

Guidance notes for completing Registration Form

Child's legal Surname is the name that is stated on their Birth Certificate, this is the name we are obliged to use. **Please bring your child's birth certificate in** with the registration forms as we will need to see this.

Child's Forename, we will only use their first name on the peg cards unless children have the same initials. Please let us know if you wish a shortened version to be used e.g. Ben, Pip, etc.

Parent 1 / Parent 2 /carers name, can you include Surnames if they are different.

Parent 1 / Parent 2 /carers DOB, we have been asked to include this for identification purposes.

Child normally lives with/has parental responsibility, this information is especially important to us if the child's parents no longer reside together. If you wish information e.g. newsletters, to be sent to both parents separately please speak to the Office Assistant to arrange this.

Email address, letters and newsletters will be sent out via email address if supplied, if you would prefer a paper copy please let the Office Assistant know.

Please list all foods, toiletries, pollens, etc that your child is/could be sensitive to.

Please state if your child has any specific dietary needs.

Please list any medical problems your child has and treatments required if necessary.

For children attending multiple settings we are able to work with the other setting, sharing information as appropriate. For children who are able to claim the Free entitlement funding this can be split between settings, but we must be aware of how many hours you are claiming with them.

We need to be aware of any persons that are not permitted contact with your child or those you do not wish to collect your child. Please include details as necessary.

We have included a place for both Parent 1 and Parent 2 /Carer to sign the form should you wish, this could be especially useful for parents who no longer reside together.

Please can you let us know the name of your Health visitor and social worker if you have one.