information given to complete this form will be held in confidence and be used only to assist the Pre-school in caring for your child. It may be used should we need to contact you in an emergency and for this reason should be kept up to date. If any particulars change, please inform us as soon as possible. Please fill out all section of this form.

PLEASE ENSURE YOUR REGISTRATION FORM IS SIGNED & DATED & ALSO PROVIDE YOUR CHILDS I.D FOR EVIDENCE

CHILDS DETAILS

Childs First Name/s:

Childs Surname:

Preferred Name or Nickname:

Gender: Male / Female

Date of Birth: ____ / ____ / ____

Age: ____ year's ____ months

If your child has a different surname to yours, please give the reason for this with details of when this was agreed or any court orders resulting in the change of name. Parents should be aware that unless a child's name is changed with full consent of the natural parents by a court, the name appearing on the birth certificate remains the legal name of the child and will be used in school. The Pre-School will require photocopies of court orders.

Home Address:

Post Code:

Home Telephone No:

Mobile Number:

Relationship:

Home Email Address:

PARENTAL DETAILS :

Mother:	Mrs / Ms / Dr.	Forename:	Surname:
Place of Work:			
Work Telephone No:		Mobile:	
Father:	Mr / Dr.	Forename:	Surname:
Place of Work:			
Work Telephone No:		Mobile:	

Please say if you are a single parent, there may be legal rights Minety Pre-school needs to be made aware of:

EMERGENCY CONTACTS :

Please give contact details of extra people that can be contacted if we are unable to reach the child's parents

1:	Mr / Mrs / Ms / Dr.	Forename:	Surname:
Relationship to child:			
Address:			
Telephone No:		Mobile:	

PRE-SCHOOL ACTING IN LOCO PARENTIS

Minety Pre-School may on occasions need to administer appropriate basic first aid including the use of Elastoplast or similar when necessary.

If your child becomes ill during a session, every attempt will be made to contact your or one of the people listed as your emergency contact, to arrange collection of your sick child. Your child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken. All accidents and emergencies are entered in the Accident Log.

If the parent/carer cannot be contacted in time, the Manager will invoke that authority to take action to gain appropriate medical treatment for your child/s. If you do not wish to give such authorisation please indicate below.

I / We agree that Minety Pre-school can administer appropriate First Aid as necessary	SIGNATURE
I / We agree that Minety Pre-school can act as "Loco Parentis" in the case of an Emergency	SIGNATURE
I / We give my permission for my child/s to travel to hospital/the doctor's surgery in an ambulance accompanied by a member of staff	SIGNATURE

PLEASE NOTE:

Minety Pre-school will act as Loco Parentis and administer first aid unless you state otherwise

MEDICAL INFORMATION

Doctors Name:

Surgery Address:

Telephone:

Health Visitors Name:

Telephone:

Medical conditions that are permanent are regular problems or need frequent referral to clinic, doctor or hospital for treatment, including allergies and any preventative measures such as asthma inhalers.

Medical Condition	Details
Poor Hearing	
Speech Problems	
Poor Eyesight – wearing glasses	
Respiratory Difficulties – e.g.: Asthma	
<u>Dietary Restrictions</u> <u>FOOD ALLERGIES OR INTOLERANCES</u>	
Sting allergies	
Skin Complaint	
Food Allergies or Intolerances – e.g.: nut allergy	
Does your child drink Milk?	
Other Allergies or intolerances	
Other Conditions	

Please Note: All medication for allergies or medical conditions that are required on an on-going basis need to be discussed with the Manager or Supervisor on how to administer and the correct dosages required.

All medications must be handed over to the Manager or Supervisor so that it can be stored away safely ready for use.

NB. If your child has Asthma it is advisable to keep spare inhalers at Pre-school so to avoid them mistakenly being forgotten.

Medical Information:

I confirm that the medical information I have supplied to Pre-school is up-to-date.

As an additional precaution, we are required to ask you in more detail about allergies and insect stings, please tick the appropriate boxes.

☐

My child has never been stung by a bee / wasp

☐

My child has been stung by a bee / wasp and made a normal recovery

☐

My child has been stung by a bee / wasp and had an allergic reaction

If you ticked the final box, Please give further information below:

SPECIAL EDUCATIONAL NEEDS

Please give details of any special educational needs already identified:

If already on a register of need, please give stage:

If your child has a statement, give the review date with the Name and Address of the previous reviewer or school:

If there has been any form of exclusion from pre-school/nursery, please give details:

INTERNET ACCESS

I agree to my child taking part in ICT activities including internet under adult supervision

I DO *SIGNATURE* DO NOT *SIGNATURE*

PHOTOGRAPHS

Typical Uses of Photographs:

At Minety Pre-school, photographs are normally taken and used for the following purposes:

- Displays of the children's work/activities
These are used to celebrate children's work and are placed on display around the preschool building.
- Personal records of achievement for each child (learning Journals)
These pictures are used to record children's achievements, activities, games and fun times - First names ONLY are used
- Pre-school Web Site
These pictures are used to advertise the preschool - NO names are used
- Pre-Schools advertising leaflets and flyers
These images are used on leaflets or flyers to advertise the Pre-School and for information purposes - NO names are used

All pictures are stored securely locked away on the pre-school premises and not shared with any outside organisation without prior permission from you.

When events are held, the use of camera by parents will be permitted unless, as a result of a message beforehand, there is an objection by a parent. If this happens, the manager or supervisor will decide whether it is necessary to ban photography for that event or whether the child concerned can be prevented from being filmed.

No digital images of children will be sent by email or any other form without the permission of parents. All images held in Pre-School are open to viewing by the parents of the child/s concerned.

Photographs are never taken in the changing, toilet or in the nappy changing areas

The use of staff camera phones in the Pre-school is strictly prohibited

SIGNATURE

I give permission for Pre-School to use photos of my child for the use of children's Learning Journals	
I give permission for Pre-School to use photos of my child for display purposes around pre-school	
I give permission for Pre-School to use photos of my child on the Pre-School website	
I give permission for Pre-School to use photos of my child for pre-school advertisement purposes	

SUN CREAMS AND LOTIONS

During the summer months your child/ren will need to wear sun cream, due to allergies and hygiene it is a preschool policy that parents must apply sunscreen with a minimum of 8 hour protection before your child/children start their session at preschool. Minety preschool **will not** re-apply sunscreen during the day.

We are aware that children can be susceptible to the heat and all outdoor activities are arranged in the shade, the children are brought out of the heat during the peak of the day and all children have full access to water/drinks throughout the day and are encouraged to drink these.

SIGNATURE

I understand that I am responsible for applying all day protective sun cream to my child/children at the beginning of each session.	
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DATA PROTECTION ACT 1998

The Pre-School has a duty to protect personal information belonging to the public whom it serves. The school is notified under the Data Protection Act 1998 and is committed to all its principles and adheres to the "Best Practice" in the information security. This information will be shared (under statutory requirement) with Local Education Authorities and the government for statistical analysis. From time to time and especially prior to your child joining Primary School, information about your child will be shared between Pre-School and the Primary School.

POLICIES AND PROCEDURES

All Minety Pre-schools policies and procedures are on permanent display in the foyer.

Additional copies are available on request.

By signing this form you agree to adhere to all our policies, this applies to all parents, careers, staff, volunteers/students and anyone associated with Minety preschool CIC.

These are reviewed on a regularly basis and parents will be notified of any updates or new policies issued.

PRIVACY NOTICE

Introduction

Minety Preschool CIC are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data Minety Preschool CIC collect, why Minety Preschool CIC collect it, how Minety Preschool CIC use it and how Minety Preschool CIC protect it.

Changes to this notice

Minety Preschool CIC keep this notice under regular review. You will be notified of any changes where appropriate.

Signature of Parent/ Guardian:

Print Name:

Date:

Declaration

I confirm that the information that I have provided is correct to the best of my knowledge.

By signing and returning this form you agree that all information we have relating to you or your child was freely given. You have the right to withdraw this consent at any time by writing to Minety preschool CIC. Please note if consent is withdrawn it may not be possible for your child to continue attending the setting.

Minety Pre-Schools policies and procedures are available to view at any time and are held in the pre-school lobby.