

Castle Day Nursery Child Record Form

EMERGENCY BOOK:		
DATE	SIGNATURE	
READ AND CHECKED BY:		
Child's Name:		
START DATE :		

Memorial Hall / St Edmund's – Please indicate which site

Does your child currently receive:

2 years funding	yes	no
3/5 years 15 universal hours	yes	no
3/5 years 15 hours additional hours	yes	no

EYFS Statutory Guidance page 27/3.71 Providers must record the following information

Child's full name
Date of birth / /
Home address
Telephone number
Email address
Details of Parents/Guardians/Carers
Who has parental responsibility?
Who has legal contact with the child?
Which Parent/Carer does the child normally live with?
1. Parent/Guardian/Carer's Name
1. Parent/Guardian/Carer's Name
Address
Address
Address (if different from above)
Address (if different from above) Place of work
Address (if different from above) Place of work Telephone number
Address (if different from above) Place of work Telephone number
Address (if different from above) Place of work Telephone number Mobile number 2. Parent/Guardian/Carer's Name
Address (if different from above)
Address (if different from above) Place of work Telephone number Mobile number Address
Address (if different from above) Place of work Telephone number Mobile number Address
Address (if different from above) Place of work Telephone number Mobile number Mobile number Address (if different from above) Place of work
Address (if different from above) Place of work Telephone number Mobile number Mobile number Address (if different from above)

3. Emergency contact (other than parent/guardian/carer)

Name	Relationship
Emergency Contact telephone details	·
Any other contact details	
Collecting a child from setting:	
Name of person who usually collects the child	
Other person(s) who may collect the child	
Password	
Child's Doctor	
Name	
Address	
Telephone number	
Immunization/Vaccination	
Has your child been fully immunized against	: Diphtheria 🗆 Whooping Cough 🗆
Tetanus 🗆 Polio 🗆 Measles 🗆 Mumps 🗆	
Health Clinic	
Health visitor	
Social worker	
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Please note that you should notify Castle Day Nursery immediately of any change of details regarding Social worker e.g. if any is assigned to your child at later date. Allergies / Special Diet / Health Problems / Childhood Illnesses / Asthma

Does your child have any special educational needs/disabilities?

Has your child ever seen any specialist / doctor concerning any health or special educational needs/disabilities?

Information about your child

Any previous setting attended If yes, please give dates Language spoken at home Child's religion/culture If English is an additional

language, what key words can be used by staff e.g. toilet, hello, goodbye, yes or no

Names of family members/ significant people

Routine at home (sleep, food, likes, dislikes, fears, comfort items, special words)

Any particular play interest or particular toy he/she likes to play with?

Is there any particular interest your child likes to talk about?

Is your child used to being with / playing with other children?

How does he/she respond to new situations or people?

Do you think your child's communication and language is developing well?

Is there a particular toy/game which could help her/him to settle?

Any changes to your child/family life (i.e. Separation /moving home /New Baby which may impact on your child's behaviour)

Any of the above information would help us to settle your child in the best possible way.

Any additional information

Sessions:

	St Edmunds	
9:00am-12:00pm	Morning:	9:00am-12:00pm
12:00pm- 3:00pm	Afternoon:	12:00pm- 3:00pm
12:00pm-1:00pm	Lunch:	12:00pm-1:00pm
	Monday - Friday	y / closed Thursday
	12:00pm- 3:00pm	9:00am-12:00pm Morning: 12:00pm- 3:00pm Afternoon: 12:00pm-1:00pm Lunch:

Please tick sessions required:

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Lunch					

Parent/ Guardian/ Carer (print your name):

Signature:	Date:
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Parents check list:

Copy of passport/birth certificate enclosed	Yes	No
Registration fee enclosed	Yes	No
Signed page of Parents/Carers contract enclosed	Yes	No
Copy of utility bill for proof of address	Yes	No

Parents/carers are responsible to inform Castle Day Nursery regarding any changes to your personal details i.e. address, phone numbers and emergency contacts.

What is your child's Ethnic origin?

White	British
	Irish
	Traveller of Irish Heritage
	Gypsy/Roma
	Any other white background
	(please indicate below)
Mixed	White and Black Caribbean
	White and Black African
	White and Asian
	Any other mixed background
	(please indicate below)
Asian or Asian British	Indian
	Pakistani
	Bangladeshi
	Any other Asian background
	(please indicate below)
Black or Black British	Caribbean
	African
	Any other Black background
	(please indicate below)
Chinese	Chinese
Any Other Ethnic Background	