**Culham After School Club**

Child’s Personal Record

Childs details

Child’s Name

|  |
| --- |
|  |

Sex

|  |
| --- |
|  |

Date of Birth

|  |
| --- |
|  |

Home address and Telephone number

|  |
| --- |
|  |

Childs Nationality and first Language

|  |
| --- |
|  |

Religion

|  |
| --- |
|  |

Disabilities

|  |
| --- |
|  |

**Personal Information about your child**

Please answer these questions in a as much detail as possible. They will help us get to know your child and help him/ her settle in.

What are your child’s favourite foods?

Are there any dietary requirements / preferences

|  |
| --- |
|  |

Is there anything special that you feel we should know about your child?

Eg Any culture / religious observances which should be taken in to account

|  |
| --- |
|  |

Does your child have any other names he / she likes to be known by?

|  |
| --- |
|  |

Parents/ Carers Details

Name

|  |
| --- |
|  |

Relationship to the child

|  |
| --- |
|  |

Home Address is different from above

|  |
| --- |
|   |

Home Telephone

|  |
| --- |
|  |

Work Address

|  |
| --- |
|  |

Work Telephone Number

|  |
| --- |
|  |

Mobile Number

|  |
| --- |
|  |

Email Address

|  |
| --- |
|  |

Name

|  |
| --- |
|  |

Relationship to the child

|  |
| --- |
|  |

Home address

|  |
| --- |
|   |

Home Telephone

|  |
| --- |
|  |

Work address

|  |
| --- |
|  |

Work Telephone Number

|  |
| --- |
|  |

Mobile Number

|  |
| --- |
|  |

Email Address

|  |
| --- |
|  |

Parents/ Carers Details cont…

Emergency contacts (must be different from the above)

Name

|  |
| --- |
|  |

Relationship

|  |
| --- |
|  |

Telephone Number

|  |
| --- |
|  |

Name

|  |
| --- |
|  |

Relationship

|  |
| --- |
|  |

Telephone Number

|  |
| --- |
|  |

**The following information is a legal requirement for children of EYFS.**

Who has parental responsibility for the child?

|  |
| --- |
|  |

Names of any people who have been given the legal right to have contact with this child, by a court

|  |
| --- |
|  |

Childs Medical Information

Please give details of any health conditions

|  |
| --- |
|  |

Please give details of any allergies

|  |
| --- |
|  |

Special Dietary Requirements

|  |
| --- |
|  |

Details of any procedures prohibited for medical, religious or other reasons

|  |
| --- |
|  |

G.P Name

|  |
| --- |
|  |

Address of surgery

|  |
| --- |
|  |

Telephone Number

|  |
| --- |
|  |

Consents and Authorisations

I advise the following people are authorised to collect my child

|  |
| --- |
| Signed and dated  |

|  |
| --- |
| Name of person authorised to collect  |

|  |
| --- |
| Name of person authorised to collect  |

|  |
| --- |
| Name of person authorised to collect  |

|  |
| --- |
| Name of person authorised to collect  |

I do / do not give permission for my child to go on supervised outings while attending Culham afterschool club.

|  |
| --- |
| Signed and dated  |

I do / do not give Culham After School Club permission to take and display photographs of my child for the purpose of child observations and displays such as documenting Early Years Foundation Stage framework. Photographs could also be used to promote Culham After School Club either on website or in printed material.

|  |
| --- |
| Signed and dated  |

I give permission for emergency medical treatment when necessary

|  |
| --- |
| Signed and dated  |

I do / do not give permission for my child to receive applications of sun cream in hot weather

|  |
| --- |
| Signed and dated  |

For parents / carers of children under 6: I give permission for my child’s key person at Culham After School Club to share relevant information with the school where s/he also receives education and care under the Early Years Foundation Stage framework.

|  |
| --- |
| Name of school, class and teacher Signed and dated |

Terms and Conditions

It is the responsibility of parents / carers to notify us of any changes in school pick-up arrangements.

Parents and carers are requested to pay invoices in advance and by requested date, failure to do so could result in booked sessions being offered to another child

If arrangements for paying fees are made with a third party e.g Employer / college etc. that arrangement is personal to you and the responsibility remains with yourself to settle your child’s account.

Parents/ carers are regularly required to read the policy and procedures file and any notices displayed around the building updating any information.

Parents / carers are also requested to regularly update any changes to their Child Personal Record Sheet.

I understand that any carer, who suspects that a child in his / her care may have been abused or neglected, has a duty to report this to the Child Protection Agency / Social Services Department

|  |
| --- |
| Signed and dated  |

All personal information is stored in line with our Confidentiality Policy and the Data Protection Act.