

**THE HULLBRIDGE PRESCHOOL ADMISSION FORM**  
(ALL INFORMATION IS TREATED IN THE STRICTEST CONFIDENCE)

Child's Name:	
Date of Birth:	
Requested Start Date:	
Has child had two year check with HV:	
Name of Parents/Carers 1: Does this parent have Parental Responsibility Yes/No	
Name of Parents/Carers 2: Does this parent have Parental Responsibility Yes/No	
Child's Home Address:	
Home Telephone Number:	
Mobile Telephone Number:	
E-mail address:	
Parents/Carers 2:Address:	
Home Telephone Number:	
Mobile Telephone Number:	
E-mail address:	
Collection Password:	
Home language of parents:	
<b>Emergency Contact Details 1: (Name, Number, Relationship).</b>	
<b>Emergency Contact Details 2: (Name, Number, Relationship).</b>	
Name Address & Telephone Number of Health visitor Do you have an updated "red book"? If yes please provide a copy of front page as proof of age, if not copy birth certificate is required. Has your child had a 2year check with Health visitor? Are any other agencies involved with your childs care: eg Lighthouse Ctr, Social Care, speech therapist	
Is your child registered with the Children's Centre, if so which one.	

Name Address & Telephone Number of family Doctor:	
Does your child have any allergies? Special dietary requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details:
Collection must be by authorised person aged over 16 only.	Please see separate permission sheet.
Any ongoing health problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any other special needs/instructions i.e. cultural or religious	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details:
Has your child previously attended another pre-school? If yes, please give details  Name & Address of pre-school:	<input type="checkbox"/> Yes <input type="checkbox"/> No
When will your child start school?	
Which school will your child go to?	
Is there any background information which you could provide that may help the staff's understanding of your child and also help your child settle in? For example, any special fears, brothers or sisters, unique words that may be used at home (e.g. for toilet etc). Please let us know of any recent family events which may affect your child. Please also let us know of any additional languages that are spoken at home.	
Sessions I would Like: ( Please Tick) Mon 9am to 12pm      12pm to 3pm Tue 9am to 12pm      12pm to 3pm Wed 9am to 12pm      12pm to 3pm Thur 9am to 12pm      12pm to 3pm Fri 9am to 12pm      12pm to 3pm	Any other requirements/Suggestions:

Has your child been immunised against:

Diphtheria  Whooping cough  Tetanus  Polio  MMR

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**This information will be kept confidential**

### Parental Consent Form

I/we agree to pay a one-off £12 administration fee if child isn't receiving 3yr funding.

Signed by Parents/Carers: \_\_\_\_\_ Date \_\_\_\_\_

I/we agree to pay for sessions that I/we have requested even when my child is absent due to sickness or holidays.

Signed by Parents/Carers: \_\_\_\_\_ Date \_\_\_\_\_

I/we agree to give half a terms notice in writing if I wish to withdraw my child or half a terms fees in lieu of notice. Applicable/Not applicable

Signed by Parents/Carers: \_\_\_\_\_ Date \_\_\_\_\_

### Medical Advice and Treatment

I/we hereby authorise the staff of The Hullbridge Pre-school to seek any necessary medical advice or emergency treatment in the future for my child \_\_\_\_\_ (child's name) if I or any other member of the family cannot be contacted.

Signed by Parents/Carers: \_\_\_\_\_ Date \_\_\_\_\_

I/we agree for The Hullbridge Pre-school to apply plasters to my child \_\_\_\_\_ if needed.

Signed by Parents/Carers: \_\_\_\_\_ Date \_\_\_\_\_

### Outings

I/we do/do not give permission for my child to go on brief local visits e.g. to the library/local fields/shops or schools during session time without prior notice. I understand that specific consent will be sought for major excursions.

Signed by Parents/Carers: \_\_\_\_\_ Date \_\_\_\_\_

### Observation

I/we do/do not give permission for my child to be observed and a written study made by staff of The Hullbridge Pre-school for the purposes of professional training and my child's development records.

Signed by Parents/Carers: \_\_\_\_\_ Date \_\_\_\_\_

### Photographs

I/we give permission for The Hullbridge Pre-school to take photographs of my child \_\_\_\_\_ (child's name) for the purpose of. **(circle as appropriate)**

Photographer	Childs Records	Preschool Website	Newsletters	Staff Coursework
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Signed by Parents/Carers: \_\_\_\_\_ Date \_\_\_\_\_

### Sharing Information

I/we give permission for The Hullbridge Pre-school to share information with relevant parties, such as childminder, carer, other setting, health visitor of my child \_\_\_\_\_ (child's name). (**circle as appropriate**) If you require a Tapestry user set up for a setting or childminder then please enter their details here. Name:.....

Email:..... Position: .....

### Duty Of Care

At the Hullbridge preschool we have a duty to care for your child, we advise all parents to carefully read our safeguarding policy, which is available in the setting or on the website. Should we have significant concerns regarding the welfare of your child it may be necessary to contact outside agencies without your consent, our designated person for safeguarding is Kristy Sangwin.

Please sign to say you understand and agree with our safeguarding policy. If you require any further explanation of the policy then please speak to a member of staff.

Signed by Parents/Carers: \_\_\_\_\_ Date: \_\_\_\_\_

### Sun cream Application

I/we do/do not give my permission for staff at The Hullbridge Pre-school to reapply sun cream to my child if provided and requested to do so by myself \_\_\_\_\_ Parents/Carers name.

Signed by Parents/Carers: \_\_\_\_\_ Date \_\_\_\_\_

### Policies & Procedure

I/we have been provided with details of the settings policies and procedures, including Information Sharing and understand that there may be times where information is shared with other professionals or agencies without consent. Copies of all policies and procedures can be found either as a hard copy in the setting (but must be read on site) or on the website [www.thehullbridgepreschool.co.uk](http://www.thehullbridgepreschool.co.uk) for your to peruse.

Signed by Parents/Carers: \_\_\_\_\_ Date \_\_\_\_\_

I/we have been provided with details of the settings non-payment fee policy available on the website [www.thehullbridgepreschool.co.uk](http://www.thehullbridgepreschool.co.uk).

Signed by Parents/Carers: \_\_\_\_\_ Date \_\_\_\_\_