

Woodcote Pre-school
Reading Road
Woodcote
Oxfordshire
RG8 0QY



Tel: 01491 682300 (24-hour answer-phone)

Email address: woodcote.pre-school@hotmail.co.uk

Website: www.woodcotepreschool.co.uk

REGISTRATION FORM

All personal information will be kept strictly confidential, in-line with the General Data Protection Regulations 2018. Please see our Privacy Notice which is included in your welcome pack, for more details.

Please remember that it is your responsibility to notify Woodcote Pre-School in writing, of any changes to the details contained below.

Throughout this form, the term 'parent' may refer to a legal guardian.

I would, in the first instance, like my child to attend pre-school on the following days/sessions (please tick boxes)

	Early Drop Off 8.30am-9am	Morning 9am - 12pm	Lunch 12pm - 1pm	Afternoon 1pm - 3.30pm	Funded Children Only 9am - 3pm
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Family Details

Please give details of your child in the spaces provided, in BLOCK CAPITALS.

Surname **Forename**

Other Names

Date of Birth / / **Boy** / **Girl**

Ethnicity.....

Full Address.....
.....
.....
..... **Post Code**.....

Home Telephone Number

Mobile Telephone Number

Telephone Number during pre-school hours (e.g. work no.), if different
.....

E-mail address

Full names of both Parents
.....(Mother)
.....(Father)

Address of Parents (if different from above)
.....
.....
..... **Post Code**.....

Home Telephone Number (if different from above)
.....

- The child's parents are:**
- married and living together
 - married but separated
 - divorced
 - unmarried and living together
 - unmarried and living apart
 - widowed

If the parents are unmarried, does the father have parental responsibility, whether by a legal parental responsibility agreement or by a court order?

Yes / No

If "No", then we regret that, for legal reasons, we will need specific authority from the mother to accept instructions from the child's father or to allow him to collect the child.

I (name of mother) authorise you to accept instructions from and to allow my child's father (name of father) to collect my child from the Pre-school.

Signed (mother)

Is the child the subject of a Care Order?

Yes / No

Names & ages of any other children in your family:

Name (Age)

Name (Age)

Name (Age)

Name (Age)

Emergency Contacts

Please give the names & addresses of two people who may be contacted in the event of an emergency (other than those named above).

Contact One:

Name

Relationship to child.....

Contact Telephone Number

Full address.....

.....

..... Post Code.....

Contact Two:

Name

Relationship to child.....

Contact Telephone Number

Full address.....

.....

.....

..... Post Code.....

Special Needs

Our group has a special needs policy. Does your child have any special needs that you would like to discuss with the staff?

Yes / No

If "Yes", please give details.....

.....

Other Pre-Schools

Has your child previously attended another pre-school?

Yes / No

Will your child attend another pre-school in addition to the Woodcote Pre-school?

Yes / No

If "Yes", please give details of any funded sessions that will be or have been claimed elsewhere

.....

Medical Details

Family Doctor's Name

Health Visitor's Name.....

Surgery Address.....

.....

..... Post Code.....

Doctor's Telephone No

Is your child allergic to anything? Yes / No

Please give details.....

Has your child had any major illness/operation? Yes / No

Please give details.....

Has your child been in hospital recently? Yes / No

Please give details.....

Has your child any ongoing health problems? Yes / No

Please give details.....

Does your child take any regular medication? Yes / No

Please give details.....

Has your child been immunised against:

- diphtheria
- polio
- tetanus
- whooping cough
- HIB
- meningitis C
- measles
- mumps
- rubella
- other

Dietary Requirements/Special Requests

Do you have any special requests about food, clothing, health, religious observance or other matters that we should be made aware of?

Yes / No

Please give details.....

.....

.....

Language

Please advise us if your child's first language (spoken mostly at home) is not English.

Please give details.....

Background Information

Please give, in confidence, any background information about your child that may help us to understand him or her—e.g. any special words (e.g.) for the toilet, any brothers or sisters, pets, any special fears, any recent family events that have affected the child.

Please give details:

Safeguarding Statement

Woodcote Pre-School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

How did you hear about Woodcote Pre-School?.....
.....

Why have you decided on Woodcote Pre-School?
.....

Declaration

I/we agree to inform the pre-school in writing of any changes to the information on this form

Signed.....(Mother) Signed.....(Father)
Signed..... (Carer) Relationship to child.....

I/we agree to my/our child being given any emergency medical treatment deemed necessary whilst in the pre-school's care.

Signed.....(Mother) Signed.....(Father)

I/we agree to my/our child being taken on visits and outings within Woodcote by the Pre-school Group

Signed.....(Mother) Signed.....(Father)

I /we agree/do not agree (delete as appropriate) that photographs of my child may be taken for the purposes of appearing in the local press

Signed.....(Mother) Signed.....(Father)

I/we/agree/do not agree (delete as appropriate) that sun cream may be applied as and when needed.

Signed.....(Mother) Signed.....(Father)

I/we consent to my/our child being collected from pre-school by the following people:

Name

Signed.....(Mother) Signed.....(Father)

Name

Signed.....(Mother) Signed.....(Father)

Name

Signed.....(Mother) Signed.....(Father)

I/we have read the policies contained in the pre-school's prospectus and I/we agree with them.

Signed.....(Mother) Signed.....(Father)

Date..... /..... /.....

All our Policies and Procedures can be found on our website. A copy of these are kept at pre-school, which you can view at any time.