

**PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN IT TO  
DEBORAH CAMPBELL PRIOR TO YOUR CHILD STARTING AT THE KINSBOURNE  
COMMON NURSERY AND PRE-SCHOOL**

**Settling in**

This information is helpful for us to settle your child at the setting. Please feel free to add other comments you think we will find useful.

Name of child.....Date of Birth.....

Name of any previous setting.....

Name of any additional setting (at same time as attending The Kinsbourne Common Nursery and Pre-School)

.....

My child (tick the appropriate box and add comments if required)

- Enjoys playing with other children
- Prefers to play alone
  
- Needs help to go to the toilet
- Manages the toilet independently
- Wears nappies
  
- Needs help to put on their coat/shoes
- Manages their coat/shoes independently
  
- Communicates clearly with adults and other children
- Sometimes finds it difficult to make him/herself understood by others
  
- Is happy to be left by me
- May find it hard to settle without me
  
- May need a comforter at Play School
  
- If your child is feeding from a bottle, please tick and enter time/s to be given here:  
.....
- If your child needs to sleep at nursery, please state time/s here:  
.....

<b>Communication, Language and Literacy</b>	<b>Physical skills</b>
<input type="checkbox"/> Enjoys singing songs and rhymes	<input type="checkbox"/> Likes to run and jump
<input type="checkbox"/> Can follow simple instructions	<input type="checkbox"/> Can climb/slide on a climbing frame with help
<input type="checkbox"/> Can hold a simple conversation with adults	<input type="checkbox"/> Can climb/slide on a climbing frame without help
<input type="checkbox"/> Enjoys looking at books alone	<input type="checkbox"/> Can pedal a bicycle

<input type="checkbox"/> Enjoys listening to a story with an adult	<input type="checkbox"/> Can throw/catch/kick a ball
<input type="checkbox"/> Enjoys sharing a book with an adult and helping to tell the story	<input type="checkbox"/> Can complete a large piece jigsaw
<b>Early mathematical skills</b>	<input type="checkbox"/> Can build a tower with bricks
<input type="checkbox"/> Can name a few colours	<input type="checkbox"/> Can use pencils or crayons to make marks on paper
<input type="checkbox"/> Can count/recite numbers up to five	<input type="checkbox"/> Attempts to snip with scissors
<input type="checkbox"/> Can do simple sorting tasks, such as sorting Lego from Stickle bricks when tidying away.	<input type="checkbox"/> Right handed <input type="checkbox"/> Left handed <input type="checkbox"/> Either handed

Do you or your child have any concerns about starting Pre-School?

Things I like to do: (please fill this section in with your child)

- Toys and games I like to play with:
  
- Friends I like to play with:
  
- Stories and Rhymes I like to hear:
  
- Clubs and activities I go to:
  
- What I like doing best is:

This is a photo of me:  
**(please attach a recent photo)**

**Registration and Medical Information**

**NHS No.**.....

Childs Full Name: ..... Date of Birth: .....

Name known as (to be used by Key Worker): .....

Address & Postcode: .....

.....

Home tel. no: .....

Name of parents/carers who the child lives with: .....

Mothers name: .....

Parental responsibility Yes/No

Mobile No: .....

Email contact: .....

Place of employment and tel. no: .....

Fathers Name: .....

Parental responsibility Yes/No

Mobile No: .....

Email contact : .....

Place of employment and tel no: .....

Position of child within siblings: .....of .....children

Names of siblings (optional information for key worker)

.....

.....

Please give any relevant family background/family circumstances e.g. parental responsibility changes, other important adults, absent parent etc (if preferred this can be discussed with Deborah and/or key worker)

.....

.....

Please state who will be the authorised person(s) to collect the child (must be over 16 yrs of age)  
(Any additional persons will require a password as given by the nominated person(s) stated below)

.....

.....

PASSWORD.....

Please state in priority order who to contact and the number(s) to use in an emergency during the session:

Contact 1 and telephone numbers

.....

Relationship to child.....

Contact 2 and telephone numbers

.....

Relationship to child.....

Contact 3 and telephone numbers

.....

Relationship to child.....

Name, address & telephone number of GP

.....

Name, address & telephone number of Health Visitor

.....

**Emergency Procedure**

Should an accident occur and/ or a child needs to be taken to hospital the parents and primary carers would be contacted. This form would accompany the child to Hospital so it is important that as much relevant medical history is included. If the Leader needs advice in the event of being unable to contact the parents and primary carer the family's G.P would be contacted.

I give permission for my child to be taken by ambulance to be treated in Hospital during my absence if necessary.

Parents/Carers signature.....

**Minor accidents/incidents during Nursery**

If your child has received a bump or injury at home, please mention this to the Leader on arrival. This will be recorded in the Accident file so that the Supervisor knows it didn't happen at the setting. If a bump or injury occurs during Playschool a sterile gauze pad is usually applied. A hypoallergenic plaster / micropore is useful to keep out dirt and may be used unless you have stated otherwise.

I give permission for my child to be given a hypoallergenic plaster or micropore if necessary.

Parents/Carers signature.....

**Allergies**

Is your child allergic to any foods or have any special dietary requirements? Yes  No

If yes please give details.....

.....

Does your child have any other allergies? Yes  No

If yes please give details

.....  
.....

Please tick if your child has been inoculated for the following and include dates:

**Vaccinations**

Diphtheria, Tetanus, Whooping cough..... Date.....

Hib..... Date.....

Poliomyelitis..... Date.....

Men C..... Date.....

Measles, Mumps, Rubella..... Date.....

If you have decided against any inoculations for medical reasons, please state reason:

.....  
.....

Is there any medical condition or medical history that is relevant to attending the setting or to an accident if one should occur e.g. asthma, fits etc? Yes  No

If yes please give details

.....  
.....

*Please complete the following section if your child is on any medication programme all the time and will require administration of this medicine by a member of staff ( training will be given to the members of staff if required)*

I give permission for the Leader of the session to give ..... (childs name) the following dosage of medicine.....(amount, name of drug and frequency)

Parent signature.....

Does your child have any special needs or disabilities? Yes  No

If yes please give details and indicate what support will be required at the nursery.

.....  
.....

It would also be useful to supply details of any other outside agencies / professionals / social workers involved with your child if applicable and the reasons for their involvement.

.....  
.....

**Religion**

What is the main religion in your family?

.....

What is your child's cultural background?

.....

At our setting, we celebrate Birthday, Christmas and Easter as a group. If you have any festivals or events you would like your child to celebrate please do let us know or supply details below and the key worker will discuss with you in more detail.

.....  
.....

What is the main language spoken at home?

.....

If your child does not speak English at home please supply more details about their first language and if they speak English in any other environment.

.....  
.....

**Permission for Photographs, developmental records and observations**

At our setting, we are continually trying to improve and update our record keeping. Our curriculum is based around the Government's Early Years Foundation Stage and is therefore aimed at achieving the children's overall development. Throughout your child's time at our setting, their key worker will observe them in different situations and activities gaining a better picture of their development. It is very important to us that you as parents feel that you can contribute and that the Kinsbourne Common Nursery and Pre-School Team respects your views so feel free to talk to your child's key worker if you have any comments or concerns about your child. We put these observations in their 'Learning Journals' along with photos we take during the year. We also like to include short outings to enhance the curriculum learning, this could be a visit to the post box or the local Common.

Our governing body Ofsted requires us to have written permission for records to be kept for each individual child and the taking of photographs and to enable your child to go on these outings. These records are kept in a locked filing cabinet and will only be shared with relevant team members, any outside professionals and the child's parent.

Please indicate below if you a) give permission for records to be kept and for your child to go on short local outings.

I give permission for photographs to be taken, development records and observations to be kept on

..... (Name of child) during their time at The Kinsbourne Common

Nursery and Pre-School

Parents signature.....

I give permission for ..... (Name of child) to attend a local outing during their time at The Kinsbourne Common Nursery and Pre-School

Parents signature.....

**NB: With your permission, photographs of children and staff carrying out general nursery activities may be uploaded onto our website. This may also include special events or trips. If you are not happy for us to do this, please let us know by circling:**

**'NO'.**

### Home-School Agreement

This agreement is to strengthen the partnership between home and The Kinsbourne Common Nursery and Pre-School.

The Kinsbourne Common Nursery and Pre-School aims to:

- enhance the development and education of children under statutory school age in a parent-involving community based group
- encourage our children to develop attitudes of consideration and respect towards others
- provide a safe, secure and stimulating environment
- To teach children basic Christian values

In order to achieve our aims we will offer your child:

- An individual tailored curriculum leading to approved learning goals supported by close observations made with your child
- Individual care and attention made possible by a high ratio of adults to children
- Work towards each child's best achievement and the development of their full potential
- Create an atmosphere that promotes the child's self-confidence and independence
- Fun and friendship with other children and adults
- The support of a personal key worker
- Always follow our policies on equal opportunities for all: regardless of gender, race, special need or family background
- Listen to and respect the views of all parents and hold any information given in confidence

Parents will support their child by:

- Taking an interest in their child's learning
- Reading and agreeing to abide by the setting's policies and procedures
- Communicating with the staff about any changes at home which might affect their child's learning or behaviour

**How did you hear about us? .....**  
**(eg Google search/Nursery Website, Magazine - name of magazine would be useful, Friend etc)**

Signed.....Leader

Date.....

Signed.....Parent/Guardian

Date.....

**Thank you for completing all the paperwork. If you have any queries please do not hesitate to contact Deborah at The Kinsbourne Common Nursery and Pre-School. We look forward to welcoming your child and their family to our setting.**

**Please ensure that all clothes and school bags are labelled clearly with your child's name. Please also ensure that we have at least two changes of clothes and that spare nappies are provided for children who are not potty trained (kept in their school bag).**

If your child is potty training at home and you would like us to help with this, can you please ensure your child is in pull up nappies (pampers or any other normal supermarket pull up). However, please do not use the 'Huggies training pants' which have blue cars or pink princess images as these are not absorbent and will only hold one accidental wee!! Please also provide spare pull ups for your child should they be potty training.

If you are in doubt, please do speak with Deb.

## OFFICE USE

### To be completed by the Key Person/Leader

Date starting at Nursery:	
Days and times of attendance Inc. Lunch Club if applicable	
Are any fees payable? If so, note here	
Name of key person	
Name of back up key person	
Has the settling-in process been agreed?	
If so, detail	
Signed by: Parent /Carer	
Key person	
Date	

**Equalities monitoring form – to be completed by The Kinsbourne Common Nursery & Pre School**

Ethnicity, where collected, should be recorded according to the following categories:

**White – British**

- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other white background


**Mixed – White and Black Caribbean**

- White and Black African
- White and Asian
- Any other mixed background


**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background


**Black or Black British**

- Caribbean
- African
- Any other Black background


**Chinese**

- Chinese

--

**Any other ethnic background**

- Please state \_\_\_\_\_

--

A child's learning difficulties and disabilities status should be recorded according to the following categories:

No special educational need	
Early Years Action	
Early Years Action Plus	
Statement	

Providers should refer to the SEN code of Practice for an explanation of the terms above.