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DENBIGH UNDER FIVES APPLICATION FORM

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| *Use block letters* |
| **Child’s Details**  First name Middle name  Surname D.O.B  Sex |
| **Booking Details**  Start Date   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Monday | Tuesday | Wednesday | Thursday | Friday | | AM |  |  |  |  |  | | PM |  |  |  |  |  | |
| **Parent/Guardian Details 1**  **Other people collecting you child needs a password ( )**  Relationship to child  Title First name Surname  Address  Email  Telephone Number Mobile Number  Place of Work Telephone Number |
| **Parent/Guardian Details 2**  Relationship to child  Title First name Surname  Address  Email  Telephone Number Mobile Number  Place of Work Telephone Number |
| **State which parent the child normally resides with if you are separated (if care is divided, please explain how).**  **Are there any additional parents/carers we should know about?(Who has parental rights)** |
| **Emergency Contact 1**    Title First name Surname  Address  Email  Telephone Number Mobile Number  Relationship to Child Verbal password  Brief description of  Person |
| **Doctor GP Information**    Name  Address  Telephone Number  Health Visitor Name |
| **To secure your child’s place, a returnable deposit of £100 will be requested when a space can be guaranteed and your child has attended the nursery for one whole term. A month’s fees will be payable at least a week before the child starts. All fee arrangements must be made with the nursery manager - this will then be put in writing which will be legally binding. The nursery reserves the right to go through the necessary procedures in order to get back any money owed.** |
| **I/We confirm that I/We have disclosed relevant details/information to Denbigh Under Fives regarding my/our child and I will take full responsibility to inform them of any changes as and when they arise.**  **I/We have read and understood the regulations and requirements of the setting.** |
| **Signed Date**  **Signed Date** |

**Does your child have any big birthmark that we should be aware? Let us know, please.**

**If a child comes with a bruise, we will ask Parent/carer to sign a form in accordance with our Child Protection Policy**.



DENBIGH UNDER FIVES CHILD INFORMATION FORM

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| Take some time to complete this form.  If you would prefer to complete this form with a member of staff they will be happy to make an appointment to do so. |
| Date Completed |
| Name of child Date of birth  Nick name  Toileting  Is your child in nappies (day/  Night)?  Potty trained?  Toilet trained  How much support do they  Require?  What additional resources  Do they require (eg toilet seat)?  Able to wash hands?  Language  Please provide information on  Your child’s language skills. If  They have some “individual”  Words, please note them  Down and what they mean.  If English is spoken at home?  If not what language (s) are  Spoken?  Likes  What activities does your  Child enjoy doing?  What toys do they like?  Do they have a favourite  Character(e.g. Thomas the  Tank Engine)?  Dislikes  What does your child not like  Doing (e.g. some children don’t  Like messy play and getting  Their hands dirty)?  How do you comfort your child  When they are tired or distressed?  Routines  Does your child have a  Regular routine(if yes please  Provide details)?  Sleep  Meals  Snacks  (We will make every effort to accommodate your child’s routine into ours where possible.)  Does your child need a dummy for  Sleeping/when they are resting?  Does your child have a comforter  Of any kind?  Feeding  Milk/Water  Food likes  Food dislikes  Is your child able to feed himself  or herself independently?  What support does he or she  Require?  Known allergies.  (Please provide a Dr letter to confirm )  Medication (you will need to  Complete a permission form if  you require us to administer any  form of medication)  Any other information you wish to share with us |

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DENBIGH UNDER FIVES PARENTAL CONSENT

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| Child’s name  In order for us to provide the best possible care for your child and to comply with your wishes, we require you to complete the form below. Please tick all boxes that apply then sign at the bottom. |
| **Foundation Stage Profile**  We follow the Early Years Foundation Stage as a framework for all children within our setting. The EYFS curriculum continues until the end of the Reception year at school.  During your child’s time at Denbigh Under Fives we will need to make observations on their play and development.  At the end of your child’s time with us, their profile is passed to you.  I/We agree for staff to make observations on my child. |
| **Special Education Needs**  From time to time we may wish to talk to an Area Special Educational Needs Co-ordinator (SENCO) about your child. We will always feedback any information to you.  Additional permission will always be sought if further advice/action is required.  I/We agree to nursery staff discussing our child with the area SENCO. |
| **Child Protection**  We have a duty to report any child protection or concerns regarding the possible abuse of a child in our care to both Ofsted and the Duty Officer at the Local Social Services Department.  I/We understand that any concerns regarding our child and possible abuse will be reported. |
| **Outings**  We take the children on regular outings in the local area in order for them to learn about their community and environment. If we are planning on a trip further afield we will inform you and ask for permission.  I/We give permission four our child to be taken on regular local outings.  *Transport*  Sometimes on outings we us public transport or organise a coach.  I/We give permission for our child to go on public transport and correctly organised private transport organised by the setting.  *Emergency Medical Treatment*  In the event of an emergency we will contact parents as soon as possible, however they may not be contactable or unable to get to the setting quickly enough for the nature of the incident. In these situations we request permission to seek emergency medical treatment for your child.  I/We give permission for the setting to seek emergency medical treatment on behalf of my child.  *Face Painting*  I/We give permission for nursery staff to use face paints on my child.  *Sun Cream*  I/We give permission for our to have sun cream applied when appropriate  *Large Play Equipment*  Sometimes we use local parks and visit ball parks and adventure parks to support the children’s developing physical skills.  I/We give permission for our child to play on large play equipment.  *Photographs*  *Whilst your child is at Denbigh Under Fives we will be taking photographs for a variety of different purposes.*  *Please indicate which of the following you give your consent to.*  Child’s development records and profile  Nursery Website  Nursery promotional literature  Staff/students’ course work for qualifications  Press Releases |
| **Signed Date**  **Signed Date** |

Dear Parents

We at Denbigh under Fives Pre-School would like to start filming the children in our care. This will be for our observations and planning. We would like to ask for your permission to film your son/daughter during their day at Denbigh enjoying activities.

Thank You

Liliana Carretero

(Pre-School Manager)

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I/We give permission for Denbigh under Fives Pre-School to film my/our child

(Name)...................................................................Signed (parent/s name/s).......................................