



Registration Form

Child's Full Name:
Home address:
Home Telephone Number:
Current E-mail Address:
What is the first language spoken at home?

Child's Date Of Birth:	Family Religion or Faith:
First Parent /Guardian's Name:	
Occupation: Work contact number: Mobile number:	Work address:
Second Parent/Guardian's name:	
Occupation: Work contact number: Mobile number:	Work Address:

Name of person who will normally collect child:
Any other person with permission to collect my child:

Who has parental responsible for the child? Please circle (For more information about parental responsibility, please refer to the information guide on the website) Mother Father Others (please specify):

Does your child have any special needs you feel the nursery should know about?
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*To receive medical treatment and/or advice as a doctor deems it necessary

In an emergency every effort will be made to contact the parents/guardians or named person as soon as possible.

Signature: Date:/...../.....

Photographs and Videos

To comply with the data protection act of 1998, we need your permission before we take or use any photographs or videos of your child.

Internal Use (Within the Nursery only)

Reasons could include taking photos of the children for their learning journeys or display boards. Your child may also be included in the learning journey of others – photos are regularly taken of children interacting or at play with friends. Videos might be shot to assess children's skills, interests and learning behaviours. This enables us to plan activities specifically for your child to support their unique development.

Approve

Disapprove

External Use (Promotional and Publicity Material)

Occasionally we take photos of the children to use in external publicity material/promotional displays. These could be used by the Nursery or the Bows and Arrows Group. This may include websites, printed marketing – e.g flyers, brochures, adverts or Social Media – e.g Facebook, Twitter, Instagram:

Approve

Disapprove

Signature: Date:/...../.....



Outings

On occasion we may feel it is beneficial to take your child on a short trip or walk off the premises. I consent to The Children's Triangle Nursery staff to take my child on outings in line with nursery policies and procedures.

Signature: Date:/...../.....

Sunscreen

Can we apply sun screen to your child?

Approve

Disapprove

Signature: Date:/...../.....

Data Protection

I agree that this Nursery may hold the information I have given for the purposes of managing the provision both electronically and in paper form, and I undertake to advise The Children's Triangle of any changes to these details. I understand that this information will be available to employees and the management committee of the nursery and I may inspect the information relating to my child(ren) by giving reasonable notice to the Nursery manager.

Signature: Date:/...../.....

Sharing Information

We sometimes find it helpful to speak to other early years practitioners to find out more information about your child and also to pass information on. (For example, we feel it is important to speak to teachers or nursery nurses at your child's future school or previous early years setting). Please sign below if you consent to the nursery sharing information about your child.

Signature: Date:/...../.....



I have had contact with/ help from...

(For example: Speech therapist, Social worker, physiotherapist, portage worker, opportunity group, paediatrician, occupational therapist, children's centre worker)

Name:

Job title/role:

Contact telephone number:

Name:

Job title/role:

Contact telephone number:

I give my permission for you to contact the people mentioned above to find out more about my child's individual needs and to share information and to seek advice and support. I confirm that I have parental responsibility for the child.

Name of child.....Child's date of birth.....

Your name.....Signature.....

Relationship to child.....Date.....

Emergency Contacts and Additional Information

The following nominated people will be contacted to collect your child when the parent or guardian fail to arrive or in the event of an emergency. PLEASE NOTE: we MUST have three contacts before your child is left at the setting without exception. It is the responsibilities of all families to keep the setting up to date with all changes to collections for each child as well contact number changes.

Name of Contact person 1
Relationship to child
Telephone number

Name of Contact person 2
Relationship to child
Telephone number

Name of Contact person 3
Relationship to child
Telephone number



Name of Childs Doctor Name of child's Health Visitor
Surgery Address
Telephone Number

Does your child have any known medical problems?
Please note any special dietary requirements
Please note any allergies your child has
Does your child attend another early years setting? (child minder, pre-school, nursery school, crèche etc) If so, please could you give details...?

Where did you hear about us?.....

What are your reasons for using the nursery?

Why did you choose to use The Children's Triangle Nursery?

Did you have any concerns about the nursery:

- Before visiting
- After visiting?.....



Parental Responsibility – Information for Parents

The Children's Triangle Nursery needs to know who has 'Parental Responsibility' (PR) for each child in our care. This is to ensure that proper authority is given when the nursery needs parental permission. It will also make sure that anyone with parental responsibility, regardless of whether they live with their child, can be provided with any reports and can be given an opportunity to be involved in the child's care and education.

Persons who have parental responsibility automatically are:

- **Mother**
- **Father, if he is married to the mother at the time of the child's birth. This continues after any divorce / separation / remarriage even if the child lives apart from them.**
- **For children born after 1st December 2003, unmarried fathers have parental responsibility where the mother and father register the birth of the child together i.e. if the name of the father is on the birth certificate.**

There may be situations when other people also have Parental Responsibility for your child. For example, where the Court orders that the child shall reside with a named person that person gains parental responsibility. This could apply to grandparents or uncles and aunts. Adoptive parents of an adopted child also have parental responsibility for them. In these circumstances there will be an order from the Court specifying who has Parental Responsibility. If your child is in the care of the Local Authority under an order from the Court, then the Local Authority will also have PR for them. Because of this, we will need to know the name of your child's Social Worker.

The Children's Triangle nursery keeps details of every parent, or person with parental responsibility, details of the person(s) with whom the child lives, and telephone numbers where these persons can be contacted in the case of an emergency. Parents do not lose their Parental Responsibility, nor can it be 'handed over' to a new partner. The only circumstances when a parent no longer has PR, is when an Adoption Order is made by the Court.

We have a legal responsibility to involve anyone who has PR in your child's care and education, regardless of whether this is your wish. The only circumstance when this responsibility varies is if a Court order is in place specifying that no information on your child should be given to that person. There may also be exceptional circumstances when the Police or Children's Social Services tell us that a particular individual poses a risk, therefore should not have access to information.

In order for us to know who has PR for your child, we will need to see a copy of his/her full birth certificate. In the event that any other person has PR for your child, we will also need to see a copy of the Court order specifying this.



Court Orders

The Children's Triangle also need to be aware of any legal orders relating to your child. For example, there may be a 'Residence Order' in place which states that your child must live with you, or there may be a 'Contact Order' in place which specifies when your child's other parent sees them. If your child is the subject of any of these orders, we will need to see the original order to make sure we have all relevant information. As already stated, there may be occasions when a court order is made preventing a person from having access to any information on your child, or contact with them. If this is the case, we must see a copy of the order and a solicitor's letter will not be sufficient.

Thank you.