



BENGER BEARS PRE-SCHOOL REGISTRATION FORM

We are required to collect and hold certain personal information about each child in our care. Please could you complete this form and return it to the Manager. **PLEASE ALSO MAKE SURE YOU UPDATE THE PRE-SCHOOL WHEN DETAILS CHANGE.**

Surname:	
Child's name(s):	
Sex: Male/Female	
Date of Birth:	
Name by which child should be addressed:	
Home Address:	
Postcode:	
Tel. No:	Mobile No:
Email:	

Mother's Name:	
Place of Work:	Tel. No:
Father's Name:	
Place of Work:	Tel. No:
Details of alternative contact person in event of emergency (preferably local):	
Name:	Relationship:
Where they live/work:	
Tel. No(s):	

Child's Doctor & Health Visitor:
Address:
Tel. no:

Has your child been immunised against the following? Please indicate by ticking relevant boxes:							
Diphtheria	<input type="checkbox"/>	Whooping Cough	<input type="checkbox"/>	Tetanus	<input type="checkbox"/>	Polio	<input type="checkbox"/>
Hib	<input type="checkbox"/>	Men C	<input type="checkbox"/>	MMR	<input type="checkbox"/>		

Any special diet, allergies, health problems etc:

Name(s) of person(s) authorised to collect child from Pre-School:

PLEASE NOTIFY US OF ANY CHANGES; NO CHILD WILL BE RELEASED TO AN UNAUTHORISED PERSON

Name(s) of any person(s) to whom the child should NOT be handed over:

Other special needs (e.g. cultural, religious):

Please indicate your preferred hours by ticking relevant boxes

Sessions	Monday	Tuesday	Thursday	Friday
9am – 12pm				* Polar Bears
9am – 12.30pm				* Polar Bears
9am – 3pm				* Polar Bears
12pm – 3pm				* Polar Bears
12.30pm – 3pm				* Polar Bears

* Polar Bears sessions are only available to ‘Rising 5’s’ children who will be starting school in the following September. If possible Polar Bear children should also attend at least one other session during the week.

When would you like your child to start at Bengier Bears?

All 3 and 4 year olds receive free entitlement funding of 15 hours per week at Bengier Bears - parents do not need to apply for this. You can apply for 30 hours funding and 2 year old funding. For more information refer to pages 3 and 4 of our information pack. Please indicate here if you are eligible and have applied for any of this funding.

Does your child attend another setting? If yes, please provide the name of the setting and the number of hours attending.

Once completed please return this form to the Pre-school, at the following address:

Bengier Bears Pre-school, The Village Hall, Chestnut Road, Sutton Bengier, Wiltshire, SN15 4RP.

DAY CARERS AND CHILD PROTECTION

Benger Bear Pre-school Child Protection Responsibilities – Statement

Dear Parent/Carer,

As a provider of early education registered with Ofsted, I am required to follow the Child Protection Procedures agreed with the Local Safeguarding Children Board and Ofsted within my responsibility to safeguard children.

As a provider of early education involved in the care/education of your child, I will endeavour to share with you any concerns I may have regarding injury or specific issues of concern at all times. A confidential record of such incidents will be kept and shared with you.

I do have a duty to refer to Social Services if I suspect your child is at risk of child abuse. I will inform you if I make a referral to Social Services, unless this would place your child at increased risk of significant harm. My first concern will always be the welfare of your child.

I have a copy of the Wiltshire Child Protection Procedures and Guidance for you to see if you wish.

Yours Faithfully,

Vanessa Cooper

Manager

I _____ (name of person with parental responsibility) have read and understood the above statement and agree with the procedures outlined to 'Safeguard' my child.

Signature of person with parental responsibility: _____

Date: _____

CONSENT FORM

Benger Bears Pre-School requires your consent to:

- Take your child on walking trips around the village, including visits to a local woodland as part of the Outdoor Explorer programme at various times during the year. This enhances the children's learning experiences as well as giving them some exercise and fresh air. Naturally there is additional supervision during these outdoor trips.
- Seek emergency medical treatment for your child
- Take photographs/videos of your child whilst in their day care, for the purpose of recording progress and daily activities and promoting/publicising the Pre-school e.g. Pre-school leaflet and images on our website
- Apply sun cream to your child during outdoor activities

Please sign, detach and return the consent form below to the Administrator.

I _____ being the
parent/guardian of _____

- Give/do not give* permission for Benger Bears staff to take my child on WALKING TRIPS around the village and to a local woodland
- Give/do not give* permission for Benger Bears staff to seek EMERGENCY MEDICAL TREATMENT for my child should it be necessary
- Give/do not give* permission for Benger Bears staff to take PHOTOGRAPHS/VIDEO of my child, whilst in their day care for the purpose of recording progress and daily activities
- Give/do not give* permission for Benger Bears staff to apply SUN CREAM to my child during outdoor activities

*(*please delete as applicable)*

Signed: _____

Dated: _____

For use of Benger Bears Pre-School

Staff signature:

Dated:

Terms and conditions

I confirm that I have read and will abide by the terms and conditions set out in the 'Information pack for Parents and Carers'. In particular I have read and noted the following sections:

Non-payment policy

Fees

Confidentiality

Parents name

Date.....

Signature.....

Staff use only

Date of birth evidence

I have seen and noted evidence of the child's date of birth and confirm this to be correct.

Signed..... Date

Print name and position