

Green Shoots Day Nursery



Admission Form

Date of Application _____ Date of Admission _____

Child's Details

First names _____ Last Name _____

Date of Birth _____ Male Female (circle as appropriate)

Address _____

Family's First Language _____ Other Language/s _____

Ethnicity (see page four) _____ Faith (if any) _____

Parent/carer details

First name/s _____ Last name _____

Relationship to child _____

Landline _____ Mobile _____

Email address _____

First name/s _____ Last name _____

Relationship to child _____

Landline _____ Mobile _____

Email address _____

Other emergency contact details

Name _____

Relationship to child _____

Landline _____ Mobile _____

Who will normally bring / collect your child?

Name _____ Landline _____ Mobile _____

If you need to ask someone else to collect your child you must let us know. If in doubt, we will not allow your child to leave the nursery with someone we don't know.

Getting to know your child

This information is to help us meet your child's needs and settle her/him in to nursery.

What sort of things does your child like doing at home?	
Has your child attended any other setting? <i>Eg: Stay and Play, crèche, childminder, children's centre, nursery.</i>	
How do you comfort or reassure your child? How can we make the settling in process as easy as possible?	
Does your child have any fears or phobias?	
What is your home language? Does your child understand / speak it? Does your child understand / speak English?	
Does your child have any dietary requirements or food allergies?	
Does your child have any medical needs? <i>Give full details overleaf</i>	
Do you have any concerns about your child? Is there anything you would like to ask us?	

Doctor's Details

Doctor / GP name _____

Address of Surgery _____

Phone number _____

Medical Conditions

Name of Medical Condition _____

Symptoms _____

Medication, dosage, method _____

Special Precautions _____

Emergency Procedures _____

Consents

Trips and Outings

As part of your child's learning and development we will organise visits to places of interest such as libraries, museums, parks, local shops etc. We will contact you about major trips involving transport. Please give general agreement for short local trips.

Photographs and Video Recordings

We take photographs and videos of children engaged in learning experiences. These are always taken on Nursery cameras. We use the photos in your child's Profile book. We may also use images in our promotional material, including our website, and on learning displays in the Nursery. We may use photos or videos for monitoring, observations, training, or other educational use. Your child will not be identified in these.

Medicines / Medical Treatment

If your child is prescribed medication please discuss it with your child's key worker. If it becomes necessary for your child to receive emergency treatment and you cannot be contacted by telephone or any other means we will take your child to hospital for appropriate medical treatment. For the health and safety of your child we will administer sun block as necessary during the summer months.

Data Protection

We will handle the information you have provided in line with the provisions of the Data Protection Act. Any personal information will be held in confidence. The Act gives you the right to make a formal request for access to personal data held about you or your child.

Child Protection

We have a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore we may also use the information provided for other legitimate purposes and may share it where necessary with other bodies responsible for administering services to children and young people.

Signatures

Parent / Carer _____ **Date** _____

Parent / Carer _____ **Date** _____

Manager _____ **Date** _____

Key Worker _____ **Date** _____

Ethnic Monitoring

We are required by national and local government agencies to monitor the take up of our provision to ensure that we reach all sections of our community. Please tick the phrase which best describes your child, or write your own.

White: White British

White Irish

Other white background, please specify:

Black: Black British

Black Caribbean

Black African

Other black background, please specify:

Asian: Asian British

Asian Indian

Asian Pakistani

Asian Bangladeshi

Other Asian background, please specify:

Mixed: White and Caribbean

White and Asian

White and African

Other mixed background, please specify

Chinese or other ethnic group: Chinese

Any other group, please specify:

Thank you. Any information given will be treated in the strictest confidence, and will be used solely for the purpose of monitoring our service.