

Registration Form

Breakspeare Community Preschool provides sessional preschool for children from 2yrs to 4yrs within the UK. Breakspeare Community Preschool is committed to ensuring that both you and your child's privacy is protected.

If you wish your child to attend our preschool, we will collect the information that we need to provide that service. This will include personal and sensitive personal data. The data we collect is processed in compliance with the General Data Protection Regulation (GDPR) and is necessary to provide a preschool place for your child.

We would never sell your data or share it without permission.

We have to follow government guidance and statutory requirements regarding retention periods. Accident records are kept until your child is 21. All other records are kept for 3 years and then shredded and securely disposed of.

Our Privacy Policy is updated regularly and is available on our website.

Child's Details	
Forename(s):	Surname:
Known as:	Date of Birth:
Gender: Male / Female	NHS No.:
Address (including postcode):	

Parent or Guardian Details (please complete both if possible)	
Forename:	Surname:
Date of Birth:	National Insurance No.:
Relationship to child:	Email:
Address (including postcode):	
Daytime Phone No.:	Mobile No.:
Do you have parental responsibility for the child? Yes / No	
Do you have legal contact with the child? Yes / No / Not Applicable	

Parental Responsibility – A mother automatically has parental responsibility for their child from birth. A father has parental responsibility if they are listed on the birth certificate or married to the child's mother. They do not lose this if they divorce. If the parents jointly adopted the child, they both have parental responsibility. An unmarried father can acquire parental responsibility via another legally recognised route.

Legal Contact – This means who legally has contact with the child whether they have parental responsibility or not. This is usually through a court order, e.g. residency, contact or care orders or it can be because the parent has re-married. If a court order is in place, please provide us with a copy.

Parent Date of Birth & National Insurance No. – This information is required by Herts County Council to access 2 year old and 3 & 4 year old funding and Early Years Pupil Premium if the child is eligible.

Parent or Guardian Details (please complete both if possible)

Forename:

Surname:

Relationship to child:

Email:

Address (including postcode):

Daytime Phone No.:

Mobile No.:

Do you have parental responsibility for the child? (See notes on previous page) Yes / No

Do you have legal contact with the child? (See notes on previous page) Yes / No / N/A

In the event of an emergency, we will contact you on the above numbers. However if we are unable to reach you please provide alternative contact details below. Please also provide a Password in case a third party needs to collect your child:

Name:

Relationship:

Contact No.:

Password:

Medical History

Please tick if your child has been immunised against:

Diphtheria	
Whooping Cough	
Tetanus	
Polio	
HIB	
Measles	
Mumps	
Rubella	

Does your child:

Suffer from any allergies?	Yes / No
Receive any medical treatment?	Yes / No
Receive any medication?	Yes / No
Have any dietary requirements?	Yes / No

If yes, please give details below:

Ethnic & Religious Information

Please tick one box below to indicate your child's ethnic background:

<input type="checkbox"/> White – British	<input type="checkbox"/> White – Irish	<input type="checkbox"/> Traveller or Irish Heritage
<input type="checkbox"/> Italian	<input type="checkbox"/> Turkish / Turkish Cypriot	<input type="checkbox"/> Other White Background
<input type="checkbox"/> Gypsy / Roma	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black African
<input type="checkbox"/> White & Asian	<input type="checkbox"/> Other Mixed Background	<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> Black African	<input type="checkbox"/> Other Black Background	<input type="checkbox"/> Chinese
<input type="checkbox"/> Chinese	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other Asian Background	<input type="checkbox"/> Other (please provide below)
<input type="checkbox"/> Do not wish to disclose	Other ethnic background:	

What languages can your child speak and understand?

What religion is your child?

Permissions

Please answer the following permissions for your child's time at Preschool:

If necessary, do you give consent for staff / paramedics to administer first aid to your child?	Yes / No
If necessary, do you give consent for your child to be taken to hospital in an emergency?	Yes / No
If required, do you give consent for your child's nappy to be changed?	Yes / No
Do you give consent for your child to take part in outings in the nearby locality?	Yes / No
Do you give consent for your child to have their face painted whilst at Preschool?	Yes / No
Do you give consent for Preschool sun cream to be used on your child	Yes / No

Photographs at Preschool:

Do you give consent for photographs of your child to be taken for the purpose of recording observations, which are then placed in your child's individual Preschool Profile? The Profile is yours to keep once your child leaves.	Yes / No
Do you give consent for photographs of your child to be used on the Preschool website? This is mainly for the purpose of the Blog which provides an update of the activities taking place at Preschool. The link to the Blog is shared on our Facebook page. Your child's name is never used and all images will show the Preschool and your child in a positive light.	Yes / No

Funding & Data Protection:

<p>Once eligible (the term after your child turns 3), we will automatically claim the government's 3 & 4 Year Old funding for your child's fees. This involves sharing data relating to your child with Herts County Council. In accordance with GDPR. If you do not wish us to claim funding for your child please contact us.</p> <p><i>Please note, you will need to apply directly for 2 Year Old and 30 Hours funding and let us know the outcome and reference code.</i></p>	
I have read and understood the statement above	Yes / No

Sharing Information & Data Protection:

<p>The Statutory (Legal) Framework for the Early Years Foundation Stage states: <i>"Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. Providers must enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting. If requested, providers should incorporate parents' and/or carers' comments into children's records."</i></p> <p>Please confirm you understand that in order to support your child's development, your child's Profile and Personal File may be shared with your child's existing or shared setting, new teacher, new setting or any healthcare professionals working with your child (EG: Paediatrician, Speech and Language Therapist, Occupational Therapist) whilst adhering to the GDPR?</p>	
I have read and understood the statement above	Yes / No
Do you give consent for the fact your child is enrolled at Breakspeare Community Preschool to be shared with the Family Centre (formally Children's Centre)?	Yes / No

If you wish to withdraw consent at any time for the above, please contact the preschool directly.

Additional Information

Will your child be attending any other Early Years setting **once they start at preschool?** (E.g. Childminder, Nursery, Day Care, etc.) Yes / No
If yes, please give details below including contact details:

We'd be grateful if you could keep us informed of any changes to this during your child's time at preschool.

Are there any other professionals involved with your child? Yes / No
(E.g. Health Visitor, Speech & Language Therapist, Paediatrician, Occupational Therapist, etc.)
If yes, please give details below:

Does your child have a 'Families First Assessment' / Early Support in place? Yes / No

Is there any information regarding legal access around the family that you would like to share? Please give details below, this information will be kept confidential. Yes / No

Declaration

I declare that to the best of my knowledge the information given above is correct and I will adhere to Breakspeare Community Preschool's policies. All policies are available from the setting or from our website – www.breakspearecommunitypreschool.co.uk.

I / we will support Breakspeare Community Preschool's approach to online safety and will not deliberately upload or add language, image, video, sound or text that could upset or offend any member of our community.

Signature:	Name:
Date:	