



## Hound Owls Preschool registration form

### Personal Details:

<b>Child's full name</b>		<b>Date of birth</b>	<b>Male/Female/other</b>	<b>Birth Certificate number</b>
				<b>NHS number</b>
<b>Child's address</b>				
<b>Parent 1 name and address if different to the child's</b>				
<b>Phone number</b>				
<b>Email address</b>				
<b>National insurance</b>				
<b>Parent 2 name and address if different to the child's</b>				
<b>Phone number</b>				
<b>Email address</b>				
<b>National insurance</b>				

<i>Option</i>	<i>Start</i>	<i>Finish</i>	<i>Hours</i>	<i>Cost</i>
<b>Breakfast club</b>	<b>8:00</b>	<b>8:30</b>	<b>1/2hr</b>	<b>£2.75</b>
<b>School day</b>	<b>8:30</b>	<b>2:30</b>	<b>6</b>	<b>£33.00</b>
<b>Extended day</b>	<b>8:30</b>	<b>4:00</b>	<b>7.5</b>	<b>£41.00</b>
<b>Morning</b>	<b>8:30</b>	<b>1:00</b>	<b>3</b>	<b>£16.50</b>
<b>Afternoon</b>	<b>1:00</b>	<b>4:00</b>	<b>3</b>	<b>£16.50</b>
<b>Add-on Lunch</b>	<b>11:30</b>	<b>1:00</b>	<b>1.5</b>	<b>£8.25</b>

**Please tick below what sessions you require and which days, Please put required start date:** \_\_\_\_\_

	<b>Breakfast Club 8am-8:30</b>	<b>School day 8:30-2:30</b>	<b>Extended day 8:30-4:00</b>	<b>Morning 8:30-11:30</b>	<b>Afternoon 1:00-4:00</b>	<b>Add on Lunch 11:30-1:00</b>
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Thursday</b>						
<b>Friday</b>						

**Security collection details**

We only allow authorised adults to collect your child with prior notice. Identification and the password will be required.

**Please provide a collection password:** \_\_\_\_\_

**Doctors Information**

<b>Doctors name</b>	
<b>Doctors surgery:</b>	
<b>Telephone number</b>	

<b>Details of any known allergies</b>	
<b>Details of any current/ongoing prescription medication</b>	
<b>Any medical conditions or disabilities</b>	
<b>Any specific dietary requirements? Please state:</b>	

**NAME TAG PEG PICTURE** \_\_\_\_\_

**Safeguarding Statement:** At Hound owls preschool we work with children's parents, external agencies and the community to ensure the welfare and safety of the children and give them the very best start in life. Children have the right to be treated with respect, be helped and thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect cultures (please refer to our inclusion policy for further information).

Safeguarding is a much wider subject than the elements covered within the statement, therefore this statement should be used in conjunction with pre-schools other policies and procedures.

**Privacy Notice:** To ensure that we fully comply with the data protection act, as passed by the government, we require your authority to use/keep any of your data. I understand such records are being kept and I am aware that I can access these records and opt out of having my data used at any time and will inform the pre-school in writing or by email or of my changed preference.

**Signed** \_\_\_\_\_ **Name** \_\_\_\_\_ **Date** \_\_\_\_\_

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Office use only.

Date received		Key worker information	
Email & Text confirmation		Photo for Tapestry	
Set up on Tapestry		Added to walk rota	
Email Tapestry details		Folder and crib sheet made.	
Welcome pack & policies		Birth Certificate checked	
Settling in session given		Funding codes checked	
Name tags			
Permissions & EYFS information			