



# Sunbeams

## Day Nursery

### Child Personal Record

Child Full Name:

Child Date of Birth:

Home Address:

Religion:

Ethnic origin:

	Parent One	Parent Two
Full Name		
Address: (if different to child)		
Home Tel number		
Mobile number		
Work number		
Email address		
Does this parent have parental responsibility?	Yes / No	Yes / No
Does this parent have legal access?	Yes / No	Yes / No
Place of Work		

**Emergency Contact (other than Parent)**

Name:

Relationship to Child:

Address:

Telephone number:

**Persons authorised to collect child (other than parents)**

Name	Contact Number	Relationship to Child

What information is important for us to know about your child? For example, what they like, what fears they may have, special words they use or what comforter they may need and when.

## Health Information

GP Name:

Address:

Telephone number:

Does your child have any allergies? Yes / No

If yes please provide details:

Does your child have any health conditions? Yes / No

If yes please provide details:

Record of Immunisations & Infectious diseases:

Routine Immunisations up to date: Yes / No

Infectious diseases:

Are there any procedures prohibited for medical, religious or other reasons? Yes / No

If yes please provide details:

Does your child have any of the following in place?

My Plan Yes / No

My Plan + Yes / No

Education and Health Care Plan Yes/ No

Statement of Special Educational Need Yes/ No

Does your child have a social worker or family worker? Yes/No

If yes please provide details:

Does your child have any special dietary requirements? Yes / No

If yes please provide details:

## Health Permissions

I give permission for staff at Sunbeams to administer prescribed medication, with written consent.

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

I give permission for staff at Sunbeams to administer the correct dose of Calpol if my child has a temperature. I understand that every effort will be made to contact me to receive verbal permission, without this it will only be given if my child has been at Sunbeams for at least four hours to ensure they have not already had a dose.

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

I give permission, that in the event of an accident or medical emergency, a member of staff at sunbeams can take my child off premises in order to seek appropriate medical treatment. I understand that in such an emergency a member of staff will always accompany my child and that every effort will be made to contact parents/ carers. Any such action will be done in my child's best interests.

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

## General Permissions

### **Outings**

From time to time we like to take children out for walks (around the village, to the shops, library, to the park etc) particularly if we have a quiet day at nursery. Maximum ratios for such outings are:

Babies and Toddlers- 1 member of staff: 2 children

Three years and older- 1 member of staff: 3 children

Students may be counted as staff members for outings but will always be accompanied by Sunbeams staff. I give permission for my child to be taken off premises by Sunbeams staff as detailed above.

Signed \_\_\_\_\_

### **Photos**

I give permission for Sunbeams staff to take photos of my child to use within the nursery for displays, art work, observations, individual learning journeys, etc.

Signed \_\_\_\_\_

I give permission for my child's image to be used on Sunbeams website. I understand that these images will be available for anyone accessing the website to view. Sunbeams will not name children on the website or take photos that clearly show the child's face. If we do wish to use an image that shows the child's face on our website, we will seek parental approval and written permission for the individual image.

Signed \_\_\_\_\_

### **Website**

I would like to be sent email notifications to keep me up to date with any news that is relevant to my child.

Email address: \_\_\_\_\_

### **Contacting other settings**

I give permission for Sunbeams staff to contact my child's playgroup/ pre-school/ school to share information and discuss developmental progress.

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

### **Sun cream**

I give permission for Sunbeams staff to apply Sun cream I have provided to my child.

Signed \_\_\_\_\_