



HELPSTON PLAYHOUSE REGISTRATION FORM

PERSONAL DETAILS				
FIRST NAME				
SURNAME				
Male / Female		Date of Birth		
ADDRESS:				
		Post code		
Home telephone number				
Email address				
Child's first language				
Other languages spoken at home				
Who has Parental Responsibility?				
Mother's Name				
Daytime Contact Number				
Work Contact Number				
Mobile number				
Father's Name				
Daytime Contact Number				
Work Contact Number				
Mobile number				
Name of any other Carer with whom child lives with				
Contact numbers				
Please confirm which Parent / Carer or Relative to contact in an emergency				
Telephone Number				
Relationship				
Is your child the subject of a Court Order?			Yes	No
Please confirm names & relationship of persons authorised to collect your child from the Playhouse on a regular basis:				
1	Contact Number:			
2	Contact Number:			
3	Contact Number:			
4	Contact Number:			

PLEASE NOTIFY US OF ANY CHANGES - NO CHILD WILL BE RELEASED TO AN UNAUTHORISED PERSON

MEDICAL DETAILS							
Name of child's Doctor							
Doctor's Address							
Telephone Number							
Has your child been immunised against:							
Diphtheria		Whooping Cough		HIB		MMR	
Polio		Meningitis		Tetanus		Hepatitis B	
<i>Internal Use:</i> Has your child's Health Record Book been seen to confirm immunisation							
dates?		Yes		No			
Has your child had any major illness / operation?							
Has your child had any on-going health problems / medical conditions?							
If yes, please specify which external agencies are involved e.g. Paediatrician, Speech & Language Therapist, Consultant, Dietician, etc..							
Does your child have any special needs which you would like to discuss?							
Are any of the following in place for your child?							
SEN action plan?							
Education, Health Care Plan							
What special support will he / she require in our setting?							
We are a nut free setting. Please do not bring in any nut related products into our Setting.							

Please give details of any allergies or food intolerances your child has and **notify staff at the earliest opportunity to discuss individual requirements.**

If yes, please advise of any reactions or symptoms

Does your child have any special dietary needs / preferences?

For small cuts & grazes can a plaster be applied?			
I give my permission for staff at the Playhouse to administer First Aid to my child:			
Yes / No			
Signed		Date	
I give my permission for my child to receive medical treatment on a Doctor's advice while in the care of a member of staff?			
Yes / No			
Signed		Date	

In case of emergency I give permission for my child to be taken to hospital:			
Yes / No			
Signed		Date	

CHILD PROTECTION STATEMENT			
It may be helpful to parents to know that the Playhouse requires staff to report any obvious or suspected cases of child abuse, which include non-accidental injury, severe physical neglect, emotional &/or sexual abuse to the Social Services. All such suspicions will be confidential and only shared with those who need to know.			

TWO YEAR OLD PROGRESS CHECK - CHILDREN AGED 24 - 36 MONTHS			
If your child is aged between 24-36 months, has a two year old progress check been completed for your child?			
	Yes		No
Setting completing check			Date Completed
OTHER INFORMATION			
Has or is your child attending another childcare setting?			
Which days do they attend / times:			
Does your child receive Council Funding at this setting, please confirm hours claimed per week:			
Do you have any special requests / requirements about religious observance / clothing or other matters we should be aware of:			
Is there any other information staff should know e.g.routines / habits / likes / dislikes?			

All information will be kept confidential

PHOTOGRAPHS, VIDEOS & DATA	
Photographs & videos of the children are taken by staff and occasionally local press for child assessments/displays and reporting of Playhouse events.	
Photographs & videos of your child are also taken & displayed on Tapestry, these photo's & videos may include other children at the setting. Material from Tapestry must not be loaded onto any social media site e.g. Facebook.	
I do / do not give permission for my child to have their photograph taken by staff of Helpston Playhouse.	
I do / do not give permission for my child to have their photograph taken by outside agencies.	

I do / do not give permission for my child to have their photograph displayed on another child's Tapestry Learning Journal.			
I confirm that I will not post or share any photographs or videos from Tapestry onto any social media or Networking site.			
I confirm that I will protect all data shared with me by Helpston Playhouse concerning children in it's care. I confirm I will not upload any such data from the Playhouse including Tapestry onto any social media or Networking site.			
Signed		Date	

FACEBOOK			
We would like to take photographs of the children to include on our Facebook page to give an insight into the Playhouse and what we do. The purpose of our Facebook page is to promote the Playhouse and all the wonderful things we have to offer. The privacy and safety of you and your family is our priority. We do not include the name or any information about your child. When selecting photographs we are mindful of the way your child will appear and we will not include any image which is inappropriate.			
I do / do not give permission for my child to have their photograph included on the Helpston Playhouse Facebook page. I understand that my child's name will not be included and the safety and privacy of my child will be of the utmost importance.			
Signed		Date	

DATA PROTECTION STATEMENT			
Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our Confidentiality & Client Access to Records Policy. I confirm my acceptance to the collection, storage & use of my data & my child's data in accordance with the GDPR 2018.			
Signed		Date	

MOVIES			
Occasionally we watch Parent Guardian Movies (PG), we do our utmost to ensure they are suitable. I do / do not give permission for my child to watch PG movies.			
Signed		Date	

SUN CREAM PERMISSION			
I give permission for all Playhouse staff to apply sun protection cream to my child as and when the team feel it is appropriate. If you apply the cream in the morning we will re-apply the cream at 12.30pm, to ensure maximum protection. Please provide us with a 'named' bottle of suncream to use for your child.			
Signed		Date	

NAPPY CREAM PERMISSION			
I give permission for all Playhouse staff to apply nappy cream, supplied by me to be administered as and when the team feel it is appropriate, in accordance with manufacturer's instructions.			
Signed		Date	

OUTINGS

As part of our activities and your child's learning and development we occasionally use the school grounds and go for walks around the village and visit local places of interest. Further consent will be requested for major outings.

I do / do not give permission for my child to go into the school grounds.

I do/ do not give permission for my child to go on outings around the village.

Signed		Date	
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MOBILE PHONES

I confirm that I will not use my mobile phone within the Playhouse premises. I confirm that I will advise anyone collecting or dropping off my child that mobile phones are not to be used on the Playhouse premises.

Signed		Date	
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PLAYHOUSE POLICIES

How did you hear about Helpston Playhouse?

Helpston Playhouse Policies are available for all parents to read. Please ask a member of staff for further details. As policies are amended / added, they will be added onto our website and will be added into our Policies folder.

ENROLMENT

I would like to enrolwith Helpston Playhouse

This application will place my child on your Waiting List. Please note that completion of this form does not guarantee a place for your child. Once your child is offered a place & you accept it, you will be required to pay a £50.00 deposit to hold the place for your child. The deposit will be deducted from your first invoice. If you decide not to take up a place for your child a non refundable Admin fee will be retained. On admission further personal information & family details will be required for our records. Your child's birth certificate is required at this time & a copy made for our file.

I confirm all details disclosed are correct. I will keep the setting informed of any changes that occur.

If you find that you no longer need the place for your child, please let us know as soon as possible. We will not retain your details if you do not take up a place at Helpston Playhouse (see our Privacy Notice).

The days / sessions I would like my child to attend are as follows & I understand the Playhouse will confirm whether these dates & times are available.

Anticipated Start Date:

REQUESTED PRESCHOOL SESSIONS				
Monday	Tuesday	Wednesday	Thursday	Friday
9.00 - 12.00	9.00 - 12.00	9.00 - 12.00	9.00 - 12.00	9.00 - 12.00
12.00 - 3.15	12.00 - 3.15	12.00 - 3.15	12.00 - 3.15	12.00 - 2.15

REQUESTED OUT OF SCHOOL CLUB SESSIONS

	Breakfast Club		Out of School Club (OOSC)		
	7.30 - 8.00	8.00am - School Start	2.30 - 3.30 Fri Only	3.30 - 4.30	4.30 - 5.30
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

By signing this document, you acknowledge that you have read, understood and agree to our Childcare Terms and Conditions and our Privacy policy (7.01a Privacy Notice).

Signed	
Dated	
Relationship to Child	