



Ambourne House Day Nursery

Enrolment Form

Child's Name: _____

Date of Birth: _____ Gender _____

Details of Parent(s) with whom the child lives

Parent 1

Name: _____

Place of Work: _____

Mobile No: _____ Daytime Contact No: _____

Does this parent have parental responsibility? Yes/No (delete)

Parent 2

Name: _____

Place of Work: _____

Mobile No: _____ Daytime Contact No: _____

Does this parent have parental responsibility? Yes/No (delete)

Address: _____

Home Tel No: _____

Details of Parent with whom the child does not live

Name: _____

Place of Work: _____

Mobile No: _____ Daytime Contact No: _____

Does this parent have parental responsibility? Yes/No (delete)

Address: _____

Home Tel No: _____

Does this parent have legal access to the child? Yes/No (delete)

It is the Policy of this nursery that your child will not be released to any other person without prior notice (detailing that person's identity). Staff members are required to check with Management any person with whom they are not familiar.

Additional people authorised to collect your child/contact in an emergency (must be over 16 years)

Name:	_____	Relationship to child:	_____
Telephone:	_____	Mobile No:	_____
Name:	_____	Relationship to child:	_____
Telephone:	_____	Mobile No:	_____

Does your child have any Health/Dietary Requirements? Yes/No (delete)

If yes please give details:

Does your child have any allergies? Yes/No (delete)

If yes please give details of the cause and reaction:

Has your child had any of the following immunisations? (Please tick and Date)

Immunisation	Date of Immunisation	Immunisation	Date of Immunisation
HIB		Meningitis C	
Diphtheria		Poliomyelitis	
MMR		Tetanus	
Whooping cough		Any other:	

Is your child attending Health Clinic/Doctors for routine checkups? Yes/No (delete)

Doctor's Name:	_____	Telephone:	_____
Based at:	_____		
Health Visitor:	_____	Telephone:	_____
Based at:	_____		

Does your child have any special needs or disabilities? Yes/No (delete)

If yes please give details:

Is any other agency/professional involved with your child?

If yes please give details:

Name:	_____	Telephone:	_____
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ETHNIC ORIGIN (Please tick)

White - British

- British ()
- Irish ()
- Traveller of Irish Heritage ()
- Gypsy/Roma ()
- Any other white background* ()

Black or Black British

- African ()
- Caribbean ()
- Any other Black background ()

Chinese ()

Any other ethnic background* ()

Other* _____

Asian or Asian British

- Indian ()
- Pakistani ()
- Bangladeshi ()
- Any other Asian background* ()

Mixed or Mixed British

- White and Black Caribbean ()
- White and Black African ()
- White and Asian ()
- Any other mixed background* ()

Nationality: _____

Religion if any: _____

Languages spoken at home: _____

Are there any details relating to your child's culture, religion, language or race that you wish the nursery to be aware of, including any festivals or special occasions that you do or do not wish us to celebrate?

Is there any other information that we should know about your child?

I agree to abide by the Terms & Conditions and Policies & Procedures of Ambourne House Day Nursery, which I have read and fully understand.

Signed: _____ **Date:** _____

Print Name: _____

Data Protection: In compliance with current UK Data Protection legislation, any information you provide here will be kept secure and treated confidentially. The data collected will only be used by Ambourne House Ltd and will not be disclosed to any other sources, without your prior consent.

Permission Form

General Consent

So that your child can receive the best and most appropriate care, attention and if necessary treatment, please could you consider the following:

I do/do not give permission for contact to be made with the appropriate Medical/Health/Social Services Authorities.

I do/do not give permission for a member of staff from Ambourne House to accompany my child to hospital and to authorise hospital staff to administer essential medical treatment.

I do/do not give permission for staff at Ambourne House Day Nursery to apply sun protection cream to my child.

Observations & Photographs

As part of our commitment to provide for the individual needs of your child we will observe all areas of development and in partnership with you, record progress in those areas in order to plan appropriate activities in the nursery.

To do this, we use an online Learning Journal called Tapestry, which enables us to send observations, which may include digital images, such as photographs and videos, electronically. Each child's Learning Journal has an individual account set up so that it can only be accessed by that child's parents. However, so that we can capture your child learning and interacting with other children, we often use group photographs that may then be used in another child's Learning Journal. If you do not wish your child to appear in these group pictures you **must understand that we will then only take individual photographs of your child** and you will **not be able to see your child engaging with other children in group activities**.

If a child attends another setting or transfers, for example, to school we like to share with them information on progress and achievement.

Any photographs taken of your child may be used in nursery displays, but will not be taken off the premises. CCTV is also only used on the premises for Safeguarding purposes.

From time to time we use photographs on our website, Facebook page and very rarely in the local press, to share with others all that the children do at Ambourne House, but unless permission has been obtained we always obscure these images.

On occasions parents sometimes request to take group photographs during special events, such as Christmas and leaving parties at the discretion of the nursery manager.

I do/do not give permission for photographs to be used in an online Learning Journal.

I do/do not give permission for group photographs to be used in an online Learning Journal.

I do/do not give permission for records of achievement/development to be shared with other providers/professionals.

I do/do not give permission for photographs of my child to be displayed in the nursery.

I do/do not give permission for group photographs of my child to be taken by other parents during special events.

I do/do not give permission for photographs of my child to be used on the nursery's website.

I do/do not give permission for photographs of my child to be used on the nursery's Facebook page.

I do/do not give permission for photographs of my child to be used for promotional purposes in the local press.

Signed: _____ Date: _____

Please note, once we have received this permission form you will be sent an email so that you can set up a unique password in order to access you child's individual Tapestry account.