



Welcome to Morecambe Day Nursery

In order to provide the best possible care to your child, it is important this form is fully completed. Should any of the questions not be applicable to you and your family, please input N/A in the relevant box.

We understand that contact details or family dynamics can change at any time. We request that you keep this form as up to date as possible. Should you need to make changes, a new form can be requested at any time.

Child's full name	
My Child likes to be called	
Child's date of birth	
Name of person completing this form and relationship to the child	
Parent/Carer's names	
Who has parental responsibility for the child?	
Which parent/carer does the child live with most of the time?	
Child's Main Address	
Who lives at the child's main address? What is their relationship to the child? What are the occupations of the adults that live at this address?	



<p>Does the child have a second address? If so, please write it here.</p>	
<p>Who lives at the child's second address?</p> <p>What is their relationship to the child?</p> <p>What are the occupations of the adults that live at this address?</p>	
<p>How much time does the child spend at each address on an average week?</p>	

<p>Primary Contact Information</p>	<p>Person to be contacted first if the child is unwell or in case of an emergency.</p>
<p>Name</p>	
<p>Relationship to Child</p>	
<p>Contact Number 1 (home/work/mobile)</p>	
<p>Contact Number 2 (home/work/mobile)</p>	
<p>Email address</p>	
<p>Does this person have parental responsibility?</p>	
<p>Secondary Contact Information</p>	<p>Person to be contacted second if the child is unwell or in case of an emergency. (If the primary contact is unavailable).</p>
<p>Name</p>	
<p>Relationship to Child</p>	
<p>Contact Number 1 (home/work/mobile)</p>	
<p>Contact Number 2 (home/work/mobile)</p>	
<p>Email address</p>	
<p>Does this person have parental responsibility?</p>	



Emergency Contact Information	Person to be contacted third if the child is unwell or in case of an emergency. (If the primary and secondary contact are unavailable).
Name	
Relationship to Child	
Contact Number 1 (home/work/mobile)	
Contact Number 2 (home/work/mobile)	
Email address	
Does this person have parental responsibility?	
Family Doctor	
Name and Address of Family Doctor	
Telephone Number for Doctor's Surgery	

The following questions help us to get to know your child and allow us to identify any ways in which we can help them whilst attending Morecambe Day Nursery.

Hearing Checks	<input type="checkbox"/> Yes Checked by: _____ Date of Check: _____	<input type="checkbox"/> No
Vision Checks	<input type="checkbox"/> Yes Checked by: _____ Date of Check: _____	<input type="checkbox"/> No
Health Visitor Checks	<input type="checkbox"/> Yes Checked by: _____ Date of Check: _____	<input type="checkbox"/> No
Are social services involved?	<input type="checkbox"/> Yes Social Worker: _____ Involved since (date): _____	<input type="checkbox"/> No



<p>Is the child development centre involved?</p>	<p><input type="checkbox"/> Yes Doctor: _____ Involved since (date): _____</p>	<p><input type="checkbox"/> No</p>
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<p>Further medical information (medical problems, allergies, illnesses, disabilities etc.)</p> <p>If yes, please provide further information.</p>	<p><input type="checkbox"/> Yes</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> No</p>
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The following questions are to allow us a small insight into your family life and help us get to know your child more easily.

<p>Does the child have any siblings? If so, are they the oldest child or the youngest child? Do they live with their siblings?</p>	
<p>Are there any pets in the family? If so, what type of animal are they and what are their names?</p>	
<p>What is your child's religion?</p>	
<p>What is your child's ethnicity?</p>	



Where was your child born?	
What language do you speak at home?	
What does your child enjoy doing the most?	
Is there anything your child dislikes?	

Your Child's Development

We understand the person that knows your child the best is you. If you have any concerns about any aspect of your child's development; whether that be them meeting their age-related milestones, their social skills, their behaviour or anything else you might be slightly concerned about; please let us know here. Any information you provide here, may form a basis of further observations on your child; however this will always be discussed with you first.

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Permission Slips

In the event of an emergency, if the primary, secondary and emergency contact cannot be contacted, I give permission for a member of Morecambe Day Nursery staff to sign for emergency treatment on my behalf.

Parent/Carer Signature: _____

Date: _____

We occasionally take the children for walks in the local area, to enhance their learning and improve their road safety awareness.

If you give permission for these walks to take place, please sign below.

Parent/Carer Signature: _____

Date: _____

Some children suffer allergic reactions to plasters, because of this, without permission from the child's' parent or carer, in cases where a plaster might be used, we are unable to do so.

If your child is not allergic to plasters, and you are happy for us to apply a plaster when necessary, please sign below.

Parent/Carer Signature: _____

Date: _____



Permission Slips

In order for us to use our outdoor area to its full potential we need to ensure that the children are protected from the elements. In the summer months it is necessary for the children to have sun cream applied. You need to ensure that this is applied before they come to Nursery.

Please sign below if you agree to Morecambe Day Nursery staff applying sun cream to your child.

Parent/Carer Signature: _____

Date: _____

Photography Permissions

I give permission for my child's photograph to be taken and used in my child's learning journey / in Nursery displays (both in Nursery and in the Reception of Poulton Neighbourhood Centre / in promotional materials such as leaflets, posters and prospectus / in Facebook posts on the Morecambe Day Nursery Facebook page / on the Morecambe Day Nursery Website.

(Please delete above permissions as required, and sign to confirm below. Please note you can withdraw photography permissions at any time.)

Parent/Carer Signature: _____

Date: _____

Poulton Neighbourhood Centre

The Nursery benefits from working in close partnership with professionals based in Poulton Neighbourhood Centre. This includes, but is not limited to, health visitors, support workers and other support staff. At times, it may be beneficial for your child's welfare to share details with these professionals for help and advice. Please sign below to give permission for Morecambe Day Nursery to share your information with staff based in Poulton Neighbourhood Centre. The Neighbourhood Centre ensures all data is protected and stored securely.

Parent/Carer Signature: _____

Date: _____



Permission Slips

Authorised People

For us to protect your child’s safety at the end of the session it is necessary for you to provide us with the names of the people you have authorised to collect your child from Nursery. All people listed as contacts earlier in the form are automatically authorised to collect your child. Please note, people collecting your child from Nursery must be over the age of 16; and Nursery staff will only let your child leave with them if they are deemed to be suitable upon collection.

You must inform the staff when you drop off your child, who will be collecting the child at the end of their session. If this changes, you must contact Nursery and inform us who is now collecting your child.

If they are not on the authorised person list, we will request you send us written confirmation that they are attending to collect the child. They must know the password and the child must be happy to leave with them.

We also require you to provide us with a password to further protect your child’s safety. All authorised people will be asked to state the password, prior to being allowed to leave the setting with the child.

If you wish to add people to the authorised person list at a later date, you must send a written confirmation of this, which will be kept with the child’s form. Please note, these people will not be contacted to collect the child in an emergency, however their details may be used to try and get hold of one of the child’s emergency contacts.

Names of Authorised People, their contact number and their relationship to the child:

Full Name	Relationship to Child	Contact Telephone Number

Password: _____

Parent/Carer

Signature: _____



Policies

Morecambe Day Nursery has a number of policies regarding the Nursery. The policy file will be accessible during Nursery opening hours. Some policies are available to view on the website. Please sign below to indicate you are aware of the policy file and understand it is your right to request to view it at any time.

We would ask you to read the policies during your child's settling in visits prior to your child beginning to attend the Nursery.

Parent/Carer Signature: _____

Date: _____



Date form completed: _____

REGISTRATION FORM

Data Protection

We take your privacy seriously, and in accordance with the General Data Protection Regulation you are required to give your consent (by ticking the following boxes) to confirm you agree to us storing and using your data.

Please tick the boxes to confirm the following.

- By ticking this box I give consent for the details I give on this form to be used to contact me about my child.
- By ticking this box I give consent to receive newsletters and other correspondence regarding the Nursery via email. Your details will never be given to any third party without your consent. Newsletters and general correspondence will be sent to all people listed as having parental responsibility for the child on this form.
- By ticking this box I confirm I have read the information regarding the Tapestry Online Learning Journal, and I consent to an account being created for my child.

This form will be destroyed:

- In line with Pre-School Learning Alliance notable requirements for record retention periods.

We would like to know where you heard about us. Please could you write below how you found Morecambe Day Nursery.
