

## Ladybirds Registration Form

Child's Surname.....

Child's Forename(s).....

Date of Birth.....

Home Address.....

Town..... Postcode.....

Male/Female (delete as applicable)

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Parent/Carer 1

Full Name.....

NI NUMBER .....DOB.....

Place of work.....

Contact Number 1 .....

Contact Number 2.....

Email Address-.....

(Please note- This email address will be used to make contact with you  
regarding sessions, updates and INVOICES)

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Parent/Carer 2

Full Name.....

NI NUMBER..... DOB.....

Place of work.....

Contact Number 1 .....

Contact Number 2.....

Email Address.....

(Please note- This email address will be used to make contact with you  
regarding sessions, updates and INVOICES)

PLEASE PROVIDE YOUR FUNDING CODE.....

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Please provide full names and contact numbers for those authorised to collect your child. (In the event of parents not being available- who would we contact?)

Name	Relationship to Child	Contact Number 1	Contact Number 2

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### Medical/Services Information

**Name of doctor**.....

Surgery.....

Tel.....

**Does your child take any medication?** Yes/No

If so, please provide the name of that medication and what it is for.

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**Name of Health Visitor**.....

Surgery.....

Tel.....

**Has your child had their “two year check” carried out by the Health Visitor?**  
Yes/No

**Do you have any concerns about your child’s development so far?**

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**Name of Social Worker & briefing on involvement**

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Tel.....

**Does your child suffer with any allergies? Yes/ No**

**(If yes, please provide details)**

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**Does your child have any special dietary requirements? Yes/ No**

**(If yes, please provide details)**

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**Does your child have any disabilities? Yes/ No**

**(If yes, please provide details)**

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**Does your family celebrate any festivals or special occasions? If so, please provide details on how this would look at home.**

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**Is English an additional language to your child? Yes/No**

**What other language(s) is/ are spoken at home?**

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**Parental Consent and Agreements**

- Do you give permission for Ladybirds to take your child on short walks/ visits- eg shops/ park?

Yes/ No

- Do you give permission for your child's photo to appear in the newspaper relating to Ladybirds? (no names)

Yes/No

- Do you give permission for your child's photo to appear on the school's website? (no names)

Yes/ No

- **Do you give permission for staff to seek emergency medical treatment for your child if necessary?**

Yes/ No

- **I understand that I need to apply sun cream prior to my child's session. Children will be going outside in all weathers and it is the parent's responsibility to ensure they are ready to do so. Please be mindful of suitable coats, hats and gloves etc suitable for weather conditions.**

Yes/No

- **Ladybirds have a "no mobile phone" policy. We ask that all parents and carers refrain from using their mobile phone when on the premises. This includes taking photos of the children (including your own) in the setting. Please do not be offended if a member of staff asks you to put your phone away.**

**I have read and understand this YES/ NO**

- **We request that parents keep us up to date with all important contact details-** this includes changes to emergency contact details.

**I have read and understand this YES/ NO**

- **Children must be collected promptly** at the end of their session due to strict staffing and ratio purposes. Please see our late charges in the session prices- this will take place for every 10 minutes that families collect late.

**I have read and understand this YES/ NO**

- **Please ensure that you inform us if someone we do not know is going to be collecting your child at the end of the day. If a change arises during the day, please telephone the office so that we can ensure staff are sending your child home with the correct person and to limit any upset for your child too. (01295 269931)**

**I have read and understand this YES/ NO**

- **If you think you may be eligible for 2 year funding-** we will need your unique reference number prior to your start date. Funding will not be back dated and it is the responsibility of the parents to make sure that we are made aware of the codes before starting.

**I have read and understand this YES/ NO**

- **Where possible, we may be able to accommodate additional sessions** as a "one off" booking- this is strictly subject to availability and ensuring staffing ratio's continue to be in place.

**I have read and understand this YES/ NO**

- **Although you may wish to collect early, or have days off, you will still be charged to ensure that your session remains yours.**

**I have read and understand this YES/ NO**

- **There is no exception to charges for holidays and days off due to the setting having to staff for the session and for the booking to remain yours.**

**I have read and understand this YES/ NO**

- If you wish to drop a session, the booking will not be held open for you and will therefore move to the next person on our waiting list. We strongly advise that if you are going to need the booking again, that you do not cancel.

**I have read and understand this YES/ NO**

- **If sessions are not used**, Funded or Paid, we are not obliged to keep the session open and therefore will pass on to the next family if no contact or commitment is made. However, we want to be able to support you- please talk to us if we can help in any way here. This also applies to removing sessions if fees are not paid.

**I have read and understand this YES/ NO**

- **Any changes to your session pattern** will be added to our waiting list and may not be made until the following term. **This includes decreasing and increasing** because this could impact on staffing hours as well as ratio's. **All requests must be put in writing by emailing [ladybirds@hanwellfields.org](mailto:ladybirds@hanwellfields.org)**

**I have read and understand this YES/ NO**

- We ask that parents recognise that **we have a legal obligation to be within ratio** and in addition to this we have a maximum number of children that we can have at any one time. We have to be mindful of children's ages also, as this will impact our ratios. As a result, we ask that you do not turn up un-announced to drop off your child as we may not be able to accommodate you. Please contact us to see if we have any spaces free to help you.

**I have read and understand this YES/ NO**

- We want all parents to be aware that **if we suspect that a child may have been abused or neglected**, we have a duty of care to report such concerns to the Social Services Department and any other service that may be relevant to such concern.

**I have read and understand this YES/ NO**

- All school dates/closures/policies can be found on the School Website.

**I have read and understand this YES/ NO**

Your co-operation with the above is fully appreciated by the Ladybirds Team to ensure that we can offer and provide a fair service to all of our families. We base our staffing hours on children's booking times and sessions. Although we are offering as much flexibility as we can, we need to ensure there is a consistent booking expectation. This may mean we cannot accommodate a request at short notice- but will try our best!

### **Data Protection and Privacy Notice**

Ladybirds, as part of Hanwell Fields Community School, values the personal information entrusted to us and will process personal data in accordance with the principles set out in the General Data Protection Regulation (UK GDPR). It is important that you tell us if there are any changes to the information you give and, from time to time, we may ask you to confirm that it is correct.

The school is entitled to collect this information under the provisions of the UK GDPR. If you have any questions concerning the completion of this form, please contact the headteacher or the school Office. Hanwell Fields Community School will collect and hold information on this form for administrative purposes only. We will hold this information for no longer than is necessary.

If you would like to see the school's full privacy notice, this is accessible via the school's website @ [www.hanwellfieldscommunityschool.org](http://www.hanwellfieldscommunityschool.org)

The data controller for personal information held by the Group's Academies is United Learning Trust (ULT). ULT is registered with the ICO under registration number Z7415170. The Company Secretary, Alison Hussain, is responsible for ensuring that the Group complies with the Data Protection Law. She can be contacted on [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk) or 01832 864538.

Please tick the days and sessions that you wish your child to attend.

**We intend to fill AM/ALL DAY sessions first.**

**Children settle and access their environment better when we see them at a minimum of 3 sessions per week. This allows them to build strong relationships with friends and teachers.**

**We like to ensure those that are eligible to funding, receive the full entitlement where possible.**

Day	7:30am-8:30am (breakfast included)	8:30am-11:30am	11:30am-12:15pm (cooked meal included)	12:15pm-3:15pm	3:15pm-4:30pm (no tea)
Mon					
Tue					
Wed					
Thu					
Fri					

**\*\*\*We understand that parents may sometimes wish to collect their children earlier than these finish times/ have time off for holidays etc - however, the full session price will be charged due to staffing and ratio purposes.**

**PLEASE STATE IF YOU WANT TO USE FUNDED ONLY SESSIONS, OR IF YOU WANT TO PAY PRIOR TO FUNDING STARTING (TERM AFTER BIRTHDAY) ANY HOURS OVER YOUR FUNDING WILL BE CHARGED TO YOU**

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Signed Parent/ Carer.....

Date of completion .....

Intended Start Date.....

**PLEASE NOTE- Returning this form does not guarantee you a space within Ladybirds. This also applies to returning forms far in advance to your intended start date.**

**Contact will be made prior to your child's in-take to confirm bookings and arrange settling in sessions.**

**We will need to see your child's Birth Certificate/ Passport to check DOB. Please bring this with you when returning your form. A member of staff will be able to check this and sign below to say they have seen it.**

Thank you.

