ADMISSIONS FORM

**Details of Child**

|  |  |
| --- | --- |
| Full name of child |  |
| Date of birth |  |
| Gender |  |

**Details of Parents/Carers**

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address (if Different): |
| Tel: | Tel.: |
| Email: | Email.: |
| Mobile: | Mobile: |
| Siblings (with Date of Birth): | |

**Person with Parental Responsibility / who the child normally lives with**

|  |  |
| --- | --- |
| **Person** | **Relationship to child** |
|  |  |

**NON-FAMILY alternative emergency contact**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Relationship |  |
| Telephone |  | Mobile |  |

**Names of people authorized to collect your child**

|  |  |
| --- | --- |
| Name: |  |
| Tel: |  |

|  |  |
| --- | --- |
| Name: |  |
| Tel: |  |

|  |  |
| --- | --- |
| Name: |  |
| Tel: |  |

|  |  |
| --- | --- |
| Name: |  |
| Tel: |  |

|  |  |
| --- | --- |
| Name: |  |
| Tel: |  |

**Additional Information**

|  |
| --- |
| Name and address of child’s doctor: |
| Telephone number: |
| Details of any health problems: |
| Details of any previous infectious diseases and immunisations: |
| Details of allergies: |
| Special dietary requirements: |
| Other special requirements: |

|  |
| --- |
| Name and contact of other professionals involved with the family: |

|  |
| --- |
| Does your child attend another setting?  If yes, which one? |
| Do you give permission for sharing your child’s progress with the other setting? |

|  |
| --- |
| If you are eligible for 15 or 30 hours funding, please provide your code here: |

Please tick and sign the form below.

* I confirm that I have read and consent to The Phoenix Kindergarten’s Privacy Notice.
* I confirm that I have read The Phoenix Kindergarten’s policies available on the website.
* I understand that fees are payable before the start of each half term and that a half-a-term notice is required if I want to withdraw my child from The Phoenix Kindergarten.
* I give my permission for photographs to be taken of my child (back and side only) while at The Phoenix Kindergarten. These could be used in the child’s file to document their learning, on our website or in our brochure.
* Every child in our care under the age of five is entitled to 1/3 pint (189ml) of milk per day to help them grow and develop, which is sourced from a local dairy in glass bottles. I would like my child to receive their entitlement of milk when they are in attendance.
* I/we give permission for the staff at Phoenix Kindergarten to wash down my child should they soil themselves
* I have read the GDPR Policy on the Phoenix Kindergarten’s website (paper copy available upon request)

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_