



Little Elms is a Company Limited by Guarantee in England and Wales.

Registered Number : 6377556

Registered Charity Number : 1122426

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Child's details

Child's first name(s) _____ Surname _____

Name known as _____

Child's full address _____

Gender _____ Date of birth _____ Birth certificate seen and copy made Yes No

Family details

Name of parent(s)/carer(s) with whom the child lives and any other siblings :

Contact details 1 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____ Mobile _____

Home telephone _____ Email _____

Home address _____

Work address _____

Does this parent have parental responsibility for the child? Yes No

Contact details 2 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____ Mobile _____

Home telephone _____ Email _____

Home address _____

Work address _____

Does this parent have parental responsibility for the child? Yes No

Contact details 3 (including emergency information):

Parent/carer full name _____

Relationship to child _____
Daytime/work telephone _____ Mobile _____
Home telephone _____ Email _____
Home address _____
Work address _____

Does this parent have parental responsibility for the child? Yes No

Other person(s) with legal contact *To be completed where those persons with parental responsibility are separated and an S8 Order is in place.*

Name _____
Address _____
Contact telephone numbers _____
Relationship to child _____
What are the contact arrangements that we need to be aware of?

Emergency contact details if parents are not available *Emergency contacts must be local.*

Contact 1 - Name _____
Relationship to child _____
Address _____
Daytime/work telephone _____
Home telephone _____ Mobile _____

Contact 2 - Name _____
Relationship to child _____
Address _____
Daytime/work telephone _____
Home telephone _____ Mobile _____

Persons other than parent(s) authorised to collect the child *Must be over 16 years of age. Please note that if the authorised person is not the person indicated, or told on the day, staff will check before releasing the child.*

Person 1 – Name _____
Relationship to child _____
Address _____
Daytime/work telephone _____
Home telephone _____ Mobile _____

Person 2 - Name _____

Relationship to child _____

Address _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Person 3 - Name _____

Relationship to child _____

Address _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Password for the collection of child by authorised persons _____

About your child

The following information will tell us a little more about your child. As your child settles with us, we will establish their starting points through observation and further conversation with you.

Does your child have previous experience of attending a childcare setting? If so, please specify:

Health and development

Has your child received the following immunisations? *Please confirm and provide date of immunisations given.*

Two months old	5-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
	Pneumococcal (PCV) vaccine.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
	Rotavirus vaccine.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
Three months old	5-in-1 (DTaP/IPV/Hib) vaccine, second dose - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
	Meningitis C vaccine.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
	Rotavirus, second dose.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
Four months old	5-in-1 (DTaP/IPV/Hib) vaccine, third dose - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
	Pneumococcal (PCV) vaccine, second dose.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:

Between 12 and 13 months old	Hib/Men C booster - Haemophilus influenza type b (Hib) forth dose and meningitis C, second dose.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
	MMR vaccine – mumps, measles and rubella.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
	Pneumococcal (PCV) vaccine, third dose.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
Two to three years	Flu vaccine	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
Three years and four months or soon after	MMR vaccine, second dose – mumps, measles and rubella.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
	4-in-1 (DTaP/IPV) pre-school booster - diphtheria, tetanus, pertussis (whooping cough) and polio.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:

For internal use: Has the child's health record book been seen to confirm immunisation dates? Yes No

Does your child have any on-going medical conditions? If so, please specify:

If yes, please specify which external agencies are involved e.g. Paediatrician, Consultant, Dietician, Speech and Language Therapist, etc:

Does your child require a health care plan? Yes No

Is your child known to have any allergies or food intolerances? If so, please specify:

A risk assessment will be completed and kept on the child's file for any known allergies or food intolerance as mentioned above.

What are your child's dietary requirements? Please specify:

It is our usual practice to provide both a meat and vegetarian option. If this is not in-keeping with your child's dietary requirements, please discuss this with [our setting manager/me] to ensure that we are working in partnership to meet your child's needs. Please refer to our Food and Drink Policy.

If your child is aged three years or over, does he or she have difficulty with any of the following:

Speaking and communicating	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Listening and attending	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Understanding simple instructions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Eating and drinking	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Sitting and sharing a book	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Walking and climbing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Rolling a ball	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Holding a crayon	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Socialising with adults and other children	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Using the toilet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Putting on their shoes and socks	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Any other concerns:				
Does your child have any special needs or disabilities? If so, please specify:				
Are any of the following in place for the child?				
SEN action plan				
Education, Health and Care Plan				
What special support will he/she require in [our/my] setting?				
<i>Two year old progress check – children aged 24 – 36 months</i>				
If your child is aged between 24-36 months, has a two year old progress check already been completed for your child? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Setting completing check		Date completed		
As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you.				
<i>Cultural background</i>				
How would you describe your child's ethnicity or cultural background?				
What is the main religion in your family (if applicable)?				
Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?				
What language(s) is/are spoken at home?				
If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Does your child need a bilingual support plan?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If so, discuss and agree with the key person how [we/I] can work together to support your child when settling-in:				
<i>General information</i>				
What is your child's usual sleep pattern?				
Does your child have a feeding routine (for children under 2 years)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your child have any food preferences?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your child have a pacifier i.e. dummy or thumb?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your child have a special toy or object they might bring with them?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
What sort of things does your child enjoy doing at home, i.e. drawing or cooking?				
What other information is it important for us to know about your child? For example, what they like, or what fears they may have, or any special words they use.				

Details of professionals involved with your child

GP

Name _____ Telephone _____
 Address _____

Health Visitor (if applicable)

Name _____ Telephone _____
 Address _____

Social Care Worker (if applicable)

Name _____ Telephone _____
Address _____

What is the reason for the involvement of the social care department with your family? *NB If the child has a child protection plan, make a note here, but do not include details. [We/I] will ensure these details are obtained from the social care worker named above and keep these securely in the child's file.*

Dentist (if applicable)

Name _____ Telephone _____
Address _____

Any other professional who has regular contact with the child

Name 1	_____	Role	_____
Agency	_____	Telephone	_____
Address	_____		
Name 2	_____	Role	_____
Agency	_____	Telephone	_____
Address	_____		
Name 3	_____	Role	_____
Agency	_____	Telephone	_____
Address	_____		

General parental permissions

Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the manager (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed _____ Date _____
Printed name _____

For inhalers/auto-injectors (e.g. Epipens) only

I give permission for a named member of staff who has been appropriately trained to administer the inhaler/Epipen or Anapen

(supplied by me) to _____ (*name of child*).

The named staff are:

■ **ALL FIRST AID TRAINED STAFF**

Signed _____ Date _____

Printed name _____

Nappy cream

I give permission for nappy cream (supplied by me) to be administered to _____ (*name of child*) when required, in accordance with manufacturer's instructions.

Signed	_____	Date	_____
Printed name	_____		

Paracetamol based medicine (e.g. Calpol)

I give permission for staff to administer paracetamol based products (e.g. Calpol) to _____ (*name of child*) in the case of a raised temperature and on the understanding that I will be making arrangements for my child to be collected as soon as possible in accordance with the setting's procedures on the administration of medicines.

Signed	_____	Date	_____
Printed name	_____		

Sun Cream

I give permission for staff to administer hypoallergenic sun cream (supplied by Little Elms. Please ask for details) to _____ (*name of child*) when necessary and to record its use.

Signed	_____	Date	_____
Printed name	_____		

I will provide my own Sun Cream signed _____ Date _____

Plasters

I give permission for staff to apply a plaster to

(name of child) if necessary.

Signed		Date	
Printed name			

Short trip - general outings

Your child will be taken out of our setting as part of the daily activities. The venues used are detailed here:

Village Library, Shops, Train Station, Vets and short walks around the village with regard to themes.			
I give permission for		(name of child) to take part in short trips or	

general outings. I understand that individual risk assessments are carried out for each type of trip or outing taken and are available for me to see as required.

Signed _____ Date _____
Printed name _____

Photographs

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. Only cameras, iPads supplied by the setting are used for this purpose, photographs taken are used for display and for your child's records within the setting. We may also record events and activities on video. Photos/videos are stored on the setting's computer only; we only store images during the period your child is with us. We would also like to use any image of your child for training, publicity or marketing purposes.

I give permission for _____ (name of child) to have her/his photo taken, to be
Videod as per the above conditions.

Signed		Date	
Printed name			

I give permission for _____ (name of child) to have her/his photo used for training,
Publicity or marketing purposed .

Signed		Date	
Printed name			

Wellcomm Pack

To ensure that children are progressing with their communication and Language we assess them on the wellcomm pack. Please sign below to say you are happy for us to complete this with your child.

I give permission for _____ (name of child) to complete the Wellcomm pack
assessment.

Signed _____ Date _____

Printed name _____

Animals

We may occasionally have supervised visits of animals to our setting and we have the following pets on site (please list all):

We will ensure that our pets are healthy and fully inoculated, as appropriate, and that animals showing any signs of disease are treated. A risk assessment will be carried out for visiting animals, and parents informed.

Please state below any known allergies or aversion (name of child) has to animals:

Signed		Date	
Printed name			

Key persons - Information for parents

Each child joining the setting will have a key person appointed to them. It will be the key person's responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up-to-date. Your child's key person may change as your child progresses through the setting. You will be notified of these changes. Your child's key person is your first point of contact for anything you wish to discuss about your child.

Your child's key person will be _____

Your child's 'back up' person will be _____

Policies and procedures

I have been provided with details of Little Elms Pre School early years prospectus for parents, and its policies and procedures. The policies and procedures have been explained to me, including the Information Sharing Policy, and I understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

Signed _____ Date _____

Printed name _____

Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify us of any changes as they arise.

Parent name _____

Signed _____ Date _____

Name of key person _____

Signed _____ Date _____

Name of manager _____

Signed _____ Date _____

Date of first review _____

Equalities monitoring form

Ethnicity - Gathered for monitoring purposes only. Parents are not obliged to complete this data.

White British Pakistani

White Irish Indian

White other Asian other

Black British Chinese

Black African Chinese other

Black Caribbean White and Black Caribbean

Black Other White and Black African

Bangladeshi White and Black Asian

Other please state _____

A child's learning difficulties and disabilities status should be recorded according to the following categories:

No special educational need

SEN action plan

Education, Health and Care Plan

Providers should refer to the SEND Code of Practice for the Early Years (2014) for an explanation of the terms above.