



Milton Mount Playgroup
Milton Mount Community Centre
Milton Mount Avenue, Crawley RH10 3DY
Telephone: 01293 884312
Registered Charity No. 1047936
www.miltonmountplaygroup.co.uk

REGISTRATION FORM

Child's details

Child's first name(s) Surname.....

Name known as

Child's full address
.....

Gender..... Date of birth..... Birth certificate seen Yes/No (delete)

Are you registered with your local Children and Family Centre? **Yes/No**

Family details

Name of parent(s)/Carers with whom the child lives:

.....
.....

Contact details 1 (including emergency information):

Parent/carer full name.....

Relationship to child.....

Daytime/work telephone..... Mobile.....

Home telephone..... Email.....

Home address.....

Work address.....

Does this parent have parental responsibility for the child? Yes/No (please delete)

Contact details 2 (including emergency information):

Parent/carer full name.....

Relationship to child.....

Daytime/work telephone..... Mobile.....

Home telephone..... Email.....

Home address.....

Work address.....

Does this parent have parental responsibility for the child? Yes/No (please delete)

Other person(s) with legal contact *(to be completed where those persons with parental responsibility are separated and an S8 Order is in place)*

Name.....

Address.....

Contact telephone numbers.....

Relationship to child.....

What are the contact arrangements that the playgroup needs to know about?

.....

Emergency contact details if parents are not available *(Emergency contacts must be local)*

Contact 1 Name.....

Daytime/work telephone

Home telephone..... Mobile.....

Address.....

Relationship to child.....

Contact 2 Name.....

Daytime/work telephone

Home telephone..... Mobile.....

Address.....

Relationship to child.....

Persons other than parent(s) authorised to collect the child *(Must be over 16 years of age)*

Person 1 – Name.....

Daytime/work telephone.....

Home telephone..... Mobile.....

Address.....

Relationship to child.....

Person - 2 Name.....

Daytime/work telephone.....

Home telephone..... Mobile.....

Address.....

Relationship to child.....

Password for the collection of child by authorised person.....

About your child

The following information will tell us a little more about your child. As your child settles with us we will establish their starting points through observation and further conversation with you.

Does your child have previous experience of attending a childcare setting? Yes/No (delete).

Health and development

Has your child received **ALL** routine immunisations? Yes/No (delete)

If not please state what one(s) your child hasn't had.....

Does your child have any on-going medical conditions or allergies (including plasters) or have any dietary needs or preferences? Yes/No (delete)

If so, please provide details:

Does your child have any additional needs or disabilities? Yes/ No (please delete) If so, please provide details:

What special support will he/she require in our setting? (This can be discussed in full when your child starts)

If your child is aged between 24-36 months, has a two-year-old progress check already been completed for them? Yes/No (delete).

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you.

Cultural background

How would you describe your child's ethnicity or cultural background?

What is the main religion in your family (if applicable)?.....

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

.....

What language(s) is/are spoken at home?.....

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes/No (please delete)

General information

Does your child have a pacifier i.e. dummy or thumb? Yes/No (delete)

Does your child have a special toy or object they might bring with them? Yes/No (delete)

What sort of things does your child enjoy doing at home, i.e. drawing or cooking?

.....
.....

What other information is it important for us to know about your child? For example, what they like, or what fears they may have, or any special words they use.

.....
.....
.....

Details of professionals involved with your child

GP
Name.....Telephone.....

Address.....

.....

Health Visitor (if applicable)

Name.....Telephone.....

Address.....

Social Care Worker (if applicable)

Name.....Telephone.....

Address.....

What is the reason for the involvement of the social care department with your family?
NB if the child has a child protection plan, make a note here, but do not include
details. We will ensure these details are obtained from the social care worker named
above and keep these securely in the child's file.

.....
.....

Dentist

Name.....Telephone.....

Address

Any other professional who has regular contact with the child

Name.....Role.....

Agency.....Telephone.....

Address.....

General parental permissions

Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary, and I understand my child may be taken to hospital accompanied by the setting manager (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

SignedDate.....

Printed name.....

Nappy cream

I give permission for nappy cream (supplied by me) to be administered to
..... (name of child) when required, in accordance with
manufacturer's instructions.

Signed.....Date.....

Printed name.....

Suncream

I give permission for staff to administer hypoallergenic suncream (supplied by me) to
.....(name of child) when necessary and to record its use.

Signed.....Date.....

Printed name.....

Short trip/general outings

Your child will be taken out of our setting as part of the daily activities. The venues are detailed here:

- Worth Park Gardens
- Local shops
- Grattons Park

I give permission for (name of child) to take part in short trips or general outings. I understand that individual risk assessments are carried out for each type of trip or outing taken and are available for me to see as required. For any planned outings, I understand I will be informed, and my specific consent obtained.

Signed..... Date.....

Printed name.....

Photographs

As part of the on-going recording of our curriculum and for the children’s individual development records, staff regularly take photographs of the children during their play. Only cameras supplied by the setting are used for this purpose, photographs taken are used for display and for your child’s records within the setting.

I give permission for(name of child) to have his/her photo taken.

Signed..... Date.....

Printed name.....

Photos may be used on our website. If you **do not** wish your child’s photograph to appear on our website please state here.

I do/do not (please delete) want my child’s photograph to appear on the playgroup website.

Signed.....Date.....

Printed name.....

Key persons – information

Each child joining the setting will have a key person appointed to them. It will be the key person’s responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up-to date. Your child’s key person may change as your child progresses through the setting. You will be notified of these changes. Your child’s key person is your first point of contact for anything you wish to discuss about your child.

Policies and Procedures

All our Policies and Procedures are available at any time for Parents/Carers to see. I/we understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

Signed.....Date.....

Printed name.....

Which year will your child start school?

Which school?.....

When would you like your child to start? (minimum age 2)

.....

15 hours free entitlement is effective from the term (January/April or September) after your child's 3rd birthday. Fees are £5.00 an hour, payable in advance every term/half term. 15 hours free entitlement may be available for 2 year olds if you meet the criteria (this can be found on www.westsussex.gov.uk (2 year free entitlement). This is effective from the term (January/April or September) after your child's 2nd birthday. We offer the 30 hours free entitlement to those that are eligible. (For the Extended Entitlement for working parents, this is once you have received your validity code from the DWP).

Where did you hear about the Playgroup?.....

Preferred sessions at Playgroup

	Monday	Tuesday	Wednesday	Thursday
Morning (8.30 – 11.30) £15.00				
Afternoon (11.30 – 2.30) £15.00				
All Day (8.30 – 2.30) £30.00				
All Day (8.30 –1.30) £25.00				

NB. We make every effort to allocate your preferred choices, however this may not always be possible. Please note we take children for a minimum of 2 sessions.

AGREEMENT

Milton Mount Playgroup is a Registered Charity managed by a committee of volunteer parents/carers. In order to keep the Playgroup running we rely on parents/carers getting involved with the various activities that keep our Playgroup working for you and your child.

I understand that my help will be essential in keeping this Playgroup running and will, where possible, take part in the following activities: Parent Rota (once a term – parents/carers, grandparents all welcome), Fundraising activities or Committee.

Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify us of any changes as they arise.

Parent name.....

Signed.....Date.....

Please complete and return to:
**The Manager, Milton Mount Playgroup, 10 Kenmara Close, Three Bridges,
Crawley West Sussex RH10 8AN**

Milton Mount Playgroup is a registered charity and relies on donations and fundraising activities to purchase new resources for the children. Government funding and fees pay for the staff, premises and insurance to enable us to operate.

Registered Charity No 1047936