



Hartfield Playschool

The Old Station
Edenbridge Road
Hartfield
East Sussex
TN7 4JG

Tel: 01892 770830
office@hartfieldplayschool.co.uk
www.hartfieldplayschool.co.uk
Charity No: 1033055

REGISTRATION FORM

CHILD'S DETAILS

Child's first name(s).....Surname.....

Name Known As

Child's Full Address.....

.....

Gender Date of Birth..... Birth Certificate seen Yes/No

What language(s) is/are spoken at home?

FAMILY DETAILS

Name of Parent(s)/Carer(s) with whom the child lives

.....

Contact Details 1 (including emergency information):

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

Does this parent have legal access to the child? Yes/No

Contact Details 2 (including emergency information)

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

Does this parent have legal access to the child? Yes/No



Hartfield Playschool

The Old Station
Edenbridge Road
Hartfield
East Sussex
TN7 4JG

Tel: 01892 770830
office@hartfieldplayschool.co.uk
www.hartfieldplayschool.co.uk
Charity No: 1033055

EMERGENCY CONTACT DETAILS (if parents are not available)

Contact 1 – Name

Daytime/Work Telephone..... Home Telephone.....

Mobile

Address

Relationship to Child

Contact 2 – Name

Daytime/Work Telephone..... Home Telephone.....

Mobile

Address

Relationship to Child

MEDICAL INFORMATION

Name and address of Doctor

Name of Health Visitor

Vaccination Details

Medication Details

Name of Other Settings Attended (if Applicable)

My Child has an allergy to

My Child does not eat/drink

My Child suffers from known medical conditions

Professionals that are involved in supporting your child or your family

All the details that I provided above are correct to the best of my knowledge and I agree to pay all fees within two weeks of receipt of an invoice or by special arrangement with the Business Manager..

Name

Signed Date



Hartfield Playschool

The Old Station
Edenbridge Road
Hartfield
East Sussex
TN7 4JG

Tel: 01892 770830
office@hartfieldplayschool.co.uk
www.hartfieldplayschool.co.uk
Charity No: 1033055

CONSENT FORM

Dear Parent/Carer,

We are required to obtain consent for the following and thought it is easiest if we combined them all on one form. Please delete any statement which you do not agree with.

Child's Name.....

- I give my consent for my child to receive a medical treatment which is urgently needed when at Hartfield Playschool.
- I give my permission for staff members to apply any sun cream that I will either supply myself or one that will be available at Playschool in hot weather.
- I give my permission for my child to go on fully supervised Playschool outings into the nearby vicinity like for a walk along the Forest Way, to the local Hartfield Park and to Hartfield School.
- I give my permission for my child to be photographed and filmed for Playschool's record and promotional purposes like children's Learning Journey, display boards, digital photoframe, activity notebook etc. (All Photos and Videos are stored on Playschool's computer only)
- I give my permission for my child's photographs to be placed on Hartfield Playschool website (no children's names will be added to the photographs).
- In the event where there is no fully qualified member of staff available to lead the session, I am happy for a part-qualified member of staff (who has the prior approval of OFSTED) to take charge of running the session.
- I agree for my child to appear in photographs and videos taken by other parents and carers at different Playschool events like Christmas Play etc.
- I give my permission for Hartfield Playschool to pass on my child's Foundation Stage Profile to the next educational establishment s/he attends.

Signed Date

Policies and Procedures

Please sign below to confirm that you have been provided with details of the setting's policies and procedures (also available on www.hartfieldplayschool.co.uk), and that you agree with them, including the Information Sharing Procedures and understand that there may be circumstances where information is shared with other professionals or agencies without your consent.

SignedDate



Hartfield Playschool

The Old Station
 Edenbridge Road
 Hartfield
 East Sussex
 TN7 4JG

Tel: 01892 770830
office@hartfieldplayschool.co.uk
www.hartfieldplayschool.co.uk
 Charity No: 1033055

MEDICATION RECORD

Name	Date of birth												
Medical condition													
Medication Dosage Expiry details Storage Precautionary measures													
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Staff trained to administer medication</td> <td style="width: 40%;">Date trained</td> </tr> <tr> <td>1)</td> <td>.....</td> </tr> <tr> <td>2)</td> <td>.....</td> </tr> <tr> <td>3)</td> <td>.....</td> </tr> </table>		Staff trained to administer medication	Date trained	1)	2)	3)				
Staff trained to administer medication	Date trained												
1)												
2)												
3)												
Name of GP	Tel no												
<table style="width: 100%; border: none;"> <tr> <td colspan="3">Parent/Carer contact details</td> </tr> <tr> <td style="width: 35%;">Name</td> <td style="width: 30%;">Relationship to child</td> <td style="width: 35%;">Daytime tel no</td> </tr> <tr> <td>1)</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2)</td> <td>.....</td> <td>.....</td> </tr> </table>		Parent/Carer contact details			Name	Relationship to child	Daytime tel no	1)	2)
Parent/Carer contact details													
Name	Relationship to child	Daytime tel no											
1)											
2)											
<p>I agree to the staff taking responsibility and administering medication should the need arise.</p> <p>Print name</p> <p>SignatureDate</p>													



Hartfield Playschool

The Old Station
Edenbridge Road
Hartfield
East Sussex
TN7 4JG

Tel: 01892 770830
office@hartfieldplayschool.co.uk
www.hartfieldplayschool.co.uk
Charity No: 1033055

PASSWORD NOTIFICATION

Dear Parent/Carer,

COLLECTION PROCEDURE

If anyone other than you is to collect your child, we ask you to sign this arrangement into the book at the gate before the session. If you have to make last-minute arrangements, please telephone Playschool to let staff know who will be collecting your child.

We also operate a password system as a further security measure to ensure that only someone authorised by you may collect your child. You will need to choose a unique secret password to be quoted by anyone collecting your child who is not known to the staff. If that person is not able to quote your password, the staff will not allow your child to leave until they have contacted you.

It is best not to discuss your password with your child, and we recommend that you do not choose the child's second name or the name of a sibling or pet.

We must also have written notification of anyone whom you do not wish to have access to your child.

Please complete the form below and return it as soon as possible to Sarah. You will be able to change your password at any time: please ask Sarah for another copy of this form. If you choose a password that has already been chosen, we will ask you to choose another.

✂ .



Hartfield Playschool

PASSWORD NOTIFICATION

Name of child

My child's password is.....

SignedDate

Please print your name.....



Hartfield Playschool

The Old Station
Edenbridge Road
Hartfield
East Sussex
TN7 4JG

Tel: 01892 770830
office@hartfieldplayschool.co.uk
www.hartfieldplayschool.co.uk
Charity No: 1033055

1. Change of clothes in a bag
2. Soft Shoes (slippers / plimsoles)
3. Nappies, wipes and nappy bag
4. Lunch (if staying for lunch)
5. Wellies
6. Coat for outside play
7. Piece of fruit for morning snack and pm snack (place in fruit bowl)
8. Sun Cream when necessary

All Items should be named as our lost property bag grows termly.

We also have a strict No Nuts and no fizzy drinks or sweets policy due to allergies.

Also please check your Trays regularly for Bills, Funding Forms, Newsletters and all other paperwork.

All payments should be returned to our Business Manager, Sarah Adams in the office.