



## **Fusion Pre-School Southdown Registration Pack:** **Sept 2024-July 2025**

Thank you for choosing Fusion Pre-School Southdown. We work hard to ensure that the time your child/ren spends with us is enjoyable, but if you have any concerns or worries at any time please do not hesitate to come and speak to us. There is a lot of information in this pack. Should you have any more questions then please get in touch.

- Page 2/3-** Personal Information & Emergency Contacts
- Page 4-** Medical information form
- Page 5-** Important information about me
- Page 6/7-** Consent
- As the Parent/Carer of the child/ren referred to in this pack, I confirm that the information I have given is correct to the best of my knowledge. I will inform Fusion Pre-School Southdown if any of this information changes.

## Private & Confidential Information – Personal Information

<i>Photo – Please provide a recent photo (you can email this)</i>	Full Name			
	Preferred name		Gender	
			Ethnic Origin	
	Date Of Birth		Nationality	
			Home Language	
			Religion	
Child/ren's Home Address:				

**SESSION TIMES AND FEES:** Please note: a £50 Administration fee per child is payable when a child starts Fusion Pre-School. Session fees quoted are per child. For further sessional information, discounts, penalties, retainer, cancellations, late pick up, please see our **Sessional Policy**.

Please Note – 15 hours funded hours can **ONLY** be used for our **Core Session (9.10am-12.10pm)**

Days	Early Drop Off 8.30am - 9.10am (£6)	Core Session 9.10am-12.10pm (£33)	Lunch Club 1.10pm-2.10pm (£10)	Notes
Monday				
Tuesday (Forest School)				
Wednesday				
Thursday				
Friday				

## Private & Confidential Information – Personal Information

Primary Contact E-mail (will receive all communication):

**Contact Details** - If an emergency occurs at Fusion Pre-School Southdown it is essential that we can contact someone. Parents/carers with Parental Responsibility should list themselves as the primary and secondary contact. Your emergency contacts must be able to get to Fusion Pre-School Southdown within 15 minutes in the case of an emergency, so **must be local**.

	Name	Relationship to child	Phone Numbers
Primary contact			Home: Mobile: Work:
Secondary contact			Home: Mobile: Work:
Third contact			Home: Mobile: Work:

**Family Password:** We require you to set up a **memorable** password with Fusion Pre-School Southdown. Anyone who is collecting your child/ren who is not recognised by a member of staff, will be respectfully challenged and asked for the password and requested to show photo ID. We may also telephone you for authorisation. Any person collecting your child/ren **MUST** be over 18 years of age. **DO NOT** tell your child/ren your password.

**Our Family Password is:**

# Private & Confidential Information – Medical Information

Name:

Doctor's Name  
Practice Address

Child's NHS Number

Special Dietary Needs: Cultural/ Allergies/ Dietaries

**Allergies:**

Any allergies? (what treatment is required? i.e. auto injector, inhaler, specific medication)

**Health and Medical Conditions:** Any health conditions medical requirements, disabilities, behaviours or impairments?

Has your child had a tetanus injection?

Was your child delivered prematurely? If so, by how many weeks?

Are you in receipt of Disability Living Allowance for your child?

**Communication Needs:** Speech, signing, pointing, picture boards, facial expressions etc. How does your child show emotion?

**Toileting:** Personal care routine for nappy changing / toileting?

Does your child have a Health Visitor – if so who?

**Mobility:** Does your child/ren need any support with mobility?

**Behaviour:** Does your child have any additional needs? If so, please speak to the Manager as we require shared access to any existing IEP's and Care Plans. If necessary, a Behaviour Care Plan will be implemented by Fusion Pre-School Southdown following a 1:1 meeting.

Does your child show any challenging behaviour?

Does your child get distressed easily? Are there any known triggers?

Any other relevant information?

Are there any other professionals involved with your child.

## Important Information about me:

Answers to the questions below will assist the Pre-School Team in helping your child settle happily at pre-school. They do not form part of any formal assessment and there is no obligation to complete every question. We would however, appreciate your co-operation in completing those that you feel appropriate. Please contact the pre-school if you have any queries.

**Name:**

My favourite thing to play with is:

Things I like to do/play are:

Important people in my life are:

I live with:

Important celebrations/ festivals in my life:

Other settings, playgroups or activities I have been to:

How I feel about coming to Pre-School:

My special toy or comforter that may help me settle at pre-school is:

What the pre-school staff can do to help me settle:

Things I need support with:

Words, language or gestures I might use that are important to me (but might be difficult for you to understand):

If I am upset I like... ( for example, to be held, to be allowed to soothe myself):

Other things I would like you to know about me:

# Consent and Signatures

**Consent:** Please sign below to confirm your consent for the following. I give consent for Fusion Pre-School Southdown to.....

NAME OF CHILD -	CONSENT
<p><b>Photographs</b> - Take photographs/digital images and videos of my child/ren that will be used for Internal Purposes, ie noticeboards, photo albums, displays/other</p>	Yes/No
<p><b>Photographs</b> - Take photographs/digital images and videos of my child/ren that will be used for External Purposes, ie Pre-School's website/ open Facebook Page.</p>	Yes/No
<p><b>Outings</b> – To support our topics, a small group of children will leave the premises (with appropriate adult supervision) for example to post a letter, cross the zebra crossing or look at produce in the Co-op. We regularly go for woodland walks and across the road to the common to engage in wider activities. I consent to Fusion Pre-School Southdown including my child in occasional outings without prior notifications.</p>	Yes/No
<p><b>Moving On</b> - When it is time for your child to leave Fusion Pre-School Southdown we will offer a Leavers Consultation with your child's Key Worker. Following this, and with your permission, we will pass your child's information to your next setting. This aids your child's transition and supports their future development. I consent to my child's information being passed by Fusion Pre-School Southdown to my child's next setting.</p>	Yes/No
<p><b>Sharing information with other childcare professionals</b> - To ensure a holistic overview of each child Ofsted consider it good practice to share information regarding children's progress, with other childcare professionals who contribute to your child's development. I consent to Fusion Pre-School Southdown sharing information with other childcare professionals.</p>	Yes/No
<p>I give permission for staff to use hypo allergenic wipes and plasters on my child when necessary.</p>	Yes/No
<p>I give permission for staff to apply factor 50 sensitive skin sun cream on my child when going outside</p>	Yes/No
<p>I give permission for staff to change a nappy/soiled clothing when necessary.</p>	Yes/No
<p>I give permission for staff to take appropriate action in the event of an emergency.</p>	Yes/No
<p>As the Parent/Carer of the child/ren referred to in this pack, I confirm that the information I have given is correct to the best of my knowledge. I will inform Fusion Pre-School Southdown if any of this information changes.</p>	Yes/No
<p><b><u>Policies and Procedures:</u></b> I/We have read, understood, and agree to adhere to all of Fusion Pre-School Southdown's Policies' and Procedures.</p>	Yes/No
<p><b><u>Funding</u></b> I understand that if eligible for 15 hours Government funding, this can only be utilized for Pre-Schools Core sessions (9.10am-12.10pm)</p>	Yes/No

<b><u>Privacy Notice:</u></b>	Yes/No
I/We confirm that I/We have read and understand Fusion Pre-School Southdown Data Protection Policy which includes the Data Protection Act 2018 compliancy and hereby agree to the Privacy Statement.	Yes/No
I/We understand that our personal information collected is used, stored and erased appropriately and is needed to fulfil our contract with Fusion Pre-School Southdown.	Yes/No
I/We are happy for Fusion Pre-School Southdown to contact me/us through text, phone, email and the postal service.	

**Primary Contact Signed:** \_\_\_\_\_ **Print Name...** **Date:**

**Secondary Contact Signed:** \_\_\_\_\_ **Print Name** **Date:**