CHALVEY NURSERY SCHOOL

**REGISTRATION AND FAMILY DETAIL FORM**

We need to know lots of things about your child and family. Please help us by completing the information requested. Some of this information is required by the Education Authority. Other details relate to keeping your child safe and well looked after. Other information will allow us to get to know your child and understand issues that concern them. You **MUST** inform us promptly of any changes to these details – especially contact numbers. ***Page 7 is to be completed for 30hr children only****.*

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Girl / Boy?

Address:

|  |
| --- |
|  |

Miss / Mrs / Ms (Please circle)

Mother’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address, if different from above: Address, if different from above:

|  |  |
| --- | --- |
|  |  |

Parental responsibility? Yes 🞏 No 🞏 Parental responsibility? Yes 🞏 No 🞏

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ National Insurance No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours worked per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours worked per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you consider yourself a keyworker? Y / N Do you consider yourself a keyworker? Y / N

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

|  |
| --- |
|  |

Other regular carers’ names and relationship:

|  |
| --- |
|  |

If applicable, please tell us when your child arrived in the country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you asylum seekers? Yes 🞏 No 🞏

Name of others supporting your child:

Social Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Speech Therapist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Visitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have a Child Protection Plan? Yes 🞏 No 🞏

Does your child wear glasses? Yes 🞏 No 🞏

Is your child’s hearing satisfactory? Yes 🞏 No 🞏

Can your child use the toilet on their own? Yes 🞏 No 🞏

Does your child use any of these? Dummy 🞏 Bottle 🞏 Nappies 🞏

Name, address and telephone number of doctor:

|  |
| --- |
|  |

Name, address and telephone number of dentist, plus any treatment undertaken:

|  |
| --- |
|  |

Does your child have any food allergies? Yes 🞏 (Give details below) No 🞏

|  |
| --- |
|  |

Is there any other food or drink your child should not have? Yes 🞏(Give details below) No 🞏

|  |
| --- |
|  |

Home language spoken by:

Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state your Home Religion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What festivals do you celebrate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any family customs you would like us to know about? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you be willing to share this with your child’s class? Yes 🞏 No 🞏

Who is to collect your child? Is there anyone who cannot collect your child?

|  |  |
| --- | --- |
|  |  |

Please give details of 3 emergency contacts, in order your wish to be contacted:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Telephone Number | Relationship to child |
| 1st |  |  |  |
| 2nd |  |  |  |
| 3rd |  |  |  |

**Security Password**: (This will be needed by anyone collecting your child) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you consent to us taking your child off site on trips? (details will be sent as and when)

Yes 🞏 No 🞏

**Medical Details**

Medical information is treated in the strictest confidence and in no way jeopardises the provision of a place for your child. However, failure on the part of the parent to disclose this information will mean that Slough Borough Council will not accept liability for your child if a severe reaction occurs whilst he/she is in school.

Does your child suffer from any other conditions of which you think we should be made aware, e.g. asthma, diabetes, blackouts, fits, fainting, clumsiness, walking on tip-toes, etc. YES NO

**Please give details and any medication that they take regularly.**

………………………………………………………………………………………………………………………………………………

Does your child suffer from any chronic/severe allergy (e.g. nuts, wasp stings, etc.) whereby he/she may require a life-saving injection whilst at school? YES NO

If YES, please supply the following details: (please print)

Cause of allergy ………………………………………. Antidote drug ……………………….………..

Do you have any concerns about your child’s behaviour? NO YES ( (*please specify)*

………………………………………………………………………………………………………………………………………..…

Does your child have a Child Protection Plan? YES NO

Date of last tetanus injection: ………………………………..(**Shown in red book as DTaP/IPV/Hib**)

**CHILD PROTECTION STATEMENT**

We are committed to ensuring that all our children are well cared for, safe and protected.

We follow Slough Borough Council’s Child Protection procedures and aim to work together with other agencies that support children and families.

We are required to be watchful for signs and symptoms of:

Physical Abuse Sexual Abuse Emotional Abuse Neglect

Parents should be aware that in urgent/repeated incidents, the school is obliged to discuss/refer these to other agencies.

Slough Borough Council has a legal duty to safeguard the welfare of privately fostered children. We are obliged to inform them when a child is looked after for 28 days or more in the care of someone who is not their guardian or close relative, by private arrangement between parent and carer.

**Home-School Agreement:**

* To the best of my knowledge, the information I have given is a true record of my child’s health.
* I understand the Child Protection Statement and the Missing Child Procedure. I agree to the school sharing information, when it is in the best interests of the child.
* I have read the School Prospectus and agree to abide by the Behaviour and Absence Policies stated in it. I understand that offensive language is not tolerated from adults or children.
* My child will be taken to and from the Nursery regularly by a designated person, above the age of 16 years, who is made known to the child’s member of staff and knows our password.
* I am aware that persistent late collection may result in a fine
* I give permission for staff to seek any necessary emergency medical advice or treatment for my child in the event that I am unable to be contacted immediately.

Ethnic Background Record Form (EBRF)

**Pupil’s Name**: ……………………………………………..…..…………………………………

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Please study the list below and tick **one box only** to indicate the ethnic background of the pupil named above.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Afghan |  |  | Hong Kong Chinese |  |  | Serbian |  |
| African Asian |  |  | Indian |  |  | Singaporean Chinese |  |
| AKAS - Kashmiri |  |  | Iranian |  |  | Sri Lankan Other |  |
| Albanian |  |  | Iraqi |  |  | Sri Lankan Sinhalese |  |
| Arab |  |  | Italian |  |  | Sri Lankan Tamil |  |
| Asian/Black |  |  | Japanese |  |  | Taiwanese |  |
| Asian/Chinese |  |  | Kashmiri Pakistani |  |  | Thai |  |
| Asian and other ethnic group |  |  | Kashmiri Other |  |  | Traveller – Irish Heritage |  |
| Bangladeshi |  |  | Korean |  |  | Turkish |  |
| Black Angolan |  |  | Kosovan |  |  | Turkish Cypriot |  |
| Black Caribbean |  |  | Kurdish |  |  | Vietnamese |  |
| Black Congolese |  |  | Latin /South/Central American Americancan |  |  | White Cornish |  |
| Black European |  |  | Lebanese |  |  | White English |  |
| Black Ghanaian |  |  | Libyan |  |  | White Irish |  |
| Black Nigerian |  |  | Malay |  |  | White Scottish |  |
| Black North American |  |  | Malaysian Chinese |  |  | White Welsh |  |
| Black Sierra Leonian |  |  | Mirpuri Pakistani |  |  | White Eastern European |  |
| Black Somali |  |  | Moroccan |  |  | White European |  |
| Black Sudanese |  |  | Nepali |  |  | White Western European |  |
| Black and Chinese |  |  | Other Asian |  |  | White/Any other ethnic group |  |
| Black and any other ethnic group |  |  | Other Black |  |  | White/Any other Asian |  |
| Bosnian-Herzegovinian |  |  | Other Black African |  |  | White/Black African |  |
| Chinese and any other ethnic group |  |  | Other Chinese |  |  | White/Black Caribbean |  |
| Croatian |  |  | Other Ethnic Group |  |  | White/Chinese |  |
| Egyptian |  |  | Other mixed background |  |  | White/Indian |  |
| Filipino |  |  | Other Pakistani |  |  | White/Pakistani |  |
| Greek |  |  | Other White British |  |  | Yemeni |  |
| Greek Cypriot |  |  | Polynesian |  |  |  |  |
| Gypsy/Roma |  |  | Portuguese |  |  | **I do not wish any ethnic background category to be recorded** |  |

(Any information you provide will be used solely to compile statistics on the experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again).

**Photographs**

At Chalvey Nursery School, we sometimes take photographs of pupils. We use these photos on the school’s website and on display boards around school. No photos on the website are named unless specific permission is granted. Also photos may occasionally be taken of special events for publication in local newspapers.

We would like your consent to take photos of your child, and use them in the ways described below.

**Please tick the relevant boxes below and return this form to school**.

I am happy for the school to take photographs of my child.

I am happy for photos of my child to be used on the school website while my child is attending.

I am happy for photos of my child to be used on the school website after my child has left.

I am happy for photos of my child and our family to be used in internal displays.

I am happy for photos of my child to be included in their own folder which will be

given to me when my child leaves the nursery.

I am happy for photos of my child to be used for staff training purposes, including after

my child has left.

I am happy for photos of my child to be used in local newspapers.

I am happy for photos of my child to be kept for a historical archive.

I am **NOT** happy for the school to take or use photos of my child.

If you change your mind at any time, you can let us know by emailing [office@chalveyeyc.slough.sch.uk](mailto:office@cns.slough.sch.uk) , calling the school on 01753 978660 or just popping in to the school office.

If you have any other questions, please get in touch.

**Why are we asking for your consent?**

To ensure we are meeting the requirements of the General Data Protection Regulations, we need to seek your consent to take and use photos of your child. We really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent again.

**30 HOURS TERMS AND CONDITIONS**

**Eligibility and Admissions**

30 hours places will only be offered to parents who satisfy the eligibility criteria and have a valid 11 digit eligibility code. You need to apply for this online at:

<https://www.gov.uk/apply-30-hours-free-tax-free-childcare> or scan here:

You will be asked to complete a Parent Declaration Form giving us permission to validate your code with the local authority. Your child may attend a maximum of two sites in a single day and if your child attends more than one setting the funding will be split between the settings. You will be asked to provide the following information on the Parent Declaration form for each setting your child’s attends; nursery name, entitlement hours attended per day and total number of hours per week.

You are required to log in to your Childcare Account and revalidate your code every 3 months. Failure to do this may result in you no longer being eligible and consequently losing your 30 hours place. If this happens your child may still attend the nursery for 15 hours per week. You should receive a reminder from HMRC 4 weeks before revalidation is due.

Where the number of eligible applications for 30 hours places exceeds the number of places available, places will be offered in accordance with the Chalvey Nursery School Admissions Policy.

**Hours and Attendance**

Standard 30 hour times are 8.30am to 2.30pm, Monday to Friday, term time only. In addition to this, extra hours may be purchased as follows:

After School: 2.30pm to 3.30pm @ £3.00 per session,

Breakfast Club: 8.00am to 8.30am @ £2.50 per session including a light breakfast

Tea Club: 3.30pm to 4.00pm @ £2.50 per session including a light snack

We are unable to provide care outside these hours. All extra hours are invoiced half termly in advance. Payment may be made by bank transfer, the Tax Free Childcare Scheme, childcare vouchers or cash, and must be made before your child attends the first session. Refunds will not be made for any sessions your child misses.

**Lunch**

Children will eat their lunch together in the Nursery and will be supervised by Nursery staff. You will need to provide a packed lunch for your child. Please note: sweets, fizzy drinks, crisps, salty snacks, chocolate, biscuits and cakes are not permitted. Also, we have children with potential life threatening allergies, so nuts, especially peanuts, or anything that may contain them such as peanut butter, sauces etc **must not** be included in your child’s packed lunch.

If we find any of these items in the children’s boxes they will be given back to you for your child to eat at home.

Please send water for your child to drink. This promotes healthy brain development. Even juices with no added sugar are very high in natural sugars.

**Changes to this Agreement**

We reserve the right to make changes with immediate effect to this Agreement if there are changes to the rules for receiving funding for 30 hours places.

I confirm I have parental responsibility for the child above and have read and understood this information

Please TICK which session you would prefer at Chalvey Nursery School:

|  |  |  |
| --- | --- | --- |
| Mornings: 8.30am to 11.30am | Afternoons: 12.30pm to 3.30pm | 30hours: (eligibility rules apply) 8.30am to 2.30pm |

**\*\*\* When returning this form, please bring your child’s birth certificate, and proof of your address\*\*\***

**For Office Use Only:**

|  |  |  |
| --- | --- | --- |
| **BC Seen:** | **POA Seen:** | **SIMS:** |