



# HEYHOUSES CHURCH OF ENGLAND NURSERY SCHOOL REGISTRATION FORM

## Key Information

Child's First Name(s)			
Child's Surname(s)			
Known As			
Date of Birth			
Gender			
Religion		Ethnicity	
First Language			
Any other language spoken			

## Parent/ Carer 1

Name			
Relationship to Child			
Parental Responsibility	Yes		No
National Insurance No.			
Address			
Email Address			
Telephone Number			
Work Address			
Work Telephone Number			

## Parent/ Carer 2

Name			
Relationship to Child			
Parental Responsibility	Yes		No
National Insurance No.			
Address			
Email Address			
Telephone Number			
Work Address			
Work Telephone Number			

## Sessions

Breakfast Club 8am-8.45am

AM session 9am-12pm

Lunch 12pm-1pm

PM session 1pm-4pm

After School Club 3.30pm-5.45pm

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club					
AM					
Lunch					
PM					
After School Club					

**Please note- every effort will be made to reserve your preferred sessions.**

**In the event of those sessions being unavailable, alternative sessions will be offered wherever possible.**

Preferred Start Date .....

## Emergency Contacts

	Contact 1	Contact 2
Name		
Relationship to Child		
Address		
Telephone Number		
Password for Collecting		
We request that you inform nursery of any delay or changes to collection arrangements. The person collecting your child should be aware of your chosen password prior to collection.		
I give permission for the above Emergency Contacts to sign for my child in the event of an emergency. Signed .....		

## Food Choice

Hot dinner £2.50 per day	
Packed lunch	

## Medical Details

Doctors Name	
Address	
Telephone Number	
Health Visitor Name	
Telephone Number	

## Funding

All children get 15 hours funding starting from the term after they turn three years old. Some children are eligible to apply for a further 15 hours and will get a 30 hour code. Some two year old children may be eligible for 15 hours funding. Further information can be found on [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

30 hour code .....

2 year old grant code .....

## Visits and Photographs

I give consent for the staff of Heyhouses C of E Nursery to:		
Take my child for supervised walks from Heyhouses Nursery	Yes	No
Take my child's photograph and use those photographs in displays around nursery	Yes	No
Use photographs taken in nursery in another child's Evidence Me observations	Yes	No
Film my child during nativity or other such events	Yes	No
Film my child within the nursery setting for educational purposes only	Yes	No
Use photographs of my child's face on the nursery website and Facebook page <b>Names of children will never be shared. Please note our Facebook page and website are public pages. This means that Nursery has no control over who views and potentially shares the photographs</b>	Yes	No
Use photographs of my child for advertising purposes	Yes	No
Signed ..... Date .....		

## Data Protection

Information collected from the enrolment form is stored on our IT system and is used to assist staff in the management of nursery. All information is treated in confidence by all members of staff who have a legitimate right to use it.

As a registered data user, the nursery takes every precaution to ensure that pupil data stored on our IT system is held and used only for specified and lawful purposes and is not disclosed in any manner incompatible with those purposes. Any parent who wishes to examine the data related to their child should apply to the nursery Business and People Manager for access.

In order that data can be kept up to date and accurate, parents/ carers are requested to inform Nursery of any change in their child’s personal details.

Please acknowledge this information regarding the Data Protection Act.  
By signing you consent to us holding & processing your data and sending you information.

Signed ..... Date .....

## Transition to School

At the end of the academic year when your child is preparing to transition to school, a copy of your child’s learning journey and transition report will be given to you. It is beneficial for a copy of the transition report to be passed on to your child’s new teacher so they are aware of the progress your child has made.

Please sign below to give permission for your child report t be passed over to school.

Signed ..... Date .....

## Medical Consents

I give consent for the staff of Heyhouses C of E Nursery to:		
Administer emergency First Aid	Yes	No
Seek emergency medical attention including hospital treatment if necessary	Yes	No
Administer children’s paracetamol if necessary	Yes	No
Apply a plaster when necessary	Yes	No
Apply sun cream (usually Aldi or Lidl Sensitive Factor 50)	Yes	No
If own sun cream is to be applied, please clearly label with child’s name	Own	
Signed ..... Date .....		

**Please give details of any difficulties or needs your child has or has had in the past, in order that we can offer the best support when they start nursery. All information will be treated with confidence.**

Has your child received treatment or therapy for difficulties with hearing, vision or speech?
Does your child suffer from allergies, asthma, epilepsy, physical difficulties or any other medical problem?
Has your child had support from Blenheim House?
Are there any home, family circumstances or other information the Nursery staff should be aware of?
May information be sought from the required person/s e.g. Health Visitor, GP as appropriate?
Any additional comments you would like to make?

**Additional Requirements**

Does your child have any food allergies or special dietary requirements?	Yes	No
Please give details		
Are there any foods you do not want your child to have?	Yes	No
Please give details		

Does your child have any Cultural or Religious requirements?	Yes	No
Please give details		
Any additional details		

**Policies and Procedures**

When you visit nursery you will have the opportunity to read our Policies & Procedures. They are also available to read on our website and the main policies are in the Parents Handbook. By signing below you confirm that you accept our Policies and Procedures.

Signed ..... Date .....

**Notice**

One month’s written notice is required to terminate a child’s place at nursery. Fees are still payable for the last month during notice even if the child does not attend nursery.