PEEK-A-BOO PRE-SCHOOL

Registration form

Union Congregational Church, 90 Pall Mall, Leigh-on-Sea SS9 1RG. Phone 07849 187694. Email peekaboo.preschool@yahoo.co.uk. Ages 2 to 5. Term time, Monday to Friday, 8.45am to 2.45pm.

Please use block capitals if you are writing by hand. This paper form asks for the same information as the online form.

Please bring your child's original birth certificate when you visit. We need to see it in person. Southend-on-Sea City Council's Parent/Carer Declaration for funding is a separate form and is still completed as well.

1. Your child

We must keep your child's full name, date of birth and address (EYFS 3.99).

First name

Middle names

Last name

Date of birth (day / month / year)

Address line 1

Address line 2

Town

Postcode

Language or languages spoken at home

2. Parents and carers

Please give every parent or carer known to us, whether they have parental responsibility, and who your child normally lives with (EYFS 3.99). Parental responsibility is the legal duty for a child. If someone else also has it, name them. Space for two people is printed below. Use another sheet if you need more.

First parent or carer

Full name

Relationship to the child

Parental responsibility? ☐ Yes ☐ No

☐ Address is the same as the child's

Address, if different

Phone

Email

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Does your child normally live with this person? ☐ Yes ☐ No

Second parent or carer

Full name

Relationship to the child

Parental responsibility? ☐ Yes ☐ No

☐ Address is the same as the child's

Address, if different

Phone

Email

Does your child normally live with this person? ☐ Yes ☐ No

Anyone else with parental responsibility? If nobody else, write None.

If your child normally lives with someone not listed above, tell us here.

3. Emergency contacts

Where you can, please give more than two telephone numbers (EYFS 3.99). We use these if we cannot reach you, including if your child is not collected.

Contact 1

Full name

Relationship to the child

Phone

Second phone

Contact 2

Full name

Relationship to the child

Phone

Second phone

Contact 3

Full name

Relationship to the child

Phone

Second phone

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If we cannot reach you at home time, what should we do?

4. Diet, allergies and health

We must have dietary needs, allergies, intolerances and health information before a child starts (EYFS 3.65). Health information is special category data. Please see the privacy notice on the last page. If a question does not apply, write None.

Dietary requirements

Food preferences

Food allergies

Intolerances

Is there an allergy action plan? Yes / No / Not applicable. If yes, please bring a copy.

Medical conditions or illnesses

Medicines staff need to know about

Any other health needs

Immunisations (as in the red book / Personal Child Health Record)

Will you bring the red book to your visit? ☐ Yes ☐ No

Does your child have special educational needs, a disability, or need extra support? ☐ Yes ☐ No

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If yes, please tell us. Include any professionals involved.

5. GP and dentist

We ask for the dentist to support oral health (EYFS 3.59).

GP name

Surgery name

Surgery phone

Surgery address

Dentist name

Dental practice

Dentist phone

Dentist address

☐ My child is not registered with a dentist

6. Who can collect your child

We only release a child to someone a parent or carer has told us about (EYFS 3.89). The password is our extra check. Tell it only to the people you name. Please do not write it where other people can see this form.

Authorised person 1

Full name

Relationship to the child

Phone

Authorised person 2

Full name

Relationship to the child

Phone

Authorised person 3

Full name

Relationship to the child

Phone

Collection password

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Anything else about collection

7. Funding and sessions

We offer funded places from 2 years old, including 15 and 30 hours. Our day is 6 hours (Monday to Friday, 8.45am to 2.45pm), so five days is 30 hours. Tick the days you would like. This form does not replace Southend's Parent/Carer Declaration.

Funded hours I want to ask about: 15 hours / 30 hours / Not sure / Not applying

2-year-old funding: Yes / No / Not sure

Funding code, if you already have one (optional)

Requested start date

Days: Monday Tuesday Wednesday Thursday Friday

Notes about days or funding

8. Permissions

Please tick one box for each. You can say no. We will talk with you before your child starts if you say no to emergency treatment.

Photographs of my child for the setting's own displays and learning records	☐ Yes	☐ No
Local outings on foot as part of the session	☐ Yes	☐ No
Staff may apply sun cream that I provide	☐ Yes	☐ No
Emergency medical treatment, including calling a doctor or ambulance	☐ Yes	☐ No

9. Declaration

- ☐ The information in this form is accurate, and I will tell the pre-school if it changes.
- ☐ I understand Southend's Parent/Carer Declaration is completed separately before funding is claimed.
- ☐ I will bring my child's original birth certificate for staff to see in person.
- ☐ I have read the privacy notice, including the note about health information.

Anything else you would like us to know

Signature (full name)

Date

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Relationship to the child

Privacy notice (short version)

Peek-a-Boo Pre-School is the data controller (Peek-a-Boo Pre-School Partnership, Ofsted URN EY498244), Union Congregational Church, 90 Pall Mall, Leigh-on-Sea SS9 1RG, peekaboo.preschool@yahoo.co.uk, 07849 187694. We use this form to look after your child and to meet the EYFS. Most details are kept because the law requires them. Health, allergy and SEND information is special category data. We keep records securely, encrypted when stored online, and only staff who need them can read them. We do not email the full form. The full notice is at https://peekabooleigh.co.uk/privacy. You can ask to see your child's records, ask us to correct them, and complain to the Information Commissioner's Office (ico.org.uk, 0303 123 1113).

For the pre-school to complete

Birth certificate seen (date and initial)

Southend Parent/Carer Declaration Part A given / received

Place offered / start date agreed / sessions

Staff notes