



## HELPSTON PLAYHOUSE REGISTRATION FORM

### PERSONAL DETAILS

FIRST NAME			
SURNAME			
Male / Female		Date of Birth	
Preschool only	Birth Certificate seen & copy made:		Yes / No
ADDRESS:			

	Post code	
Child's first language		
Other languages spoken at home		
Who has Parental Responsibility?		

Mother's Name			
Daytime Contact Number			
Work Contact Number			
Mobile number			
Email address			
Preschool Only (funding):	Parent NI No:		DOB:

Father's Name			
Daytime Contact Number			
Work Contact Number			
Mobile number			
Email address			
Preschool Only (funding):	Parent NI No:		DOB:

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	
Telephone Number	
Relationship	

Is your child the subject of a Court Order?		Yes	No	
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Please confirm names & relationship of persons authorised to collect your child from the Playhouse on a regular basis:				
1	Relationship:	Contact Number:		

2	Relationship:	Contact Number:
3	Relationship:	Contact Number:
4	Relationship:	Contact Number:
Password (to be used when collecting child):		
<b>PLEASE NOTIFY US OF ANY CHANGES - NO CHILD WILL BE RELEASED TO AN UNAUTHORISED PERSON</b>		

#### **MEDICAL DETAILS**

Name of child's Doctor	
Doctor's Address	

Telephone Number	
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#### **DENTIST DETAILS**

Name of child's Doctor	
Doctor's Address	

Telephone Number	
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#### **IMMUNISATIONS**

Diphtheria		Whooping Cough		HIB		MMR	
Polio		Meningitis		Tetanus		Hepatitis B	

*Internal Use:* Has your child's Health Record Book been seen to confirm immunisation

		<b>Yes</b>		<b>No</b>		
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Has your child had any major illness / operation?	
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Has your child had any on-going health problems / medical conditions?	
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If yes, please specify which external agencies are involved e.g. Paediatrician, Speech & Language Therapist, Consultant, Dietician, etc..	
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Does your child have any special support which you would like to discuss?	
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Are any of the following in place for your child?	
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SEN action plan?	
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Education, Health Care Plan	
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What support will he / she require in our setting?	
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<b>We are a nut free setting. Please do not bring in any nut related products into our Setting.</b>
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Please give details of any allergies or food intolerances your child has and <b>notify staff at the earliest opportunity to discuss individual requirements.</b> Please advise of reactions &/or symptoms.
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Does your child have any special dietary needs / preferences?

For small cuts & grazes can a plaster be applied? Yes / No

Does your child have an allergy to plasters? Yes / No

I give my permission for staff at the Playhouse to administer First Aid to my child: Yes / No

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

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

#### 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.

#### Preschool Only - 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:

Name of Setting:

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	
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## 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	
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## OOSC Only - MOVIES

Occassionally we watch Parent Guardian Movies PG), we do our upmost to ensure they are suitable.

**I do / do not give** permission for my child to watch PG movies.

Signed		Date	
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## Preschool Only - 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	
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## Preschool Only - 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	
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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 enrol ..... with 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:** .....

<b>REQUESTED PRESCHOOL SESSIONS</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
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

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

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).

<b>Signed</b>	
<b>Dated</b>	
<b>Relationship to Child</b>	