



The Stacey Community Centre, Walsall Road, Copnor, Portsmouth, Hampshire, PO3 6DN
T: 02392 617890 M: 07592 222318 E: thestaceypreschool@gmail.com www.thestaceypreschool.co.uk

Childcare Registration Form

Child's Details:				
First name(s) of child:			Date of birth:	
Surname of child:			Gender:	Male or Female
Birth Certificate seen & photocopy retained to file:			Yes	No
Child's Full Address:				
Family Details:	Please list the names of who lives with the child and their relationship to the child:			
Parent/Carer Contact Details:				
Parent/Carer Name (1)				
Home address:				
Work address:				
Contact Tel/Mob Nos:	Mobile:		Day/Work:	
	Home:		Other:	
Email:				
Relationship to Child:				
Parent's NI Number:			Note: For funding purposes only	
Parent's Date of Birth			Note: For funding purposes only	
Parental Responsibility:	Yes		No	

Parent/Carer Contact Details:				
Parent/Carer Name (2)				
Home address:				
Work address:				
Contact Tel/Mob Nos:	Mobile:		Day/Work:	
	Home:		Other:	
Email:				
Relationship to Child:				
Parent's NI Number:			Note: For funding purposes only	
Parent's Date of Birth			Note: For funding purposes only	
Parental Responsibility:	Yes		No	

Parent/Carer Contact Details:				
Parent/Carer Name (3)				
Home address:				
Work address:				
Contact Tel/Mob Nos:	Mobile:		Day/Work:	
	Home:		Other:	
Email:				
Relationship to Child:				
Parent's NI Number:			Note: For funding purposes only	
Parent's Date of Birth			Note: For funding purposes only	
Parental Responsibility:	Yes		No	

Collection Permission Authorisation:

other than parent/carer as named in (1), (2) or (3)

Only persons **aged 16 or over** can be named as authorised person for the purpose of collection.

Authorised Person (1):			
Address:			
Mob No:		Home Tel No:	
Relationship to Child:			

Authorised Person (2):			
Address:			
Mob No:		Home Tel No:	
Relationship to Child:			

PASSWORD:
For the collection of the
child by authorised
persons only.

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Emergency Contact Details:

Please provide 3 x emergency contacts if parent/carer (1), (2) or (3) are not available.

Only persons over the age of 16 years can be named as emergency contacts.

Please ensure your emergency contacts are local to The Stacey Pre-School and that you have obtained their consent to be nominated as an emergency contact for your child.

Emergency Contact (1):				
Home address:				
Contact Tel/Mob Nos:	Mobile:		Day/Work:	
Email:				
Relationship to Child:				

Emergency Contact (2):				
Home address:				
Contact Tel/Mob Nos:	Mobile:		Day/Work:	
Email:				
Relationship to Child:				

Emergency Contact (3):				
Home address:				
Contact Tel/Mob Nos:	Mobile:		Day/Work:	
Email:				
Relationship to Child:				

No Access:

Please advise us of any person who is NOT to be granted access to your child.

Name				
Home address:				
Relationship to Child:				
Reason, e.g. court order.				
Evidence Seen	Yes		No	
Copied for File	Yes		No	

About Your Child:

The following information will tell us a little more about your child.

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

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Does your child have any difficulty with walking, talking or socialising? If so, please give details:

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Is your child disabled?	Yes ☐ No ☐			
Does your child require a care plan?	Yes ☐ No ☐			
What language(s) does your child speak at home?				
What religion does your family follow (if applicable)				
How would you describe your family's cultural background?				
Are there any religious or cultural festivals that your child takes part in?				
What is your child's usual sleep pattern?				
Does your child have any food preferences?	Yes	☐	No	☐
Does your child have a pacifier i.e. dummy or thumb?	Yes	☐	No	☐
Does your child have a special toy or object they might bring with them?	Yes	☐	No	☐
What sort of things does your child enjoy doing at home, i.e. drawing or cooking				
Is there any other information about your child that may be useful for us to know?				

Medical Information:

Child's Name:

Date of Birth;

Immunisations:

	Type:	yes	no	date
Two months:	5-in-1 (DTaP/IPV/Hib) vaccine – diphtheria, tetanus, whooping cough (pertussis), polio and Haemophilus influenzae type b (known as Hib); Pneumococcal (PCV) vaccine; Rotavirus vaccine; Men B vaccine whooping cough (pertussis), polio and Haemophilus influenzae type b (known as Hib); Pneumococcal (PCV) vaccine; Rotavirus vaccine; Men B vaccine			
Three months:	5-in-1 (DTaP/IPV/Hib) vaccine, second dose; Men C vaccine; Rotavirus vaccine, second dose			
Four months:	5-in-1 (DTaP/IPV/Hib) vaccine, third dose; Pneumococcal (PCV) vaccine, second dose; Men B vaccine second dose			
12-13 months:	Hib/Men C booster, given as a single jab containing meningitis C (second dose) and Hib (fourth dose); Measles, mumps and rubella (MMR) vaccine, given as a single jab; Pneumococcal (PCV) vaccine, third dose; Men B vaccine third dose			
3 yrs & 4 months – 5 yrs	Measles, mumps and rubella (MMR) vaccine, second dose; 4-in-1 (DTaP/IPV) pre-school booster, diphtheria, tetanus, whooping cough (pertussis) and polio			
Other:				
For internal use: Has the child's health record book been seen to confirm immunisation dates?				

Health & Development:

Was your child born prematurely, if so how many weeks early?

Special Notes:

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

If your child has ongoing medical conditions or diagnosis, 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

Does your child have care or mobility needs that may mean they are eligible for, or are
in receipt of Disability Living Allowance?

YES

NO

Do you have any concerns about your child's learning and development?

YES

NO

Special Notes:

Allergies / Food Intolerances

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

YES

NO

Note: A risk assessment is completed and kept on the child's file for any known allergies or food intolerance as indicated above.

Dietary Requirements:

What are your child's dietary requirements? Please specify

Health Professionals Involved With Your Child:

GP Name
& Address
Tel No.

Health Visitor Name:
Tel No:

Social Care Worker Name:
Tel: No:

Dentist Name & Address:
Tel No:

Other

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 and emergency services will be called as necessary.

I understand that my child may be taken hospital (accompanied by the manager or authorised deputy) for emergency treatment.

I understand that health professionals will be responsible for decisions about medical treatment in my absence.

Parent Name:			
Signed:		Date:	

2 years old Progress Check / Integrated Health Check

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 to share it with your child's health visitor. Please note that where a local authority has arrangements in place we complete an integrated check with you and your child's health visitor.

If your child is aged between 24-36 months, has a two year old progress check already been completed for your child?

YES

NO

Name of setting completing check:

Date completed:

Parental Permissions

CCTV

The Stacey Centre is fitted with CCTV cameras to the following areas:

- Building Exterior Entrance
- Car Park
- Foyer
- Main Hall (downstairs – the main room for our setting)
- The Lounge (downstairs – adjacent the Main Hall)
- The Upper Hall (upstairs)
- The Meeting Room (upstairs)

We utilise CCTV to protect the building, property, staff and all service users of The Stacey Community Centre and the Stacey Community Association and The Stacey Pre-School.

- There is a 'live' feed of the exterior of the premises and the Foyer only which is fed to the office for security purposes.
- There is no 'live' feed of any of the 4 x interior rooms listed above.
- We operate CCTV in accordance with UK legislation and our CCTV Policy (displayed in the Foyer and available from our website).
- We may occasionally use recorded CCTV footage for training purposes which may include our setting, the staff and the children in our setting, providing these images have been obtained within the last 4 weeks (these images/recordings are deleted after training).
- We may also make CCTV footage available to law enforcement or for safeguarding purposes to identifiable third parties to protect the children in our care.

I understand the setting operates CCTV on the premises as described above.

Name			
Signed		Date	

Transfer of Records

With your consent we will transfer your child's records to the receiving school when they leave our setting. This will enable the school to continue to effectively manage any special education, health or medical needs, and to continue with their development.

I agree for my child's records to be transferred to their receiving school

Name			
Signed		Date	

Administering Medicine:

Administering Non Prescription Medicine: e.g. paracetamol or Ibuprofen based medicine (e.g. Calpol)
It is our policy NOT to administer non-prescription medicines whilst your child is in our care.

Administering Medicine: Prescription Medicines Only

It is our policy to ONLY administer prescription medicines (with parental consent) to support your child's recovery or treatment.

These medicines must be prescribed by a GP or other medical practitioner, and supplied to the Pre-School Manager/Key Person

- in its original container,
- complete with pharmacy label
- identifying the child's name, date, type and dosage.
- You must also inform the Manager/Key Person of the time of the most recent dose administered.

The Manager/Key Person will update the child's record to record when medicine is administered.

I give permission for staff to administer prescription medicines to my child in the case for use as prescribed by a GP or medical practitioner. I agree not to send my child in to the Pre-School if my child is unwell.

Name			
Signed		Date	

E-Safety (Staff And Children)

There are procedures in place that govern the use of I.T. equipment on site. Where iPads or similar are used by staff to record children's learning and development or as a management tool, a risk assessment is completed and only equipment owned by The Stacey Pre-School is used.

Visitors to the setting using IT equipment, such as Ofsted or Social Care, are advised of the procedure for its use and must seek prior permission from the setting manager. In some instances, children will use ICT equipment to promote their learning and development under the supervision of staff. Children do not have unsupervised access to the internet.

I give permission for my child to use ICT equipment for the purposes stated above. I understand that there are procedures and risk assessment in place to govern its use and that staff and visitors may also use ICT equipment to record and monitor children's learning and development.

Name			
Signed		Date	

Nappy/Barrier Cream

I give permission for non-medicated nappy/barrier cream (supplied by me) to be administered to my child when required in accordance with manufacturer's instructions.

If medicated nappy cream is supplied by me, I give permission for it to be applied as above and to record its use and inform me of when it was administered. (Medication Administration Record)

Name			
Signed		Date	

Sun Cream

I give permission for staff to apply hypoallergenic sun cream (supplied by me) to my child. I will provide this in a container labelled with my child's name.

Name			
Signed		Date	

Short trip - General Outings

I give permission for my 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 and are available for me to see on request.

Name			
Signed		Date	

Inhalers/auto-injectors (e.g. Epi-pens) only

I give permission for a named member of staff who has been trained to administer the inhaler/Epipen or Anapen (supplied by me) To (name of child)

Name			
Signed		Date	

Photographs & Videos, for use on *Tapestry*

To record aspects of our curriculum and for children's individual development records, staff often take photographs or videos of children during their play with the purpose of sharing with staff and the child's parents via *Tapestry*, our online learning journal (which are accessible only by staff and the child's parent) or for use in the setting with other children or take/use a photograph of your child to identify the child's coat hook or drawer.

I give permission for my child to be photographed/recorded as per the conditions above. Should any other child or staff member be recognisable from my child's photo (as it has been uploaded to Tapestry) I agree not to share this photo on any of my own social media accounts without first taking steps to erase or otherwise remove or hide the identify of this individual.

Name			
Signed		Date	

Photographs & Videos for use on our Social Media Accounts & for Marketing Purposes

We may use photographs of children that are non-identifiable (i.e. the face is not visible. For example, the photograph may include their hands as they participate in activities or may show the backs of their heads) for publicity or marketing purposes including for our website, promotional materials or for our social media accounts.

We may wish to use photographs that include your child which are identifiable (i.e. where your child's face may be visible) for which we will first seek your permission.

I give permission for my child to be photographed/recorded as per the conditions above.

Name			
Signed		Date	

* All equipment is owned by The Stacey Pre-School and all photographs are stored securely.

Animals

We may occasionally have supervised visits of animals to our setting or have pets on site. We will ensure that pets/animals are healthy and are inoculated as appropriate and that animals showing any signs of disease are treated. Risk assessments will be carried out for visiting animals and will be made available to parents on request.

I give permission for my child to interact with any visiting animals.

Please state here any known allergies or aversion your child has to animals;			
Name			
Signed		Date	

Ethnicity Data

Please note, this information is gathered for monitoring purposes only and **parents are not obliged to provide this information.**

Ethnic origin is classified as special category of data under data protection legislation and we require your consent in order to process and store this information. The Privacy policy explains how the data provided in this form will be processed and explains your rights with respect to the information given.

Privacy Notice:

I confirm that I have received a copy of the *Privacy Notice* and give my consent to the processing of special data.

Signed:

Name:

Date:

Please select from the following:

White British		Pakistani	
White Irish		Indian	
White Other		Asian Other	
Black British		Chinese	
Black African		Chinese Other	
Black Caribbean		White & Black Caribbean	
Black Other		White & Black African	
Bangladeshi		White & Black Asian	
Other – Please State:			

Childcare Registration

Child Name		Date of Birth	
Parent/Carer Name:		Date of Birth*	
Parent NI Number*		* this information will be used to confirm government funding eligibility	
Preferred State Date [to be confirmed]			

- Our childcare sessions are offered over 38 weeks of the academic year.
- We do not charge for Bank Holidays or INSET days when we are closed
- We will charge for all other days we are open including if your child is ill or on holiday
- Polling Day/INSET: the Pre-School will be closed on Polling Day.
- All fee paying hours are invoiced in advance and are due for payment on the 1st of the month.

	Term Dates 2026-2027	We will close on the following dates;	
Autumn Term 2026	Mon 7 Sep – Fri 18 Dec 2026	Half Term	Mon 26 Oct – Fri 30 Oct 2026
		Christmas	Mon 21 Dec – Fri 1 Jan 2027
Spring Term 2027	Mon 4 Jan – Thu 25 Mar 2027	Half Term	Mon 15 – Fri 19 Feb 2027
		Easter	Fri 26 Mar – Fri 9 Apr 2027
Summer Term 2027	Mon 12 Apr- Fri 16 Jul 2027	Bank Holiday	Mon 3 May 2027
		Polling Day	Thu 6 May 2027 tbc
		Half Term	Mon 31 Jun – Fri 4 Jul 2027

Childcare Hours:

Please tick the days/sessions you are wanting. Please put a 'X' on any days your child cannot attend.

	Morning only 9am – 12pm 3 hours	Morning & Lunch 9am – 1pm 4 hours	Lunch & Afternoon 12pm -4pm 4 hours	Afternoon only 1pm – 4pm 3 hours	Full Day 9am – 4pm 7 hours	Total Hours each day
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Total Hours each week						

Funded Childcare and/or Fee Paying

Tell us if you are eligible for funded childcare and/or whether you are self funded (fee paying)

Early Learning Funding for 2 year olds (Max. 15 hours per week)	Yes or No	Code:
Working Families Funding for children from 2 years old at our setting (Max. 30 hours per week)	Yes or No	Code:
Universal Funded Childcare for 3-4 years (Max. 15 hours per week)	Yes or No	No code required
Fee paying @ £7.00 per hour*	Yes or No	Hours per week:

Check Your Entitlement

You can speak to us or visit our website for more information on entitlement to funded childcare, tax free childcare and childcare if you are claiming Universal Credit here: www.thestaceypreschool.co.uk/fees

You can check your entitlement to financial childcare support on www.bestartinlife.gov.uk

If you are eligible for **Early Learning Funding** or **Working Families Funding**, you will be given a unique funding code which you must pass on to us.

You are responsible for checking your entitlement regularly every 3 months. You must tell us if you are no longer entitled to funding support.

If you are booking fee paying hours only, we will make a registration admin charge of £50 which is refundable after your child is no longer at our setting. This deposit is NOT charged if you are taking government funded hours.

Complete Your Child's Registration

To complete your child's registration with us, you must:

- Return a completed Prospectus (New Parent Pack) including this Childcare Registration document.
- Complete a Parental Declaration for EY Government funding (included in this pack_
- Bring in your child's birth certificate so that we can take a photocopy from the original, for our records.
- Bring in a recent household bill or bank statement so that we can take a photocopy for our records. This must be dated within 3 months and cannot be a mobile phone bill.

This Section to be completed by The Stacey Pre-School ONLY.

The following days & times comprise the sessions of our offer to provide childcare.

Childcare Sessions as follows:

Monday		Funded Hours pw	
Tuesday		Fee Hours pw	
Wednesday		Birth Certificate	YES or NO
Thursday		Household Bill	YES or NO
Friday		Funding Declaration	YES or NO
Total Hours pw		Funding Code	YES or NO
Deposit Invoice		Deposit Due	YES or NO

Completion of this Registration Form does not guarantee your child's place at The Stacey Pre-School.

Our Offer To Provide Childcare

Please sign below to indicate that you have read and understood the terms and conditions of the Childcare Agreement and to confirm your acceptance of our 'Offer To Provide Childcare' place at The Stacey Pre-School for your child.

Note: For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign this form on your behalf. The agreement would therefore be between The Stacey Pre-School, you, and the guarantor.

- I confirm that information about the setting's policies and procedures has been made available and explained to me, and I understand I can find more information as to how my personal data is handled through the Privacy policy, which has been supplied to me.*
- I confirm that all information provided by me is accurate and that I will notify The Stacey Pre-School promptly of any changes as they may arise.*
- I confirm my acceptance of a childcare place at The Stacey Pre-School for my child.*

Parent name 1			
Signed		Date	
Parent name 2			
Signed		Date	

Guarantor name (if applicable)			
Signed		Date	
Relationship to child			
Home address			
Daytime/work tel		Mobile	
Email			

Signed on behalf of The Stacey Pre-School:			
Signed		Date	
Name			
Role			

A copy of this completed and signed contract to be provided to each signatory.

Our Offer To Provide Childcare is valid for 7 days
The information on this form is stored and maintained confidentially at all times.

Term Dates: 2026-2027

Autumn Term 2026 Tue 7 Sep - Fri 18 Dec 14 weeks	September					October					November					December				
	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
		1	2	3	4				1	2	2	3	4	5	6		1	2	3	4
	7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
	14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
	21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
	28	29	30			26	27	28	29	30	30					28	29	30	31	
Spring Term 2027 Mon 4 Jan - Thu 25 Mar 11 weeks	January					February					March					April				
	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
					1	1	2	3	4	5	1	2	3	4	5	29	30	31	1	2
	4	5	6	7	8	8	9	10	11	12	8	9	10	11	12	5	6	7	8	9
	11	12	13	14	15	15	16	17	18	19	15	16	17	18	19					
	18	19	20	21	22	22	23	24	25	26	22	23	24	25	26					
	25	26	27	28	29															
Summer Term 2027 Mon 12 Apr - Fri 16 Jul 13 weeks	April					May					June					July				
	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
						3	4	5	PD	7	31	1	2	3	4				1	2
						10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
	26	27	28	29	30						28	29	30			26	27	28	29	30
																31				

The Stacey Pre-School will close on the following days:

SP	Stay & Play for Returning Children & New Starters
	INSET Days
	School Holidays
	Bank Holidays
P	Polling Day: We will close as the premises is used by Portsmouth City Council to hold local or national elections

Our term dates are available to view on our website: www.thestaceypreschool.co.uk

INSERT PARENT DECLARATION FORM FOR FUNDING

If this document is missing, please ask us for a copy