



Brookside Nursery & Care Club
 Bright Street
 Clitheroe
 BB7 1NW
 Mobile 07980 177411
 nursery@brookside.lancs.sch.uk

Nursery Registration Form

Child's Details

First name/s	Surname:
Date of Birth:	What s/he likes to be called:

Parent/Guardian details (Please inform us if either parent does not have legal parental responsibility)

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
☐ Tick if child normally lives at this address			☐ Tick if child normally lives at this address		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		

Details of any other adults residing at the same address as the child:

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address:		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		

Name and address of adults authorised to collect child (other than parents/guardians)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Alternative emergency contact details (please provide details of **three** people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Password

For your child's safety we have a password system in place at. This is used to allow Nursery to release your child into the care of another person when the usual adult is unable to collect them. The password is recorded and staff will check that the person you have asked to collect your child has the correct password before allowing them to leave the premises. You are not obliged to use this system, but please note that for their safety we cannot allow a child to go home with an unauthorised person. Please complete and sign below if you wish to set up this facility. (Please note that passwords will be updated regularly)

Password _____ Signature of Parent/Guardian _____

Details of child's doctor

Name of Doctor:	
Address:	Telephone:

Details of Health Visitor

Name of Health Visitor:	
Address:	Telephone:

About your child

Please detail any known medical problems (e.g. asthma)

Is your child registered with a Dentist?

Has your child received all their vaccines up to date?

Please detail any additional/special needs your child has: (please provide full details)

Please detail any dietary requirements/ food allergies for your child: (please provide full details)

Are there any other agencies involved with child e.g. speech, dietician?

Religion

Any other information you think we need about your child?

Medical Consent

In the event that your child requires medical treatment during their time at Care Club we require your consent for staff to

- administer first aid where required (all staff have first aid training)
- seek medical advice when deemed necessary

In the event of a medical emergency we require your consent for us to

- accompany your child to hospital by ambulance when medical treatment is needed urgently
- sign any form of consent required by the hospital on your behalf if the delay in getting your signature is considered to endanger your child's health and safety.

Please list any known allergies to medicines/medical equipment (e.g. plasters) that may affect your child's treatment.

I give my consent to medical treatment being given to my child as defined above

Signed

Date

Parental Consent

There are various activities/events that occur in Nursery which are subject to your permission. These are listed below. Once you have read them, please can you then sign the relevant section if you give your permission for that particular activity/event.

- Occasionally the routine activities of Nursery may include visiting the park or going for walks, etc. We would always give prior notice.
- The use of photographs is an important developmental tool which is widely used in play settings for recording, sharing and displaying activities that your child has undertaken. At Nursery we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent. WE ALSO REQUEST YOU DO NOT POST ANY PHOTOS FROM OUR SETTING ONTO THE SOCIAL MEDIA PLATFORMS, YOU DO NOT HAVE OTHER PARENTAL PERMISSION TO DO THIS.**
- Nursery has a section on the school website; photographs of the children at play in Nursery are displayed on this.
- We use the dojo app to share communication, the main feed of which is shared with all nursery parents.
- If your child has medical needs that affect their daily life (eg asthma) and you need us to administer medication/treatment we need your permission to do this or if they have been prescribed short term medication such as antibiotics.

I give my consent for my child to take part in external activities as described above

Signed

Date

I give my consent for images of my child to be used for the following purposes
Electronic and printed information, displays and exhibitions at Care Club

- ☐ Care Club Website
- ☐ Promotional material for Care Club
- ☐ To accompany staff or student coursework
- ☐ Observation and assessment
- ☐ Care Club records of my child
- ☐ Local newspaper or magazine
- ☐ National newspaper or magazine
- ☐ Dojo class page feed
- ☐ Other, please specify _____

☐ NO PERMISSION

Date

Signed

I give my consent to discuss dental hygiene, following the smile for life guidance

Signed

Date

I give my consent for medicine/treatment to be administered to my child

Signed

Date

I give consent for Calpol to be administered in case of emergency
(Staff will always try and contact first)

Signed

Date

I give consent to apply nappy cream (if applicable)

Signed

Date

I give consent for suncream to be applied

Signed

Date

I give consent to use face paint on my child

Signed

Date

To comply with GDPR, we will only use your (including your child's) personal information to provide a childcare service to you. We'd like to keep sending you information about your child/ our setting by email, text, phone, newsletter, but we need to be sure we have your permission to do so. We keep your information so you can receive important updates. We keep your information secure and will never share it except if required to do so by law.

By signing below you are consenting to us holding and processing your data and sending you information.

You can of course ask us not to contact you via certain means e.g. phone, text or email at any time. We are based within school and from time to time we share the information we have stored or request information from school to the benefit of your child.

I give my consent to this, Signed _____ Date _____

Privacy Notice

At Brookside Nursery and Out of School Care Club we respect the privacy of the children attending our setting along with the privacy of the parents and carers. The personal information we collect about you and your child is used only to provide appropriate care for them, maintain our service to you and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide to us is kept secure. and data that is no longer required is erased after your child leaves or after the relevant time for retaining records has lapsed.

We will use the contact details you give us to contact you via phone, email and post, so that we can send you information about your child, the setting and any relevant news, and so we communicate with you regarding payment of our fees.

We will only share your information with another organisation if we:

- Have a safeguarding concern that relates to your child
- Are required by government bodies or law enforcement agencies; or
- Have obtained your prior permission.
- With the Local Authority for funding purposes

You have the right to ask to see the data that we hold about yourself and your child, and to ask for errors to be corrected. We will respond to all such request within one month. You can ask for data to be deleted, but note that

- We will not be able to continue to care for your child if we do not have sufficient information about them
- Even after your child has left our setting, we have a statutory duty to retain some types of data, so we can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your details, you can refer us to the ICO.

Please sign and date below to confirm that you have read this privacy notice and that you give your permission for us to contact you regarding relevant matters. (a copy is available on request/can be viewed on our website)

Signed:

Printed:

Dated:

Although Class Dojo is our main way of communicating, we also use email and text to send messages, if you are happy for us to contact you in this way please fill in details below.

Email
Mobile number