

Personal Record



(Registered Charity 1023351)

Willow Room, Bagshot School, School Lane, Bagshot, Surrey GU19 5BP

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www.bagshotcommunitypreschool.co.uk

ENROLMENT FORM

*Please complete and return to Pre-School along with a *£30 Administration Fee Payable via Bank Transfer to Bagshot Community Pre-School, (Sort Code: 40 52 40, Account: 00028209)*

PERSONAL DETAILS

Child's First Name: Surname:

Name known as (if different from above):

Date of Birth: Sex: Male Female

Is your child's home language English? YES/NO

If no, what is their home language?

When is the preferred start date for your child?

Names and addresses of Parents/Carers:

Full Name (incl.Title): Full Name (incl.Title):

.....

Relationship to child: Relationship to child:

Address: Address:

.....

Postcode: Postcode:

Child currently lives at this address: Child currently lives at this address:

Occupation: Occupation:

Tel: Home: Tel: Home:

Tel: Work Tel: Work:

Mobile: Mobile:

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We often send important information by email, what are your 2 preferred contact email addresses?
(Please be sure to add our email address add to your safe senders list).

Email:

Email:

Who has parental responsibility?

CHILD COLLECTION – MUST BE COMPLETED

In the event that you are unable to collect your child or we are unable to contact you in an emergency, please provide details of two people, over 18 years of age, who have your authority to collect your child and act on your behalf; they must sign the statement below to acknowledge this responsibility:

1.Name: Contact No:

Relationship to child:

'I am happy for BCPS to contact me in the event of an emergency concerning this child'

Signed:

2.Name: Contact No:

Relationship to child:

'I am happy for BCPS to contact me in the event of an emergency concerning this child'

Signed:

If parents or the named individuals above are unable to collect their child from Pre-School for any reason, the staff will expect an unfamiliar adult collecting your child to know the following password:

Password:

We will assume that the above named individuals can collect your child on your behalf unless you inform us otherwise. It is also your responsibility to advise us in writing if any of your contact details have changed.

MEDICAL DETAILS

Doctor's Name:

Doctor's Address:

Doctor's Telephone Number:

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Does your child have any medical conditions we should be aware of? (Asthma, eczema etc.) YES/NO

.....

Have they had any serious injuries or illnesses? YES/NO

If yes, please give details:

.....

Do Pre-School staff need any special training to be able to accommodate your child's medical needs? YES/NO

If yes, please give details:

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.....

Has your child any allergies, food intolerances or dietary preferences? YES/NO

If yes, please give brief details, a more detailed form for you to complete will follow:

.....

.....

Can your child drink milk? YES/NO

Does your child have any diagnosed special needs and/or need any additional support? YES/NO

If yes, please give details:

.....

.....

Are there any other professionals involved with your child?

E.g. speech therapy, paediatrician or social services?

If yes, please provide details along with the name and contact details of the professional:

YES/NO

.....

.....

Does your child require a Health Care Plan?

YES/NO

Are any of the following in place for your child?

SEN Action Plan

YES/NO

Education, Health and Care Plan

YES/NO

If yes. what special support will your child require in our setting?

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If your child is aged 24 -36 months, has a 2 year Progress Report been completed? YES/NO

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.

Will your child be attending any other childcare setting as well as Bagshot Community Pre-School, e.g. another Pre-School, a child minder or a Nanny? YES/NO

Details:

Name of setting and contact details:

.....

Name of keyperson (if relevant):

Has your child previously attended a childcare setting? YES/NO

Details:

Name of setting:

Have you claimed/will you be claiming Free Early Education Funding on a Stretched (not Termly) basis with any other Childcare setting this year? YES/NO

Have you received confirmation that your child is eligible for FEET (Free Early Education for Two Year Olds) Funding? YES / NO

Will you be applying for 30 hours Free Early Education funding? YES / NO

Have you received confirmation that you are eligible for 30 hours funding? YES / NO

NB: It is your responsibility to establish that you are eligible for 30 hours (additional) funding before requesting sessions at our setting. You must declare all the funded hours you are claiming on the Termly Funding Form which will be provided to you before signing it, including those at another setting if relevant.

PERMISSIONS

Are you happy for us to use your email address to add you as a user on Tapestry, our online learning journey for your child? YES/NO

I understand that there are photographs of my child in support of their learning and development that will be stored on Tapestry: YES/NO

I am happy that there may be photographs of my child which are seen by adults associated with Bagshot Community Pre-School in the context of celebrating the setting or tracking learning and development: YES / NO

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I give consent for photographs to be taken of my child for display and/or record keeping purposes?
(Photographs will be kept in Pre-School) **YES / NO**

I give consent for photographs to be taken of my child for the Pre-School website and Facebook page: **YES / NO**

I give consent for staff and other agencies such as Area SENCo and Health Visitors to carry out and record observations of my child, for the purpose of developmental assessment: **YES / NO**

I give permission for my child to be taken off site for short walks or to the park as part of Pre-School activities. **YES / NO**

I give permission for the Pre-School staff to apply my child’s sun cream to my child: **YES / NO**
Please refer to our Health and Safety Policy for more information on this.

I give permission for the Pre-School staff to apply BCPS’s sun cream if required to my child: **YES / NO**

I give permission for Pre-School staff to apply nappy cream: **YES / NO**
Please refer to our Nappy Changing Policy for more information on this. **N/A**

I give permission for Pre-School staff to put a hypoallergenic plaster onto a minor wound, if necessary, to keep a wound clean: **YES / NO**

I give permission for the Pre-School to act in the best interests of my child in the event of a medical emergency: **YES / NO**

The following information may be needed in the event of an emergency:
Is your child up to date with his/her* vaccinations? **YES/NO**
Note we will require evidence of this from your child’s red book prior to them starting at Pre-School

GENERAL INFORMATION

It would be helpful if you could tell us, in confidence, a little about your child’s background or of any family circumstances that we should know about, to help your child settle into Pre-School as confidently as possible.

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Ethnic/cultural background: Please tick the appropriate box below:

White		Asian or Asian British		Mixed/Dual Background	
British		Indian		White and Black Caribbean	
Irish		Pakistani		White and Black African	
Traveller of Irish Heritage		Bangladeshi		White and Asian	
Gypsy/Roma		Chinese		Any other Mixed background	
Any other White background		Any other Asian background			
Black or Black British					
Caribbean		Other ethnic group		Prefer not to say	
African					
Any other Black 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 they are in our setting? **YES/NO**

If yes, please give details:

.....

I/We understand that Bagshot Community Pre-School uses Tapestry to track children’s learning and development. I understand that staff will share EYFS profile data to support school transitions and as referred to in our Privacy Policy. I understand that staff will raise safeguarding concerns with the Local Safeguarding Children Board. I understand that staff might decide to do this without my knowledge if they were sufficiently concerned about my child.

I/We understand the Pre-School is run by a Parent Committee and are willing to help in any way we can.

I/We accept the Policies and Procedures of the Pre-School.**

Signature of Parent/Guardian(s):

Child’s Name: Date:

Please print your name (s):

.....

***£30 Administration Fee**

Administration Fees will be refunded to parents, within 4 weeks of their child’s start date at BCPS, for children who go *straight into funding and do not exceed their total number of funded hours*, i.e. 15 or 30 hours. Parents will also be given the option to donate the fee to the Pre-School.

**All policies are available to view on our website www.bagshotcommunitypreschool.co.uk within our ‘Parents Hub’. You can also request to view hard copies of our policies at the setting.

In line with GDPR, all personal information held by our setting is relevant to the running of our Pre-School and is stored and disposed of securely. If you would like to access this information, remove your authorisation for its use or have any concerns regarding data protection, please contact the Manager via email. A copy of our Privacy Policy accompanies this form.