



## WEST LOOE PLAYGROUP

The Old School Canteen

Downs Road

WEST LOOE

Cornwall, PL13 2AR

Tel: 01503 265623 Mobile: 07976 393133

E-Mail; admin@westlooeplaygroup.co.uk

Reg. Charity 1029866

## REGISTRATION FORM

GENERAL INFORMATION	
Child's Full Name	
Address	
Home Tel. No.	
Mobile Tel. No's for emergencies	
E-Mail address	
Child's D.O.B.	
Parental Status	Married / Co-habiting / Single / Divorced
Mum's name	
Mum's D.O.B*	
Mum's National Insurance Number*	
Dad's name	
Dad's D.O.B*	
Dad's National Insurance Number*	
Parental responsibility	Do both parents have parental responsibility? See note <sup>1</sup> below. <b>YES / NO</b> If no, please state who has parental responsibility.

<sup>1</sup> For children born after 1 December 2003, unmarried fathers have automatic parental responsibility if they are registered on the child's birth certificate. If not, they can obtain it by marrying the mother of their child or by obtaining a parental responsibility order from the court. If you require further help with this, please do not hesitate to speak to a member of staff.

\* For funding purposes.

Brothers & Sisters & Ages	
Religious Denomination	

### **ABOUT YOUR CHILD**

Does your child have any specific friends at playgroup?	
What is your child's favourite activity?	
Does your child have any particular dislikes or fears?	
Please list any other pre-schools or nurseries previously or currently attended.	
Which school are you hoping your child will attend?	

### **OTHER INFORMATION**

Please provide any other information which you feel may be relevant (medical information and contact numbers are requested on the following pages)	
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### **DECLARATIONS**

Parent Helper Information Sheet	I have received and read a copy of the Parent Helper Information Sheet. <b>YES / NO</b>
Parent Rota duties	Are there any days you are unable to undertake a parent rota duty? <b>YES / NO</b> If so, which days?
Emergency Medical Advice or Treatment	I give permission to allow the Playgroup staff to seek any necessary emergency medical advice or treatment as required. I give permission for a member of staff to take/accompany my child to the Doctor/Hospital in case of emergency treatment being required whilst attending the Playgroup. <b>YES / NO</b>

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Photographs	Please complete separate form.
Outings	On occasions Playgroup take the children on walks and outings, in accordance with our policy it is necessary for us to obtain written permission from Parents / Guardians. We are required to have a ratio of 1 adult to 2 children and rely on Parents to volunteer to make up the shortfall. With this in mind, we ask you to keep an eye on the notices on the door and volunteer if you can spare the time.
Key Person	Your child will be allocated Key Person, the name of whom will be notified to you after the start of term and I understand that I can change Key person or end the observations being taken at any time. <b>YES / NO</b>
Parking Notice	I confirm I have received a copy of the Parking Notice. <b>YES / NO</b>

## MEDICAL INFORMATION

Name & address of Health Visitor	
Name & Address of GP	
Name & Address of Social Worker – if applicable	
Are your child's vaccinations up to date?	
Does your child have a special diet?	
Does your child have any allergies?	
Does your child have a particular medical condition or special needs, e.g. speech, hearing etc. or medication that we should be aware of? If yes, please give details.	

**CONTACT INFORMATION**

Please list the names and mobile/ tel. nos. of the people authorised to collect your child.	<b>NAME</b>	<b>TEL.NO.</b>

Please note that all information contained on this form will remain confidential to the staff group at playgroup and discussions with other organisations (e.g. doctors, Health Visitors) will not take place without prior authorisation from the parent.

*Please see also Confidentiality clause in Child Protection Policy.*

Name in Capitals.....

Signed.....

Date.....

**FOR PLAYGROUP USE ONLY**

Date Child started playgroup .....

Relevant medical conditions discussed with parent.....

Date left playgroup.....

School attended after playgroup .....