



New Starter Pack

Dear Parents/Carers

This pack contains documents that you are required to complete, sign and return to pre-school before your child can attend their induction with us. All information and policies are available to view on our website. If you would like a paper copy of any of these, please let us know.

Please include ALL relevant information on these forms and give as much information as possible particularly in health, allergies and contact information as it is these forms that are used to inform staff on the individual details regarding your child.

If you have any questions regarding these forms, please do not hesitate to contact us on 01793 772981/ admin@lydiardmillicentpreschool.org

With thanks

The Pre-school Team

**Lydiard Millicent Pre-school**

Lydiard Millicent C of E School

The Butts

Lydiard Millicent

Swindon

SN5 3LR

Tel: 01793 772981

www.lydiardmillicentpreschool.orgEmail: admin@lydiardmillicentpreschool.org

Registered charity no. 1029771

Emergency Contact Sheet

To enable us to contact you in the event of an emergency please fill in the details below. The sections marked with * are a mandatory requirement as laid down in the Children Act 1989.

| | |
|--|--|
| Child's name* | |
| Date of Birth* | |
| Home Address | |
| Home Telephone Number | |
| Mother's/ Guardian's Name* Place of Work* Telephone Number* Mobile* Email* | |
| Father's/ Guardian's Name* Place of Work* Telephone Number* Mobile* Email* | |
| Who has Legal Contact to Child* | |
| Who has Parental responsibility for the Child* | |
| Name of Doctor* Child's Doctor's Surgery* Address* Telephone Number* | |
| Health Visitor's Name* Telephone Number* | |

| | |
|--|--|
| Immunisations* | |
| Any special diet, allergies, health problems, medication etc?* | |
| Name/s of Person/s to collect child* Telephone Number* | |
| Any person the child should not be handed over to?* | |
| Any other Emergency contacts Name Relationship to child Tel No. Name Relationship to child Tel No. | |
| Cultural/Religious requirements | |
| Child's ethnicity and nationality Holidays/Celebrations observed | |

Please return form to Pre-school prior to your child's induction session.

Please note it is essential that this information is kept up to date in order that we can contact you in an emergency.



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Photographic Permissions

- I agree for photos to be taken of my child for use within the preschool (displays etc) and to be sent home occasionally.
- I agree for photos of my child to be used within the preschools private Facebook group.
- I agree for photos of my child to be used on the Preschool website/social media.

Emergency Treatment

- I understand that in the event of an emergency I will always be contacted, however I give permission for first aid trained preschool staff to administer first aid (including the use of calpol) to my child when necessary before my arrival.
- In the event that I am not present, I give permission for any necessary emergency treatment by the emergency services.

Parents' Responsibilities

- I understand that I am responsible for applying a long lasting sun cream to my child before they attend Preschool and that if sun cream is not applied my child may not be able to go outside.
- I understand that I must check my child's hair regularly for headlice and if any are found I must treat immediately and report the case to Preschool.
- I understand that driving up the lane to Preschool is strictly prohibited in order to keep all children safe and avoid blocking access for residents/school staff.
- I understand that it is my responsibility to apply for government funding for my child and keep this up to date. I understand that I will be responsible for paying any fees not covered by government funding.

Policies

- I confirm that I have read and understood the complaints policy and I know how to contact Ofsted should I need to make a formal complaint.
- I confirm that I have read and understood the Safeguarding and Child Protection policy and am aware that the Preschool has a legal duty to report any concerns regarding a child's welfare or safety.

Data & Privacy

- I give permission for the Preschool to keep a record of my child's development and share this with my child's next setting/school.
- I have read and understood the Preschool's privacy notice (available online/ on request)
- I would like my details to be passed onto the committee team for more information on joining the committee.
- I agree for all correspondence to be sent to me via email.

Email address : _____

Signed _____

Print name _____

Date _____