



STARCROSS PRE-SCHOOL

REGISTRATION DOCUMENTS

Welcome to Starcross Pre-School

We would appreciate it if you would take some time to complete this form and return it to us before your child joins us in the setting.

These details are a requirement of Ofsted and will be held confidentially on file. Please refer to our Privacy Notice (which can be found either on the Starcross School website or the Ivy Education Trust website), in relation to all of the information held about you and your child. This information enables us to provide a happy and safe environment for your child during their time with us.

Thank you, we look forward to welcoming your family to our setting

Starcross Primary School, New Road, Starcross, EX6 8QD
Telephone 01626 891439
Ofsted Reg No 147644
www.starcross-primary.devon.sch.uk/preschool

REGISTRATION FORM – STARCROSS PRE-SCHOOL

CHILDS FIRST NAME/S:	
SURNAME:	
PREFERRED NAME AT PRE-SCHOOL:	
DATE OF BIRTH:	
GENDER:	
ETHNICITY:	NATIONALITY:
FIRST LANGUAGE:	OTHER LANGUAGE SPOKEN AT HOME:
RELIGION:	
CHILD'S HOME ADDRESS:	
POSTCODE:	HOME TELEPHONE:
BACKGROUND INFORMATION - ANY OTHER DETAILS:	
FAMILY DETAILS:	
LIKES/ DISLIKES:	
SIBLINGS:	
DOES YOUR CHILD ATTEND ANOTHER PRE-SCHOOL, NURSERY OR CHILDMINDER? YES/NO	
IF YES - PLEASE PROVIDE DETAILS OF OTHER SETTING INCLUDING FULL ADDRESS AND TELEPHONE CONTACT NUMBER AND HOURS CLAIMING:.....	
ARE YOU IN RECIEPT OF 2 YR OLD FUNDING (GOLDEN TICKET): YES/ NO	
IF 'YES' PLEASE PROVIDE NUMBER OF HOURS:	
ARE YOU RECEIVING 30 HOURS FUNDING: YES/NO	
IF 'YES' PLEASE PROVIDE 30 HOUR CODE:.....	
IS THERE A COURT OR RESTRAINING ORDER IN RELATION TO THIS CHILD? YES/NO	
IF 'YES' PLEASE GIVE BRIEF DETAILS:.....	

PARENT DETAILS

PARENT ONE:

NAME:..... DATE OF BIRTH:.....

Parent National Insurance Number: (please note this is essential information).....

Address:.....

Postcode:.....

DOES THIS PARENT HAVE LEGAL PARENTAL RESPONSIBILITY FOR THE CHILD?

HOME TELEPHONE:

WORK TELEPHONE:.....

MOBILE

EMAIL ADDRESS:.....

Please circle priority order to be contacted in an emergency; 1 2 3

PARENT TWO:

NAME:..... **DATE OF BIRTH:**.....

Parent National Insurance Number: (please note this is essential information) ___ /___ /___

Address:.....

Postcode:.....

DOES THIS PARENT HAVE LEGAL PARENTAL RESPONSIBILITY FOR THE CHILD?

HOME TELEPHONE:

WORK TELEPHONE:

MOBILE TELEPHONE:

EMAIL ADDRESS:.....

Please circle priority order to be contacted in an emergency; 1 2 3

EMERGENCY CONTACT DETAILS

Occasionally, it is necessary to contact you when your child is with us i.e. if they are feeling poorly. Please, therefore ENSURE you have provided us alternative contact persons whom we could contact should the need arise, e.g. childminder, relative or friend, who your child is happy with. These persons will be registered as authorised to collect your child from Pre-school. It is therefore imperative that you advise us of any changes.

If you need someone other than yourself to collect your child from Pre-School please ensure that you have let a member of staff know so that they are able to complete the 'who is collecting your child' log. Please note that our staff are unable to let your child leave without this information.

OTHER EMERGENCY CONTACTS

NAME:.....

ADDRESS:.....

RELATIONSHIP TO CHILD:.....

TELEPHONE HOME:.....

TELEPHONE MOBILE:.....

By completing this part of the form, you are confirming that you have sought permission from the emergency contact to pass this information onto the setting for your purpose. If contacts change at any time please let us know so that we can update our records. We will ask you to review this information on a yearly basis.

Late Collection - If your child is not collected 30 minutes from the end of the session and we have not been able to speak with any of your emergency contacts then, in accordance with our Safeguarding Policy, we will contact Social Services.

NAME OF CHILD'S DOCTOR:.....

CHILDS NHS NUMBER:.....

SURGERY ADDRESS:.....

TELEPHONE NUMBER:.....

KNOWN ALLERGIES - Please list below:

.....
.....
.....

Can we use HYPOALLERGENIC WIPES on your child? YES / NO (please delete as appropriate)

Can we use ANTISEPTIC WIPES/PLASTERS on your child? YES / NO (please delete as appropriate)

Has your child had any major illnesses or operations? Please provide all relevant information.

Was the birth of your child premature?

Has your child been referred for any of the following? Speech, Sight, Hearing, please circle as appropriate.

Has your child been immunised against the following? Tetanus, Polio, Measles, Hib/MenC. Please circle as appropriate.

Please provide information on any other immunisations:

.....

Does your child take any regular (long or short term) medication? YES/ NO
If yes, we will ask you to complete a permission form should we need to administer.

DOES YOUR CHILD HAVE ASTHMA? Yes/ No

If yes, we will ask you to complete an Asthma Form.

SPECIAL EDUCATIONAL NEEDS - does your child have any special needs that you would like to discuss with the staff? Yes/No

If Yes, please provide some brief information.....

Do you consider your child to have a disability or a long-term health condition? Yes/No

If Yes, what is the effect or impact of their disability or health condition?.....
.....
.....

PARENTAL PERMISSION FOR EMERGENCY TREATMENT

In order to ensure your child receives the best possible treatment and care should an emergency take place either in the setting or on an authorised outing, you should complete and sign the declaration below:

I agree to a member of Starcross Pre-School First Aid trained staff taking the necessary steps to ensure that my child receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision or while my child is on an authorised outing.

I give permission for a Manager of the Preschool to authorise hospital staff to administer essential treatment until my arrival.

Parent/Carer
Signature:.....

Print
Name:.....

Date:.....

Should you not agree with any or all of the above declaration, please do not sign but please make your views known below. A Pre-School manager will then discuss this with you and do their best to accommodate your particular wishes.

Information for Pre-School Manager regarding Emergency Treatment

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TRANSITION FROM PRE-SCHOOL TO SCHOOL

What date is your child expected to start school?

During their time at Starcross Pre-school, observations are made on each child in the seven areas of learning set out in the Foundation Stage Curriculum covering physical, intellectual, emotional and social development.

These are:

- Mathematics
- Literacy
- Personal social and emotional development
- Communication language
- Understanding of the world
- Physical development
- Expressive art and design

All records are kept confidentially, we use the secure online system of SeeSaw as well as hard copy recording systems. Please sign below to indicate your permission to allow us to forward information onto your child's school. This will enable their new teacher to have a good idea of their abilities when starting full-time education.

I give my permission for all records relating to my child's education at Starcross Pre-school, to be passed to their new school.

Name of Child:

School attending:.....

Signature of Parent/Carer

Print Name:.....

PARENTAL CONSENT TO SHARE INFORMATION WITH THIRD PARTIES

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information. We record and share information about children and their families in line with the principles of the General Data Protection Regulations (GDPR) (2018) which are explained in our Privacy Notice, which you will find on the Starcross Primary School Website:

<https://www.starcross-primary.devon.sch.uk/policies-1/>

It is a requirement of the Early Years Foundation Stage Statutory Framework (1.16 = Creating the framework for partnership working), that when a child receives education and care in more than one setting, practitioners share relevant information with each other.

With your permission, we will share your child's records of development and learning and verbally communicate any other relevant information to other practitioners with whom we share the care of your child.

Relevant information, such as your child's individual planning and assessment records could be shared with other agencies.

Should you have any concerns about the information we hold about your child and how we go about sharing that information, please contact one of our Pre-School Managers. Our Policies are guided by GDPR regulations to protect both yourselves, your child and us as a setting.

I/We consent to our child's information being shared with third parties, for the purposes described:

Name of Child:

Signature of Parent/Carer

Print Name:.....

SHOULD ANY INFORMATION CHANGE DURING YOUR CHILD'S TIME WITH US AT STARCROSS PRE-SCHOOL, PLEASE ENSURE THAT YOU ADVISE US IN WRITING AS SOON AS POSSIBLE.

TOILETTING AND SELF CARE POLICY

- All Children are encouraged to use the toilet independently.
- Though given privacy, children will be assisted by a staff member as needed.
- Children will always be reminded of hand washing hygiene after using the toilet, before snack time and before lunch, using liquid soap and running water.
- Individual paper towels will always be provided for use.
- Only adults who have completed DBS checks will be allowed to accompany children to the toilets.
- Children wearing nappies or pull-ups will be changed regularly. They will be changed in the disabled toilet, where the door will be left ajar so that adult and child are not alone together.
- Staff members will wear disposable gloves and aprons when being exposed to bodily fluids/soiled clothing.
- Staff will always remain vigilant in relation to hand washing and hygiene matters and will wash hands thoroughly with liquid soap and running water after assisting children with toileting. All staff are provided with individual hand gels, which are kept on their person and are used regularly throughout the day.
- Soiled nappies will be placed in a separate (PHS - Personal Hygiene Services) bin in the disabled/adult toilet. PHS are contracted to collect and dispose of all soiled waste weekly.
- Parents will provide sufficient extra clothing, nappies, pull-ups for their children. We will provide spare clothing for emergency needs.
- Staff will liaise with parents/carers concerning toilet training; they will encourage and praise children who are new to toilet training.
- No child will be humiliated, punished or verbally abused for soiling, wetting or not using the toilet. No child will be forced to remain on the toilet or left in wet or soiled clothing.
- We do provide if required, a small low step to assist in reaching the toilet. A toilet seat that fits into a larger toilet. Alternatively, a potty if in-between potty training and toilet training.

Name of Child:.....

As the parent/carer of the above child, I confirm I have read and understood the above information.

As the parent/carer of the above child, I confirm I am in an agreement with the above information and my child can be changed and cared for by Starcross Pre-school Staff.

Signature of Parent/ Carer.....

Print Name:.....

Date:.....

I can confirm as parent/carer of the named child, that the information provided is a true and accurate record.

I am aware that should any information or circumstances change it is my responsibility to inform the Pre-School in writing or via email

I am aware of the Privacy Notice and how to access it, via the websites as stated in this registration booklet.

Signature of Parent/ Carer.....

Print Name:.....

Date:.....

BUILDING A PICTURE

This is me

Name:

You could put a photo of your child here or they could draw a picture.

How you can use this booklet

Now that your child is going to begin their journey with us, you can use this booklet to share anything you would like us to know about your child *and* what makes them unique and special.

It is important that we know about your child so that we can provide the education and care that is best for them.

We have provided some pages to get you started but please add your own pages if you want to. You could also include photos and drawings.

This is for you and **your** child to enjoy doing **together**.

You will have the opportunity to talk to staff about anything that is confidential.

Building a Picture

Family and **other** special people

Who is in your family? Who are your friends?

Who are the other special people in your life?

Do you have any pets?

Building a Picture

Interests, likes and dislikes

What are you good at? What is your favourite toy, book, TV programme or game?

What exciting things have you done

