

Child's Surname:		First Name(s):		Gender: M / F
Date of Birth:	Languages spoken:	Religion:		
Child's Home Address:				
Post Code:				
Home Phone Number:				
Mobile Phone Number(s):				
Ethnic Origin <i>(please circle)</i>				
White	Mixed	Asian or Asian British	Black or Black British	Other Ethnic
British Irish Any other	White and Black Caribbean White and Black African White & Asian Any other	Indian Pakistani Bangladeshi Any other	Caribbean African Any other	Chinese Any other ethnic group
Other Ethnic Origin <i>(please state)</i> :				
Mother/Parent/Carer Title and Full Name:			Parental Responsibility Y / N	
Father/Parent/Carer Title and Full Name:			Parental Responsibility Y / N	
Has your child attended the Childcare Centre in the past? If so what year did they leave?				
Name of Child's Doctor: Address of Surgery: Tel No:				
Is your Child involved with any other health practitioners?				
Are there any specific current medical conditions affecting your child that it would be helpful for us to know e.g. asthma, eczema?				
Are they currently on any form of medication? Y / N <i>(if yes please complete the correct medication form in the Centre)</i>				
Does your child have any allergies – including foods, creams, wipes etc? Y / N <i>(if yes – please complete allergy and intolerance form in the Centre)</i>				
Does your child have any specific dietary requirements, e.g. Vegetarian?				
Is your child subject to any Court Order or does anyone in the immediate family have Social Care involvement? If yes please give details:				

Emergency Contact Details

For security we like to have photographs of who is due to collect your child – however in the event photographs cannot be provided please choose a password that will need to be quoted:

Password: _____

Please order in preference of who should be contacted first in case of emergency.

<p>Title: Name: Address: Home Tel No: Mobile phone No: Work Place Name: Work Tel No: Relationship to Child:</p>	<p>Photo</p> <p>Please attach a photo of the person named opposite.</p> <p>If you do not have a printed photo, you can email them to us and we can print them childcare@bridgwater.ac.uk</p> <p>Or bring into the centre and we can photocopy ID eg. Driving licence.</p>
<p>Title: Name: Address: Home Tel No: Mobile phone No: Work Place Name: Work Tel No: Relationship to Child:</p>	<p>Photo</p> <p>Please attach a photo of the person named opposite.</p> <p>If you do not have a printed photo, you can email them to us and we can print them childcare@bridgwater.ac.uk</p> <p>Or bring into the centre and we can photocopy ID eg. Driving licence.</p>
<p>Title: Name: Address: Home Tel No: Mobile phone No: Work Place Name: Work Tel No: Relationship to Child:</p>	<p>Photo</p> <p>Please attach a photo of the person named opposite.</p> <p>If you do not have a printed photo, you can email them to us and we can print them childcare@bridgwater.ac.uk</p> <p>Or bring into the centre and we can photocopy ID eg. Driving licence.</p>

Is there anyone who should not collect your child?

The following points will help us provide a safe learning environment for your child. Please read thoroughly and sign the declaration of consent.

Safeguarding

1. Please telephone if your child is unable to attend for any reason, also if you will be delayed collecting him/her so no anxiety is caused.
2. It is essential that you sign your child in and out of the Centre on the register. This is an Ofsted requirement. The register is an important part of our fire evacuation procedures.
3. Please tell us if any of your details change to ensure that our information is kept up to date (ie a change in your telephone number, a different person collecting your child from the Centre etc.)
4. Parents and children are expected to leave the building by 5.30pm.
5. We need you to supply us with a photograph of yourself and anyone permitted to collect your child from the Centre. If you are not able to collect your child from the Centre the person who is doing so should only be one of the contacts whose photograph and details are on our records and is over 18.
6. We pride ourselves on our strict security, please be mindful not to let other people through the security door as they might be unknown to us.
7. As a valuable resource for their learning, children use a computer within the Centre, supervised by a practitioner.
8. Indoor and outdoor areas of the Centre are covered by CCTV cameras.

Illness

9. Sick children **must** be kept at home. Should your child become ill whilst at the Centre, you will be contacted and expected to collect them as soon as possible. Centre staff reserve the right to refuse admission to any child they consider to be unwell.
10. We do not exclude any child from daily activities i.e.: water play, outside play etc. If a child is not well enough to join in everything we offer he/she may not be well enough to attend
11. Children receiving newly prescribed medication should have taken it for a minimum of 48 hours before returning to the Centre, to ensure that they will not have an adverse reaction to it. Written permission will be required before Centre staff may administer creams, ointments or drugs. *(Please ask for the form for you to complete in reception).*
12. In cases of a contagious illness (as on the Health Protection Agency list – ask in Reception), children will be asked not to attend until the end of the infectious period as stated by the guidelines.
13. Sickness and diarrhoea must be totally cleared for 48 hours before your child's return to the Centre.
14. We ask that children with conjunctivitis (runny eyes) do not attend the Centre until the infection has gone.
15. If your child has been prescribed an inhaler, please supply one that can be kept in the Centre – this applies to any other medication that has been prescribed for use in a medical emergency – your child will not be able to attend unless their inhaler/medication is provided.
16. Children receiving immunisation injections can attend the Centre but if you feel your child is unwell and not able to take part in all activities please keep your child at home.

Allergies

17. The Centre must be notified if a child has a known allergy or intolerance to any substances.
18. Cakes will be accepted into the Centre for children's birthdays or other celebrations. Cakes need to be shop bought with the original box and containing the list of ingredients. These must not contain nut ingredients, but may have been made in an environment where nuts are present. Please notify the Centre if you do not wish your child to be given these.

Daily Essentials

19. Outside play is a feature of our daily programme, so where possible please provide suitable protection for your child e.g. warm accessories in winter, Wellington boots, sunhats etc.
20. **All children's clothing and footwear should be clearly labelled with your child's name.**
21. All children must attend with a full change of clothes.
22. You are asked to provide a bottle of sun cream for your child, please give it, clearly labelled with your child's name.

Students

23. Students will be on training placement within the Centre – They have no supervisory responsibility. All students are bound by the Centre's Confidentiality policy (available to see at Reception)

Finance

24. For holiday playscheme bookings payment is required in advance to secure your child's place.

Permissions

General

Please confirm the below permissions with regard to the following without further notification:

May we take your child on accompanied local walks?	Yes / No
May we take your child to various departments within College?	Yes / No
May we take your child shopping to local shops/supermarkets?	Yes / No
May we administer Calpol or paediatric suspension medicine to your child?	Yes / No
May we apply plasters to your child's skin?	Yes / No
May we apply sun-cream to your child's skin?	Yes / No

Photograph Permission

Please confirm if you give permission for photos/videos of your Child to be taken and used by Childcare centre staff:

For displays in the nursery – both digital and printed	Yes / No
The Childcare Centre newsletter	Yes / No
For press releases/publications in the local paper or College Marketing Material	Yes / No
For the Bridgwater College website	Yes / No

During special events the College Marketing team will come over to take professional photographs that can be used in press releases, marketing material and on the College website.

I give permission for my child to be photographed by the College Marketing Team Yes / No

Email Permission

I am / we are happy to be contacted by Bridgwater College with details of events that may be of interest to you and your family Yes / No

Parent/Carer's name:

E-mail:

Declaration of Consent:

- I have read and fully accept the terms of the parents' agreement.
- I have read the current fees policy (separate factsheet) and agree to pay as detailed in the policy.
- I give permission for my/our child to receive emergency medical treatment as required.
- I give permission for information to be shared with other professionals including health and social care following the Somerset Sharing Information Protocols.

Minimum of one parent / carer to sign below

Parent's / Carer's Full Name:

Parent's / Carer's signature:

Date:

Parent's / Carer's Full Name:

Parent's / Carer's signature:

Date:

Staff signature:

Date: