



A Charitable Incorporated Organisation

Hatherleigh Pre-School CIO

Registration Form

Hatherleigh Community Centre
Bowling Green Lane
Hatherleigh
Okehampton
EX20 3HB
01837 811264
admin@hatherleighpreschool.org.uk
www.hatherleighpreschool.org.uk



Hatherleigh Pre-school CIO Registration Form

A Separate form should be completed for each child.	First Name	Middle Name(s)	Last Name																																																																
Legal Name:																																																																			
Chosen Name:																																																																			
Date of Birth:		Gender:	Male/Female/ Prefer not to say																																																																
Date of Birth Evidence	☐ Birth Certificate ☐ Passport ☐ Other (please specify)																																																																		
Ethnicity, Please TICK all that apply to your child (This data is needed for the Early Years Census return)																																																																			
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Child's Main Address		
Postcode		
Name of Parent/Carer at this address:		
Relationship to child:		
Date of Birth:		
National Insurance Number: (required to claim early years funding)		
Home Telephone:		
Work and/or Mobile Number:		
Email:		
Occupation and/or Workplace:		
Do you, as a parent/carers, have any health issues that you would like to inform the Pre-School Staff about? Yes/No		
<i>(This is voluntary information and anything that you may choose to disclose will be kept entirely confidential and held securely with your child's records, if you would prefer to discuss this privately with a Pre-School manager, please let us know)</i>		

Parent/Carer 2	
Name:	
Relationship to child:	
Date of Birth:	
National Insurance Number: (required to claim early years funding)	
Address if different to child's:	
Postcode:	
Home Telephone Number:	
Work and/or Mobile Number:	
Email:	
Occupation and/or Workplace:	
Do you, as a parent/carers, have any health issues that you would like to inform the Pre-School Staff about? Yes/No <i>(This is voluntary information and anything that you may choose to disclose will be kept entirely confidential and held securely with your child's records, if you would prefer to discuss this privately with a Pre-School manager, please let us know)</i> Do both parents/carers listed above have legal parental responsibility? Yes/No If 'No' who has parental responsibility? Please provide details of further parents/carers on a separate sheet if required.	

Names and date of birth of other children in the family:

Names and addresses of previous/current nurseries and early years providers including dates attended.

Please use the space below to inform us of your first choice of Primary School for your child and their expected year of entry. This is for our information only.

Emergency Contacts:

Please note: Other persons authorised to collect your child in case of emergency must be over 16 years of age. Proof of identity may be required when the persons named below collect your child from the Pre-School. In addition, when asked, they will be required to give the password stated on this form.

EMERGENCY CONTACT 1			
Name:		Relationship to child:	
Address:			
Contact Numbers:	Home:	Work:	Mobile
SECURITY PASSWORD:			

EMERGENCY CONTACT 2			
Name:		Relationship to child:	
Address:			
Contact Numbers:	Home:	Work:	Mobile
SECURITY PASSWORD:			
EMERGENCY CONTACT 3			
Name:		Relationship to child:	
Address:			
Contact Numbers:	Home:	Work:	Mobile
SECURITY PASSWORD:			
EMERGENCY CONTACT 4			
Name:		Relationship to child:	
Address:			
Contact Numbers:	Home:	Work:	Mobile
SECURITY PASSWORD:			

Names of Professionals involved with your child:	
Name:	Role:
Agency:	Tel Number:
Name:	Role:
Agency:	Tel Number:
Do you have a social worker?	Yes/No
Name:	Tel Number:
What is the reason for the involvement of social services with your family?	
Name Of Doctor:	Telephone Number:
Name of Health Visitor:	Telephone Number:
Name of Dentist:	Telephone Number:
Does your child have any of the following: <i>(please tick those that apply) and add further information you wish to provide.</i>	
Asthma ☐	
Epilepsy ☐	
Eczema ☐	

Diabetes ☐
Hearing Impairment ☐
Speech Impairment ☐
Sight Impairment ☐
Allergies ☐
Other (Please specify)
Has your child received the full recommended immunisation programme? Yes/No If you have answered NO, please provide details.
Your child's religion is: (Voluntary information) Are there any festivals or special occasions celebrated in your culture that your child will be taking part in that you would like to see acknowledged and celebrated whilst he/she is in our setting?
Additional Information: Please use the space below to give us any other information you think might be useful to ensure your child's safety and happiness at Hatherleigh Pre-School. e.g. general/food allergies, dietary needs, likes, dislikes, wheelchair access etc. Please also include a favourite toy, game, comforter or even if they have any friends already attending Pre-School. Every piece of information will ensure we can do our best to ensure that your child will settle quickly with us and feel safe and cared for (please use a separate sheet if necessary).

Please tick your preferred choice of sessions, we recommend children attend a minimum of 2 sessions per week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club (½ hour) 8.30-9					
Morning (3 hours) 9-12					
Lunch (½ hour) 12-12.30					
Afternoon (2½ hours) 12.30-3					
Total Hours per week					

Parental Permission

Some routine activities of the preschool may involve brief local outings from pre-school e.g. nature walks etc. These outings may be decided on during a pre-school session without prior notice. For your child to take part in these activities you must give us your permission to involve your child. We also need permission for various other activities which are outlined below.

Please circle either YES or NO in all instances:	
I give consent for my child's photograph to be taken during outings or in the setting and displayed or as a record of our observations in your child's Learning Journey.	Yes/No
I give consent for my child to have their photograph taken for the use of advertising on the pre-school web site and pre-school literature as required, as well as for use in local papers.	Yes/No
I give consent for my child being videoed for observation purposes or during performances or outings.	Yes/No
I give consent for my child's work being displayed.	Yes/No
I give my consent for my child's work being displayed and to be labelled with their first name.	Yes/No
I give consent for my child to have their face painted if they wish when these activities are arranged.	Yes/No
I give consent to my child going out on local visits or outings and understand that this will be in line with the preschool's Educational Visits and Outings Policy.	Yes/No
I give consent for my child to travel to outings in Staff cars and other named driver's cars that have full comprehensive insurance.	Yes/No
I give consent for basic First Aid to be carried out by a trained First Aider if necessary.	Yes/No
I give consent for Preschool staff to apply hypoallergenic plasters on my child and/or use alcohol free antiseptic wipes should the need arise.	Yes/No
I give consent for my child being transported to hospital in an emergency and to my child receiving emergency treatment at hospital.	Yes/No
Please Note: Written consent must be received by the parents to request an alternative food/snack to be prepared if your child has a food allergy/intolerance/consistent dislike of what is on offer.	

• We are unable to heat any food so please do not give your child lunch that requires this. • Forms for the administration of <i>prescribed</i> medicines must be filled in by the parent before Hatherleigh Staff will administer any medication. These detail type, dosage and frequency of said medicine.	
Comments/additional information:	
I understand that a full set of Policies can be provided on request, that there is a copy on display in the setting which can be read on site and that they are updated regularly. I confirm I have read and understood the policies and procedures	Yes/No
I understand that Hatherleigh Pre-School CIO's Policies and Procedures form part of my legal contract and responsibility between Hatherleigh Preschool CIO and me.	Yes/No
Please tick the statement that applies to you:	
I will provide the sun cream which should be applied to my child during hot weather and I will label the bottle clearly with my child's name.	
I will be responsible for the application of sun cream during hot weather before starting the preschool session and I give permission for my child to play outdoors without further sun cream application by the preschool staff.	

Funding Declaration

Information needed to claim targeted two-year-old funding: please register with the Devon Citizen Portal to check your entitlement.

Citizen Portal Application Reference:	TYF 878 - _____ - _____
Copy of eligibility message taken.	☐ Screenshot ☐ Photo ☐ Other please state:
Eligible Start Date:	

Working Entitlements: Please check on the Childcare Choices website for further information on claiming working entitlement funding. (15 hours for eligible two-year-olds and 30 hours for eligible three- and four-year-olds)

Eligibility code: (11 digits) (Your code will start with either a 5, 1 or 4 depending on the type of code issued)	501 _____ 11 _____ 400 _____
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You need to complete a Declaration with each provider your child attends to ensure that funding is paid fairly between them. Please tell us which providers you are attending in addition to the hours attended at Hatherleigh Pre-School.

Name of Provider:	
Total hours attended each week	
Number funded hours attended each week	
Total funded weeks attended each year	
Name of Provider:	
Total hours attended each week	
Number funded hours attended each week	
Total funded weeks attended each year	

Early Years Pupil Premium

Early Years Pupil Premium (EYPP) is additional funding for early years providers to improve the education that they provide for some three- and four-year-olds. Children may be eligible if parents are in receipt of one or more of the qualifying benefits or if a child is in care. If you have set up an account on the Citizen Portal and given permission for your details to be checked, Devon County Council will pay Early Years Pupil Premium directly to the provider that your child attends.

Disability Access Funding

Disability Access Funding (DAF) is available for early years providers to support three- and four-year-old children who receive Disability Living Allowance (DLA). The funding aids access to early years places by supporting providers in making reasonable adjustments to their settings. Please inform us if you are in receipt of DLA.

Data Protection

Your personal data is being used by Hatherleigh Pre-School CIO for the purposes of claiming early years funding from Devon County Council. We undertake to ensure your personal data will only be used in accordance with our privacy notice which is included in your registration pack. The information provided will be shared with Devon County Council (DCC) who may share it with the Department for Education, Department for Work and Pensions, neighbouring Local Authorities, Her Majesty's Revenue and Customs and other funded providers that your child attends to confirm their eligibility and enable Hatherleigh Pre-School CIO to claim early years funding on behalf of your child and to check eligibility for Early Years Pupil Premium. For more details read Devon County Council Privacy Notices. Please confirm that you give your consent to Hatherleigh Pre-School CIO using your personal data as outlined in our privacy notice, by completing the details below.

I give my consent for Hatherleigh Pre-School CIO to use my personal data as outlined in their privacy notice.

Signed:

Print name:

Date:

You have the right to withdraw your consent at any time. Should you wish to withdraw consent please contact admin@hatherleighpreschool.org.uk If you wish to exercise any of your rights under the General Data Protection Regulations, please contact our Data Protection Officer.

Hatherleigh Pre-school CIO Terms & Conditions for Inclusion

- We at Hatherleigh Pre-School CIO expect courtesy and respect every day in our working practices.
- We are entitled to good communication between parents, guardians, carers and children and encourage politeness in our setting.
- Our staff team has a duty to work in respect of our policies and practices and that includes our Safeguarding Policy and Staff Protection Policy.
- We have a zero tolerance to any kind of abuse within our setting.
- All fees must be paid in full before the end of each term.
- All documents must be signed for as required, to safeguard the children and staff.
- All absences must be telephoned through to the pre-school with a reason, we have an answer phone for messages if you need to call when we are closed.
- If you have any points to discuss with the staff, please be sensitive to the fact there are other children in the room and ask to speak to a member of staff privately. It is not acceptable to discuss issues in front of all the children, we have a duty of care for each individual child.

We agree to abide by these rules as stated above and to read the policy booklet which is available on request from the Pre-School/display copy located in entrance hall.

Child's Name:	
Parent/Carers Signature:	
Parent/Carers Signature:	
Date:	