



Tel: +49 (0) 5254 9822779

Email: [attenboroughearlyyears@modschools.org](mailto:attenboroughearlyyears@modschools.org)

Manager: Lynne Green (BA)

Website: [www.attenborough.school](http://www.attenborough.school)

Deputy Manager: Laura Gladman (Level 3)

## Registration Form

### Child's details

|                  |                      |                           |                         |
|------------------|----------------------|---------------------------|-------------------------|
| First Name:      |                      | Surname:                  |                         |
| Preferred Name:  |                      | Gender:                   |                         |
| Date of birth:   | Nationality:         | First/Preferred Language: |                         |
| Passport Number: | Passport Issue Date: | Passport Expiry Date:     | Country/Place of Birth: |
| Child's Address: |                      |                           |                         |

### Parent/Carer 1 details

|   |              |  |  |
|---|--------------|--|--|
| First Name:                               | Surname:     |  |  |
| Relationship to the child:                | Home Number: |  |  |
| Mobile Number:                            | Email:       |  |  |
| Home Address (if different to child's):   |              |  |  |
| Work Address (if applicable):             |              | Service Number or ID Number (If applicable): |  |
| Service Number/ID Number (if applicable): |              | Expected end of tour date (If applicable):   |  |

### Parent/Carer 2 details

|   |              |  |  |
|---|--------------|--|--|
| First Name:                               | Surname:     |  |  |
| Relationship to the child:                | Home Number: |  |  |
| Mobile Number:                            | Email:       |  |  |
| Home Address (if different to child's):   |              |  |  |
| Work Address (if applicable):             |              | Service Number or ID Number (If applicable): |  |
| Service Number/ID Number (if applicable): |              | Expected end of tour date (If applicable):   |  |

**Attenborough Early Years  
Sennelager  
BFPO 16**



Defence Children's Services (DCS)

Tel: +49 (0) 5254 9822779

Email: [attenboroughearlyyears@modschools.org](mailto:attenboroughearlyyears@modschools.org)

Manager: Lynne Green (BA)

Website: [www.attenborough.school](http://www.attenborough.school)

Deputy Manager: Laura Gladman (Level 3)

**Emergency Contacts**

In addition to providing parent/carer details, we ask families to provide details of **at least one** Emergency Contact. This could be family members, friends of the family, neighbours or work colleagues and superiors (e.g. Unit officers. These contacts are used if the nursery is unable to contact parents in the event of an emergency.

**Emergency Contact 1 details**

|                            |  |
|----------------------------|--|
| First Name:                | Surname:                                       |
| Relationship to the child: | Home Number:                                   |
| Mobile Number:             | Is this person authorised to collect? Yes / No |

**Emergency Contact 2 details**

|                            |  |
|----------------------------|--|
| First Name:                | Surname:                                       |
| Relationship to the child: | Home Number:                                   |
| Mobile Number:             | Is this person authorised to collect? Yes / No |

**Authorised People**

Parents must provide authorisation before the setting will release a child.

In the event that you require an authorised person to collect your child, the setting will require the following;

- Full name of the person collecting
- Person collecting to have photo identification upon arrival at the setting

or

- If possible, the person collecting can be brought to the setting prior to the collection to meet the team.

If the setting do not have prior warning/consent/details for individuals to collect, your child will not be released.

Authorised people must be over the age of 16.



Tel: +49 (0) 5254 9822779

Email: [attenboroughearlyyears@modschools.org](mailto:attenboroughearlyyears@modschools.org)

Manager: Lynne Green (BA)

Website: [www.attenborough.school](http://www.attenborough.school)

Deputy Manager: Laura Gladman (Level 3)

### Health and Development

|  |
|--|
| Are all of your child's immunisations up to date? Yes / No   |
| Are all your Health Visitor checks up-to-date? Yes / No  |
| Does your child have any allergies, dietary requirements/preferences or medical conditions? Yes / No |
| If yes, please provide details   |
| Does your child have any additional needs or disabilities? Yes / No                                  |
| If yes, please provide details   |
| Do you have any concerns regarding your child's teeth/oral health? Yes / No                          |
| If yes, please provide details   |

If your child has an allergy or dietary requirement, they must have a signed letter/form from the Medical Centre.

### In our home

#### Parents

|  |
|--|
| What languages are spoken within your home? Parent's preferred language  |
| What is the main religion in your family? (if applicable)  |
| Are there any festivals or celebrations that your family participates in that you would like to see acknowledged at nursery? |
| Are there any family members that do not have legal access to the child?   |

**Attenborough Early Years  
Sennelager  
BFPO 16**



Defence Children's Services (DCS)

Tel: +49 (0) 5254 9822779

Email: [attenboroughearlyyears@modschools.org](mailto:attenboroughearlyyears@modschools.org)

Manager: Lynne Green (BA)

Website: [www.attenborough.school](http://www.attenborough.school)

Deputy Manager: Laura Gladman (Level 3)

**GP/Medical Centre details**

|          |            |
|----------|------------|
| Name:    | Telephone: |
| Address: |            |

**Health Visitor details (if known)**

|          |            |
|----------|------------|
| Name:    | Telephone: |
| Address: |            |

**Dentist**

|   |   |
|---|---|
| Is your child registered with a dentist? Yes / No | What was the date of their last check up? |
| Dentist Details (if applicable)                   |   |

**Previous Setting (if applicable)**

|                  |  |
|------------------|--|
| Name of setting: | Telephone:                                 |
| Address:         | Permission for us to contact: <b>Y / N</b> |
| Email Address:   |  |

**Details of any professionals involved with your child;** Speech and Language Therapist, Paediatrician, Social Worker, etc.

|          |            |
|----------|------------|
| Name:    | Telephone: |
| Address: | Job title: |

|          |            |
|----------|------------|
| Name:    | Telephone: |
| Address: | Job title: |

Please sign to say you give permission for the setting to speak with the Health visitor or any other professionals involved with your child.

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



Tel: +49 (0) 5254 9822779

Email: [attenboroughearlyyears@modschoools.org](mailto:attenboroughearlyyears@modschoools.org)

Manager: Lynne Green (BA)

Website: [www.attenborough.school](http://www.attenborough.school)

Deputy Manager: Laura Gladman (Level 3)

### General Parental Permissions

#### Emergency Care

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand that my child may be accompanied to hospital by the setting manager (or authorised deputy) for emergency treatment.

I understand that health professionals are responsible for any decisions on medical treatment in my absence.

Signed:

Date:

#### Outings

Your child may be taken out of the setting as part of their daily activities. Walks with your child conducted within suitable ratios to venues on the camp. These include; the library, the shop, the church and the surrounding woodland area.

I give permission for my child to take part in outings.

Signed:

Date:

#### Teething gel, nappy rash cream and sun cream

I give permission for Attenborough Early Years Setting staff to apply teething gel, nappy cream and sun cream (supplied by me) to my child when needed in accordance with manufacturers guidance.

I understand that each application will be recorded by the responsible staff member.

Signed:

Date:

#### Forest School

I give permission for my child to take part in Forest School in all weathers as part of their learning and development.

I will provide the necessary clothing for all weathers so that my child can take part;

- All in one waterproof suit
- Coat
- Winter hat/summer hat
- Gloves
- Wellie boots/trainers
- Etc.

Signed:

Date:



Tel: +49 (0) 5254 9822779

Email: [attenboroughearlyyears@modschools.org](mailto:attenboroughearlyyears@modschools.org)

Manager: Lynne Green (BA)

Website: [www.attenborough.school](http://www.attenborough.school)

Deputy Manager: Laura Gladman (Level 3)

Paracetamol

I give permission for staff to administer paracetamol-based products (e.g. Calpol), that is provided by me, to my child in the event of a raised temperature on the understanding that I will be making arrangements for my child to be **collected as soon as possible**.

Children's paracetamol (un-prescribed) is administered only for children with the verbal consent of parent in the case of a very high temperature. This is to prevent febrile convulsions. When a parent gives permission over the phone the staff member will record the time of the phone call on the medication form stating that verbal permission has been given and by whom. The parent will then sign the form when they collect their child.

These procedures are written in line with the current guidance in Managing medicines in Schools and Early Years Settings; the manager is responsible for ensuring all staff understand and follow these procedures

Signed:

Date:

Photographs and observations

As part of the ongoing recording of curriculum and children's individual development records, staff regularly take photographs of the children during their play. These photographs are used for observations that are recorded in your **child's learning journey** and for **displays within our setting and the school premises**. Photos are stored on the settings computer only; photos of your child are only stored for the duration of their time with us. The settings computer is password protected and restricted to use only by nursery staff.

I give permission for my child to have their photo taken and observations to be written as per the above conditions

Signed:

Date:

Nursery Website

As part of the school website, the setting will have its own page designed to promote our provision and the service that we provide. On occasion we may use pictures of your child involved in activities and play. Please sign if you consent to your child's photo being used on the website.

Signed:

Date:

External Photos

To help celebrate setting milestones and achievements, we at times will share information with external MOD organisations such as; BFBS, AFF, DCS (Defence Children's Services), Mod Schools. Please sign if you consent to your child's photo's being shared with our MOD external organisations.

Signed:

Date:

**Attenborough Early Years  
Sennelager  
BFPO 16**



Defence Children's Services (DCS)

Tel: +49 (0) 5254 9822779

Email: [attenboroughearlyyears@modschools.org](mailto:attenboroughearlyyears@modschools.org)

Manager: Lynne Green (BA)

Website: [www.attenborough.school](http://www.attenborough.school)

Deputy Manager: Laura Gladman (Level 3)

**Ethnicity**

**White British**

|                             |  |
|-----------------------------|--|
| Irish                       |  |
| Gypsy Roma                  |  |
| Traveller of Irish Heritage |  |
| Any other White background  |  |

**Asian or Asian British**

|                            |  |
|----------------------------|--|
| Indian                     |  |
| Pakistani                  |  |
| Bangladeshi                |  |
| Any other Asian background |  |

**Black or Black British**

|                            |  |
|----------------------------|--|
| Caribbean                  |  |
| African                    |  |
| Fijian                     |  |
| Any other Black background |  |

**Mixed – White and Black**

|                            |  |
|----------------------------|--|
| White and Black Caribbean  |  |
| White and Asian            |  |
| Any other mixed background |  |

**Chinese**

|         |  |
|---------|--|
| Chinese |  |
|---------|--|

**Any other Ethnic background**

Please state

|  |
|--|
|  |
|--|

**Special Educational Needs and Disabilities**

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

|                              |  |
|------------------------------|--|
| No Special Educational Needs |  |
| Early Years Action           |  |
| Early Years Action Plus      |  |
| Statement                    |  |

Please refer to the SEN Code of Practice for an explanation of the terms above

**Attenborough Early Years  
Sennelager  
BFPO 16**



Defence Children's Services (DCS)

Tel: +49 (0) 5254 9822779

Email: [attenboroughearlyyears@modschools.org](mailto:attenboroughearlyyears@modschools.org)

Manager: Lynne Green (BA)

Website: [www.attenborough.school](http://www.attenborough.school)

Deputy Manager: Laura Gladman (Level 3)

**Payment Information**

MOD Childcare Providers (CCPs) Details

| CCP Reference No | CCP Organisation Name | CCP Country | BFPO Number | School Unique Identifier |
|------------------|-----------------------|-------------|-------------|--------------------------|
| MODSCHOOLSBF2060 | Attenborough School   | Germany     | 16          | 143027                   |

**The details above can be used to access Tax Free Childcare.**

Parent's wishing to register for Tax Free Childcare should visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to check their eligibility and how to apply. The TFC DIN, available of DefNet, also includes information about eligibility.

**Making Payments**

Account Name: DBS Finance Receipts CTS

Account Number: 10012281

Sort Code: 60-70-80





Tel: +49 (0) 5254 9822779

Email: [attenboroughearlyyears@modschools.org](mailto:attenboroughearlyyears@modschools.org)

Manager: Lynne Green (BA)

Website: [www.attenborough.school](http://www.attenborough.school)

Deputy Manager: Laura Gladman (Level 3)

### Parental Payment Agreement

This agreement is to be signed by the parent/carer and returned to the nursery. Parents will be provided with a copy of this agreement.

I, \_\_\_\_\_, the parent/carer of \_\_\_\_\_;

1. Agree to provide at least **4 weeks' notice in writing** to the Setting Manager should I no longer require my child's/children's place.
2. Agree to provide at least **4 weeks' notice in writing** if I wish to reduce or change my child's/children's sessions.
3. Understand that fees must still be paid if my child/children are absent for a short period of time.
4. Understand that if my child has to be absent for a long period of time, I will discuss this with the Manager or Deputy Manager.
5. Agree to pay my setting fees
6. Understand that late collection without prior notice may result in additional charges.
7. Will inform the setting if there is a change to my expected end of tour date, with as much notice as possible.

Please choose the currency you would like your invoice to be processed in: Euro or GBP

Please tick your preference

Signed \_\_\_\_\_

Date \_\_\_\_\_