

Registration Form

Gaddesby School Community Ltd
c/o Gaddesby Primary School
Ashby Rd, Gaddesby, Leics, LE7 4WF
Company Registration 03084259

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS			
Childs Details			
Child's First name/s		Surname	
Name known as			
Childs full address			
Gender	Date of Birth	Birth certificate seen - copy made - Yes No	
Family details:			
Name of parent(s)/carer(s) with whom the child lives:			
<i>Contact details 1 (including emergency information):</i>			
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			
<i>Contact details 2 (including emergency information):</i>			
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			
Other person(s) with legal contact <i>To be completed where those persons with parental responsibility are separated and an S8 Order is in place.</i>			
Name			
Address			
Contact telephone numbers			
Relationship to child			
What are the contact arrangements that we need to be aware of?			

Emergency Contact details if parents not available - Emergency contacts must be local

Please give details below of any other adult (17yrs+) who you authorise to collect your child(ren) from GSC when you are unavailable or in the case of an emergency.

If possible, please supply a safe word or recent photograph.

1. Name:		Relation to child:	
Address:			
Contact no:			
2. Name:		Relation to child:	
Address:			
Contact no:			
3. Name:		Relation to child:	
Address:			
Contact no:			

The relevant booking forms for GSC clubs - OUT OF SCHOOL, HOLIDAY & PRESCHOOL are enclosed

Out of school Club 07.45 - 09.00 / 15.10 - 18.00 (term time)

Holiday Club 08.00 - 18.00 - Selected Dates

Preschool – Monday - Friday inclusive - 08.30 - 15.00 (term time)

Please enclose copy of your child's birth certificate

If your child is eligible for Free Early Education Entitlement (FEEE), please complete relevant enclosed forms

ABOUT YOUR CHILD

The following information will tell us a little more about your child, enabling staff to support them fully.

Does your preschool child have previous experience of attending a childcare setting? If so, please specify.

Health and Development		
Doctor:	Name Address Telephone	
Childs Medical Number:		
Health Visitor:	Name Address Telephone	
Social Care Worker:	Name Contact Number	

Please tick box as appropriate		
Is your child up to date with immunisations?	Yes	No
Has your child had a sight / hearing test?	Yes	No
Does your child have any special needs and / or disabilities and / or ongoing medical conditions?	Yes	No
Is your child on any regular medication? (including inhalers/EpiPen)	Yes	No
Does your child have / require a SEND action plan or an Education /Health Care Plan?	Yes	No
Is your child known to have any allergies, food intolerances or dietary requirements?	Yes	No
Do you have any involvement with other professional services, e.g. sure start / social services / healthcare professionals etc?	Yes	No
Please specify any additional need/support your child will need in our setting or any concerns you may have. Please use this space to expand on information if you have answered yes to any of the above questions.		
If your child has a child protection plan, make a note here omitting details - GSC will obtain relevant details from social care worker named above.		
Consent Request – please tick box as appropriate		
Do you give permission for photographs of your child to be used within the setting?	Yes	No
Do you give permission for your child to on occasion watch a PG rated DVD when using our Out of School Provision / Holiday Club?	Yes	No
Do you give your child permission to help with the care of school pets	Yes	No
Can your child participate in face/nail painting activities?	Yes	No
Do you give permission for your child to be escorted by GSC staff between Gaddesby Village Hall and Gaddesby School?	Yes	No
Do you give your permission for GSC to share information with other professional bodies relating to your child's development - for example Speech and language, Specialist teaching services, other providers?	Yes	No
Authorisation – please delete as appropriate		
I authorise / do not authorise (tick as appropriate) G.S.C. Staff to administer medicine as prescribed by my child's doctor on my instruction, once the appropriate forms have been completed. (All medicines are administered according to policy and procedure and are witnessed by 2 staff members.) Signature of parent /person with legal parental responsibility: 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. I understand my child may be taken to hospital accompanied by an authorised staff member for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.		
Signed:		Date:
Please complete relevant forms for the club(s) that you wish your child to attend:		
Start Date:		
Are there any child protection issues in your household which you need to make GSC aware of? If so, please speak to our management in confidence.		

I understand and agree to the terms and conditions of Gaddesby School Community Ltd.

Copies of the Terms and Conditions can be found at www.gaddesbyschoolcommunity.org.uk or from a staff member.

I have legal parental responsibility for the child in question.

(For further details about Parental responsibilities please see enclosed sheet)

I am the parent/guardian.

Signed:

Date:

Please tick box as appropriate

I have read and understood GSC Policies and Procedures which are displayed in Preschool and on the Policies page on www.gaddesbyschoolcommunity.org.uk

I understand that Gaddesby School Community Ltd are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.