



**Child's details**

Child's first and middle names \_\_\_\_\_

Surname \_\_\_\_\_ Known as \_\_\_\_\_

Full address \_\_\_\_\_

Gender \_\_\_\_\_ Date of birth \_\_\_\_\_

Birth certificate seen? YES NO Number: \_\_\_\_\_ Seen by: \_\_\_\_\_

Passport seen? YES NO Number: \_\_\_\_\_ Seen by: \_\_\_\_\_

Are you registered with your local Children and Family Centre? YES NO

**Family details**

Name of parent(s)/carer(s) with whom the child lives

Contact details of parent/carers one (including emergency information)

Parent/carers full name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Mobile number \_\_\_\_\_ Home number \_\_\_\_\_

Daytime number (if different to above, what number is it? IE Work) \_\_\_\_\_

Email address \_\_\_\_\_

Home address (if different to above) \_\_\_\_\_

Work address \_\_\_\_\_

Does this parent have parental responsibility for the child? YES NO

Authorised to collect child? YES NO

Contact details of parent/carers two (including emergency information)

Parent/carers full name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Mobile number \_\_\_\_\_ Home number \_\_\_\_\_

Daytime number (if different to above, what number is it? IE Work) \_\_\_\_\_

Registration form

Email address \_\_\_\_\_

Home address (if different to above) \_\_\_\_\_

\_\_\_\_\_

Work address \_\_\_\_\_

Does this parent have parental responsibility for the child? YES NO

Authorised to collect child? YES NO

Contact details of parent/carer three (including emergency information)

Parent/carer full name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Mobile number \_\_\_\_\_ Home number \_\_\_\_\_

Daytime number (if different to above, what number is it? IE Work) \_\_\_\_\_

Email address \_\_\_\_\_

Home address (if different to above) \_\_\_\_\_

\_\_\_\_\_

Work address \_\_\_\_\_

Does this parent have parental responsibility for the child? YES NO

Authorised to collect 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 number(s) \_\_\_\_\_

Relationship to child \_\_\_\_\_

What are the contact arrangements that the playgroup needs to know about? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Registration form

**Emergency contact details if parents are not available** (emergency contacts must be local and over 16 years of age)

Emergency contact number one

Name \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Mobile \_\_\_\_\_

Home \_\_\_\_\_

Relationship to child \_\_\_\_\_

Authorised to collect child? YES NO

Emergency contact number two

Name \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Mobile \_\_\_\_\_

Home \_\_\_\_\_

Relationship to child \_\_\_\_\_

Authorised to collect child? YES NO

Emergency contact number three

Name \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Mobile \_\_\_\_\_

Home \_\_\_\_\_

Relationship to child \_\_\_\_\_

Authorised to collect child? YES NO

Password for the collection of child by authorised people \_\_\_\_\_

**About your child**

The following information will tell us a little more about your child. As your child settles with us we will establish their starting points through observation and further conversation with you.

Registration form

Does your child have previous experience of attending a childcare setting?  
YES NO

If yes, where have they been? \_\_\_\_\_  
\_\_\_\_\_

Are they still attending this setting? YES NO  
If no, why have they left? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Health and development**

Has your child received ALL routine immunisations? YES NO

If not, please state which one(s) your child hasn't had. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have any on-going medical conditions? YES NO

If yes, please give further details. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have any allergies (food or other, ie plasters)? YES NO

If yes, please give further details. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have any food preferences (ie. No pork due to religion)? YES NO

If yes, please give further details. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registration form

Does your child have any additional needs or disabilities? YES NO

If yes, please give further details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will your child require extra support in the setting? YES NO

If yes, please give further details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If your child is aged between 24-36 months, has a two year old progress check already been completed for them? YES NO

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you.

### **Cultural background**

How would you describe your child's ethnicity or cultural background? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the main religion in your family? \_\_\_\_\_

Are there any festivities or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What language(s) is(are) spoken at home? \_\_\_\_\_

\_\_\_\_\_

Registration form

If English is not the main language spoken at home, will this be your child's first experience of being in an English speaking environment? YES NO

**General information**

Does your child have a pacifier i.e. dummy or thumb? YES NO

If yes, please give details. \_\_\_\_\_

Does your child have a special toy or object they might bring? YES NO

If yes, please give details. \_\_\_\_\_

What activities does your child enjoy at home? i.e. drawing, cooking? \_\_\_\_\_

\_\_\_\_\_

What other information is important for us to know about your child? For example, why they like, or what fears they may have, or any special words they use. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Details of professionals involved with your child**

General practitioner's name \_\_\_\_\_

Surgery name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Health visitor \_\_\_\_\_

Setting name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Registration form

Dentist's name \_\_\_\_\_

Setting name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Does your child have a social worker? YES NO

If yes, 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 will ensure these details are obtained from the social care worker named and keep these securely in the child's file.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Social care worker name \_\_\_\_\_

Setting name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Any other professional who has regular contact with your child

Name \_\_\_\_\_ Role \_\_\_\_\_

Agency \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**General parents 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 setting manager (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Name printed \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**Nappy cream**

I give permission for nappy cream (clearly labelled and supplied by me) to be applied to my child when required, in accordance with manufacturer's instructions.

Name printed \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**Suncream**

I give permission for staff to apply suncream (clearly labelled and supplied by me) to my child when necessary and to record its use.

Name printed \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_



Registration form

### **Short trip/general outings**

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

- Worth Park Gardens
- Local shops
- Grattons Park
- Possibly others

I give permission for my 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.

Name printed \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

### **Photographs**

Photographs may be taken of the children and used for a variety of reasons. Please circle your permission choices below.

May be used on the website?	YES	NO
May be used on Facebook?	YES	NO
May be used on displays within the setting?	YES	NO

There is a separate permission form to join our Family App for regular updates, photos, observations and progress checks.

Name printed \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**Key persons- information**

Each child joining the setting will have a key person appointed to them. It will be the key person's responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up-to-date. Your child's key person may change as your child progresses through the setting. You will be notified of these changes. Your child's key person is your first point of contact for anything you wish to discuss about your child.

**Policies and procedures**

All our policies and procedures are available at any time for Parent/Carers to see. I understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

Name printed \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**Late pick up**

I understand that I must pick my child up at the correct time. Failure to do so will result in a fee to be paid within two weeks of receipt. Late fees are £10 for any part of and up to the first 5 minutes past pick up time. After this a charge of £1 per minute will be enforced.

Name printed \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**Additional questions**

Where did you hear about Milton Mount Playgroup? \_\_\_\_\_

\_\_\_\_\_

Registration form

Start date for your child: \_\_\_\_\_

Sessions offered at the time of this registration form being completed.

Day	08:30-11:30 (£16.50)	08:30-14:30 (£33)	09:00-14:00 (27.50)	11:30-14:30 (£16.50)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Are you eligible for 2 year old funding (15 hours) YES / NO

Are you eligible for extended 3 year old funding (additional 15 hours) YES / NO

Would you like to use your 3 year old funding place (15 hours) YES / NO

Weekly cost \_\_\_\_\_

Please note;

-Payments must be paid in full by the first day of each half term, for the full half term.

-Extra sessions that are requested may be added as soon as space allows.

-Changes to sessions are not guaranteed, we will change these if possible.

-To reduce sessions: 4 weeks notice must be given and paid for, even if you choose to remove your child sooner.

Name printed \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

## **Requests**

As a charity run setting we do not charge for profit. All monies received from private paying families or government funding schemes covers the rent of the hall, staff wages and any left over amount goes towards consumables and items for the children.

We therefore ask parents to regularly check our consumables list, and when able, pick up an item during their weekly shopping to add to our stock.

We also ask for £1 per week towards snacks, payable at the beginning of each half term (£6 or £7) by cash or bacs.

This allows us to spend the extras directly on the children.

Registration form

We also accept donations of toys/art supplies from parents. Please email a photograph to the manager who can let you know if we are able to store the item(s) before bringing them in.

## **Agreement**

Milton Mount Playgroup is a Registered Charity managed by a committee of volunteer parents/carers. In order to keep the Playgroup running we rely on parents/carers getting involved with the various activities that keep our Playgroup working for you and your child.

I understand that my help will be essential in keeping this Playgroup running and will, where possible, take part in the following activities: Parent Rota (once a term- parents/carers, grandparents welcome), Fundraising activities or Committee.

Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify us of any changes as they arise.

Name printed \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

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Milton Mount Playgroup is a registered charity and relies on donations and fundraising activities to purchase new resources for the children. Government funding and fees pay for the staff, premises and insurance to enable us to operate.

Registered Charity No 1047936

Famly app is now part of our setting.

We will require acknowledgement that we will be adding your child to the app for the purposes of going paperless with regards to journals.

This app will allow us to share information with you on a more regular basis. We will aim to have at least one update a week, if not more. If you choose to allow us to take photos, you will be able to see photos and information about your child, and also be able to share photos and information with us to enhance our links between home and playgroup learning.

Thank you

Your child's name \_\_\_\_\_

Do you acknowledge that your child will be added to the Famly app for personal observations? (this is not photo permission)	YES	NO
---	-----	----

Can your child's photo be posted on the app in messages just to you?	YES	NO
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Can your child's photo be posted on the app, on the newsfeed which is seen by other parents who are tagged for their children?	YES	NO
--	-----	----

Can your child's photo be posted on the app, on the newsfeed for all who are signed up within Milton Mount Playgroup to see?	YES	NO
--	-----	----

If you choose NO for any of the above permissions your child's photo may appear on the app, but their face will be blocked to protect their identity. Do you understand and accept this?	YES	NO
--	-----	----

Please add information for parents/carers directly linked to the child day to day.

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Email address \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Email address \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Email address \_\_\_\_\_

I understand that I must not post any photos from the app- on any social media platform or send them via email/text/other to anyone without first blocking faces of everyone apart from my child. I have read, understood, and agree to all of the information on the 22.0 Famly App policy. I am signing on behalf of all named parent(s)/carer(s) above.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_

**PLEASE KEEP THIS PAGE FOR YOUR INFORMATION**

Famly App is an online platform that opens lines of communication between families and the setting. It is used to make observations of the children and track their development as well as general information sharing with families.

Parents will be sent a copy of this policy with the permission form.

Only children whose parents have signed the permission form will have access to the app.

Parents are made aware that they are **not to share photos** of any other person's child. They may send photos to family members, friends, or post online **ONLY IF** they block the faces of other children.

Parents who are found to share photos of other people's children will be given a written warning and if found to do so again will then be removed from the app. There is no leeway for children's safety and protection.

Children's photos will only be put on the app as requested by parents according to the permission form.

Individual observations will be taken by the child's key person or key buddy. Group photos and observations may be taken by any member of staff with an account.

Only regular staff will have accounts for the app. Bank staff and visitors will not have access to the Famly app.

The device used to take photos and upload observations will remain in the setting at all times. Locked away at the end of each day.

Photos will be deleted off of the device as soon as they have been added to the Famly app. No photos or information will be saved to 'the cloud' or similar applications.

When a child leaves the setting, parents will be given a link to facilitate downloading their child's profile. They will have 1 week to do this and then their child's profile will be deleted permanently.

For more information about Famly app please visit: <https://www.famly.co>

For more detailed information about security and legal duties please visit: <https://www.famly.co/security-and-legal>