



# The Strawberry Patch Nursery & Pre- School

## Enrolment form

Please complete this form thoroughly. It is important we are able to contact you, a relative or friend at any time.

We ask that the parent/carer state clearly at drop off, the name of the person who will be collecting their child at the end of the session if they are unable to, they will need contact us to inform who will be collecting, whether it is the other parent, older sibling (over16) or a family member. If we are not informed we will ring when the adult collects, to confirm this arrangement. ID and password may be required.

**(Please note if parents unfortunately separate and both have parental rights we are unable to stop either parent from collecting their child unless we have a court order stating so. However we will still follow our policy on collection and call either parent to ask what arrangements have been made for collection.)**

If you ask a friend to collect your child (even if it's another parent/carer with a child at the nursery) we will require confirmation from you ideally in writing, otherwise we will not be able to allow your child to leave. Identification or a password must be given if the adult is unknown to staff.

If you and your partner have joint parental responsibility for your child this needs to be signed by both parents, if you have sole custody of your child it only needs to be signed by the main carer. Please bring your child's birth certificate as proof of identity and date of birth.

**"The Strawberry Patch Nursery and Pre-School are committed to safeguarding and promoting the welfare of children and young people in our setting and we expect all staff, students and volunteers to share this commitment."**

### PLEASE USE BLOCK CAPITALS

Child's full name:

\_\_\_\_\_

Name used/preferred name \_\_\_\_\_

Date of birth:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Postcode

\_\_\_\_\_

Parent/Carer (1)'s name:

\_\_\_\_\_

Place of work:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ (Mandatory)

**Contact numbers**

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Carer (2)'s name:

\_\_\_\_\_

Place of work:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ (Mandatory)

**Contact numbers**

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Parents/Carer Details:** Please enter your details below for the purpose of funding for 2 year old and 3/4year old (mandatory)

	Forename	Surname	NI Number	DOB
1				
2				

**Emergency contact numbers**

1/Name/relationship: \_\_\_\_\_ Number: \_\_\_\_\_

Address:

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

Postcode: \_\_\_\_\_

2/Name/relationship: \_\_\_\_\_ Number: \_\_\_\_\_

Address:

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

Postcode: \_\_\_\_\_

3/Name/relationship: \_\_\_\_\_ Number: \_\_\_\_\_

Address:

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

Postcode: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Number: \_\_\_\_\_

Address:

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

Postcode: \_\_\_\_\_

Please can you list the names of parents/carers who have parental rights and responsibilities for your child?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please can you list who has permission to collect your child from the nursery.

1. \_\_\_\_\_

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

2. \_\_\_\_\_

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

3. \_\_\_\_\_

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

**PLEASE GIVE DETAILS OF THE FOLLOWING (IF APPLICABLE)  
Please add any further information you feel we might need:**

Any religious or cultural consideration; \_\_\_\_\_

Any existing allergies, medical conditions or distinguishing marks; \_\_\_\_\_

*For medical conditions or allergies we will need you to complete an individual care plan for your child.*

Any special health needs; \_\_\_\_\_

Any special dietary requirements; \_\_\_\_\_

Is there any additional information, special family or personal circumstances concerning the welfare of your child that we need to be aware of? \_\_\_\_\_

Are all your child's Immunisations up to date and what immunisations have they had?

## Safeguarding and Well-Being

### At the Strawberry Patch Nursery and Pre-School safeguarding and well-being of your children is paramount.

The settings policy is your child/ren must be absent from the nursery for 48 hours if they have had sickness or diarrhoea. This must be 48 hours from the last symptom. **(Ref: illness policy)**

If your child is prescribed antibiotics at any time, we ask for them to have a minimum of 48 hours out of the nursery before they return. Any medication brought into the nursery must have been prescribed by a medical practitioner and must be clearly labelled with your child's name on it, date, doctor's name and dosage and not decanted from the original bottle/packet. You will be asked to complete a medical form which is to be signed by the parent/carer and witnessed by a member of staff.

We will also require the information sheet that comes with the medication to photocopy and put with your child's medical form.

Please sign to ensure you understand these conditions:

Parent/Carer consent:

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Do you give permission for Calpol to be administered to your child if they fall ill at Nursery? Calpol can only be administered three consecutive days before medical advice should be sought. (As stated within the Calpol guidelines). This will be recorded and witnessed by another member of staff. If so please sign below:

Parent/Carer consent:

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Do you give permission for your child to receive medical attention in cases of emergency when parents/carers cannot be contacted, for example paramedic or doctor? If so please sign below:

Parent/Carer consent:

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Do you give your permission for staff to take home learning journeys or to update your child's progress on line through Tapestry, this may include photographs they have taken of your child, or other children if they are taken within a group session. **(Ref: Safeguarding and children's welfare policy.)** If so please sign below:

Parent/Carer consent:

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Does your child attend another setting: Yes/No (please circle)

**During periods of pandemic, for example Covid-19, children can not attend more than one setting.**

Name of setting:

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Sessions:

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Do you give permission for information to be shared between settings/school or children's centre regarding your child's development? Yes/No (please circle), please sign below:

Parent/Carer consent:

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Do you give permission for photos to be taken of your child and displayed within the setting, web site, promotions and for observations to be taken, if so please sign below:

Parent/Carer consent:

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Do you give permission for your child to be taken on outings around the surrounding area including Baconsthorpe Castle and Forest School activities, if so please sign below:

Parent/Carer consent:

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Do you give permission for sun cream to be applied to your child at Nursery, (**Ref All weather policy**). *Parents/carers are to apply sun cream before bringing children in when the weather requires it and staff will top up this up as required throughout the day.* If so please sign below:

Parents/Carer consent:

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### Sharing information

Do you give consent For Nursery staff to share information about your child with other agencies for example- Special Educational Needs Support, Speech and Language Support, Child Development Support, Early years funding or Children's Services. If so please sign below:

Yes/No please circle

Parent/Carer consent:

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Do you agree and consent to the involvement of an Early Years Adviser. An Early Years Adviser is a qualified, experienced teacher with an expertise of working with children aged 0-5 years. Their role is to support early years settings to meet the needs of all children's Education health and well-being through discussion and/or observation. This may include individual observations and/or discussions. If so please sign below:

Yes/No (please circle)

Parent/Carer consent:

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Does your child/family currently have a CAF (Common assessment framework) in place? (Now known as the FSP (Family support process) or safeguarding issues: Yes/No (please circle), please sign below:

Parent/Carer:

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We are required by law to pass on relevant information about your child while attending an Early Years Setting in order to administer Education and children services and in doing so they have to comply with the data protection act 1998. Please sign to say you understand:

Parents/Carer consent:

\_\_\_\_\_

I/we have read through the information given to me/us concerning The Strawberry Patch Nursery and Pre-School terms and conditions and payment policy and I agree to them;

I/we have read through and been given the opportunity to discuss the policies and procedures of The Strawberry Patch Nursery and Pre-School and I/we accept their contents;

Signed:

\_\_\_\_\_

Print name(s):

\_\_\_\_\_

Date: \_\_\_\_\_

### SESSIONS REQUIRED

DAY	AM 8-1	PM 1-6	FULL DAY 8-6	SCHOOL DAY 9-3.30
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

If your child is starting full day sessions with us over two days or more we may start with reduced sessions e.g. week 1 – 8-1, week 2 – 9-3.30, week 3 – 8-6. If we feel they are not ready to start we will talk with you to add in additional settling sessions.

**Proposed start date:** \_\_\_\_\_

Birth certificate seen: Yes/No	Parental responsibility (names on birth certificate):
Registration fee received: £35.00	Date:
Signed: Parent/Carer	Signed: Manager

September 2020