



# Pre-school Registration Form - Parkstone

Please fill in and tick boxes as appropriate



Please complete all parts of this document, paying particular attention to contacts and allergies (including asthma). Once you have completed the forms and read our terms and conditions please sign, date and return this form together with the registration fee to the Sunbeams Office (subject to terms and conditions).

Male <input type="checkbox"/> Female <input type="checkbox"/>		Childs full name:	
Date of birth:		Room: Tiggers <input type="checkbox"/> Piglets <input type="checkbox"/> MM's only <input type="checkbox"/>	
Have you registered a sibling with us before? Yes <input type="checkbox"/> No <input type="checkbox"/>		Does your child attend anywhere currently? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, where? .....	
Preferred start date:			
Primary Carer Title:		Name:	
Relationship to child:		Occupation:	
Address: ..... ..... .....			
Postcode: .....			
Home tel:		Work tel:	
		Mobile:	
Primary email address: (Invoices will be sent to this address)			
Secondary Carer Title:		Name:	
Relationship to child:		Occupation:	
Address: (if different from above) ..... .....			
Postcode: .....			
Mobile:		Work tel:	
		Home tel:	
Email address:			
Other contacts in case of emergency:			
Name: .....		Relationship: .....	
		Tel no: .....	
Name: .....		Relationship: .....	
		Tel no: .....	

FOR OFFICE USE ONLY:	DEPOSIT PAID?		START DATE:	
	DETAILS ON SYSTEM?		BIRTH CERT / PASSPORT SEEN & VERIFIED	
	BOOKINGS ON SYSTEM?		CONFIRMATION LETTER/EMAIL?	
	FUNDING FORM?		TERMS & CONDITIONS SIGNED	
	PARENT MAIL			

Allergies/medical/dietary/developmental conditions:

Are all vaccinations up to date? Yes ☐ No ☐

Please list any that are not:

Doctors name/practice:

Health visitor name:

Tel no:

Do you have involvement currently with any other agencies such as social care/ family outreach/speech and language services etc?

Yes ☐ No ☐

If so please list:

Any other info which may help us settle in your child:

I hereby give permission for the staff of Sunbeams Day Care to seek any necessary emergency medical treatment for my child in my absence

Yes ☐ No ☐

Does your child need an inhaler? (If yes, we need one + spacer to keep on the premises and relevant document completed)

Yes ☐ No ☐

I give permission for staff of Sunbeams Day Care to administer an emergency salbutamol inhaler if necessary

Yes ☐ No ☐

I give permission for my child to have face paints

Yes ☐ No ☐

I give permission for my child's photographs and videos to be used on social media

Yes ☐ No ☐

I give permission for Sunbeams to apply insect repellent to my child as appropriate

Yes ☐ No (I will provide my own) ☐

I give permission for staff of Sunbeams Day Care to administer medication if necessary

Yes ☐ No ☐

I give permission for the staff to take my child on impromptu visits to the shops/park/library etc and understand they will be appropriately supervised

Yes ☐ No ☐

I give permission for Sunbeams to apply high factor good quality Sunscreen to my child as appropriate

Yes ☐ No (I will provide my own) ☐

I give permission for Sunbeams staff to keep records about my child, including photographs. I understand these records are totally confidential but that my child may appear in the background of other children's photographs

Yes ☐ No ☐

I give permission for Sunbeams Day Care to discuss my child's progress and wellbeing with their chosen school and other professionals with the parent's knowledge

Yes ☐ No ☐

I give permission for my child to be transported if necessary by Sunbeams Day Care, I understand they carry appropriate vehicle insurance and licences

Yes ☐ No ☐

If you have answered No to any of the above please specify why:

# The Teacher Cloud

We record all the children's development and progress on our mini iPads using an app called Evidence for Learning.

Connected to the app is the Teacher Cloud, which is a secure way of us sharing your child's observations and photos documented by their Keyworker with you and shows what they are achieving within the Early Years Foundation Stage.

Your child's record will only be able to be seen by you. Once your details are registered on the iPad and a password has been issued you will receive notification via email to be able to view your child's reports. They are uploaded to the Teacher Cloud every half term.

- Each time a new report is uploaded you will
- be notified by email with a link to the Teacher
- Cloud. Please take the time to log in and change
- your password to one you will remember. Also,
- you must save your child's reports to your own
- personal computer/device as once your child has left
- Sunbeams they are deleted.
- You are able to add comments to the observations
- which we encourage.

## Parentmail/Contacts

- We use Parentmail & Abacus to send
- emails/invoices & keep data.

Child's Name:

**Parent 1:** By completing and signing this form I agree to Sunbeams using Evidence for learning, Parentmail, Abacus & Teacher Cloud to log progress and make contact

First Name:

Surname:

Email address:

Signature:

Date:

**Parent 2:** By completing and signing this form I agree to Sunbeams using Evidence for learning, Parentmail, Abacus & Teacher Cloud to log progress and make contact

First Name:

Surname:

Email address:

Signature:

Date:

# Data Protection

At Sunbeams Day Care we take our privacy responsibilities seriously and as such we will only use your personal information to manage our responsibilities towards your child – all personal information will only be used in accordance with this goal.

From time to time, we will need to get in touch with you, either via email, letter or telephone, to update you about the nursery, any generic developments and to inform you of any issues relating to your child's health and wellbeing.

We will manage this data in a professional, ethical and secure way to maintain the integrity of our records – so that we can run the nursery accordingly. Personally Identifiable Information will not be shared with ANY third parties, unless you have given us permission to do so, for example: with your child's chosen school or other professionals. Only authorised staff can access your secured personal information.

## Pre-school Registration Form

### 15 HOURS EARLY YEARS ENTITLEMENT ONLY (Please tick as appropriate):

I would like term time only sessions ☐  
(No holiday sessions unless I book separately)

OR

I would like year round childcare ☐  
(I understand I will have to pay during holidays)

### 30 HOURS EARLY YEARS ENTITLEMENT (Please tick as appropriate):

I would like term time only sessions ☐  
(up to 30 hours per week)

OR

I would like year round childcare ☐  
(up to 22 hours per week)

### WHEN APPLICABLE:

I would like my child to attend Muddy Munchkins 1 day per week

Yes ☐

No ☐

Once sessions are booked we require a minimum of 4 weeks notice of change or cancellation.

**IF ATTENDING MUDDY MUNCHKINS, YOUR CHILD MUST ATTEND AT LEAST ONE 9-3 SESSION**  
CHILDREN MUST ATTEND A MINIMUM OF 9HRS IF FUNDED (2 YEARS OLD) / MINIMUM OF 15HRS (3 & 4 YEARS OLD) IF FUNDED

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8am - 6pm (Full day)					
8am - 9am (Breakfast)					
9am - 12pm					
12pm - 3pm					
3pm - 4pm					
4pm - 5pm					
5pm - 6pm					

By signing this registration form, you certify that all information included is correct at the time of completion and agree to inform us of any changes immediately.

Signed:

Date:

Sunbeams/Buddies tel no: 01202 737100 • Mobile tel no: 07703 324482

Website: [www.sunbeamsdaycare.co.uk](http://www.sunbeamsdaycare.co.uk) • E-Mail: [info@sunbeamsdaycare.co.uk](mailto:info@sunbeamsdaycare.co.uk)

Address: Sunbeams Day Care Ltd, Heatherlands Primary School  
Library Road, Parkstone, Poole, Dorset BH12 2BG