



Newby and Scalby School, The Green  
Newby, Scarborough, YO12 5JA  
Tel: 01723 500511  
Email: admin@funfactorynewby.co.uk

## Registration Form

### 1. Child Details

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_  
Name to be Called: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

School/Nursery Attended (if not Newby and Scalby Primary School): \_\_\_\_\_

Doctor's name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Doctor's Telephone: \_\_\_\_\_

### 2. Contacts

#### Primary Contact (Mobile number will be used for updates and text alerts)

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Telephone(Home) \_\_\_\_\_ Telephone (Mobile) \_\_\_\_\_

Email address (for invoices and information) \_\_\_\_\_

Place of Work and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone (Work) \_\_\_\_\_

#### Second Contact

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Telephone(Home) \_\_\_\_\_ Telephone (Mobile) \_\_\_\_\_

Email address (for invoices and information) \_\_\_\_\_

Place of Work and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone (Work) \_\_\_\_\_

**Emergency Contact** (name of adult who may be contacted after the above in case of emergency)

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone(Home) \_\_\_\_\_ Telephone (Mobile) \_\_\_\_\_

**Emergency Contact** (name of adult who may be contacted after the above in case of emergency)

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone(Home) \_\_\_\_\_ Telephone (Mobile) \_\_\_\_\_

**Password**

If you or a named person are unable to collect your child, we have a password system in place. This password will be requested upon collection

Password \_\_\_\_\_

**3. IMMUNISATIONS/VACCINATIONS. (EARLY YEARS ONLY)**

Has your child been fully immunised against:

- Diphtheria       Whooping cough       Tetanus       Polio       Measles   
Mumps       Rubella       Hib Meningitis   
All of the Above

Health Visitor: \_\_\_\_\_

Is the child on or has been on the Child Protection Register?      YES / NO

Names and roles of any other professionals who have contact with your child/family and their contact details: \_\_\_\_\_

Are there any other factors which may impact on the safety and welfare of your child? \_\_\_\_\_

**4. ALLERGIES / SPECIAL DIET / HEALTH PROBLEMS / CHILDHOOD ILLNESSES:**

Does your child have any known medical problems? \_\_\_\_\_

Does your child have any known allergies/dietary requirements or major dislikes? (e.g. certain foods, materials) \_\_\_\_\_

**5. LANGUAGE / RELIGION:**

1) Language spoken at home: \_\_\_\_\_

2) Child's religion / culture: \_\_\_\_\_

Do you as the child's parent / carer require any additional support? (For example do you require letters etc to be produced in larger print / different language?) If yes please state what your needs are and how we can best support your needs.

\_\_\_\_\_

\_\_\_\_\_

**6. DO YOU GIVE PERMISSION TO:**

	YES	NO	COMMENTS	INITIALS
Emergency Medical Treatment/ Advice				
Share information with Other Settings and Professionals				
Local Outings/Play Equipment				
Photographs – WEBSITE				
Photographs – SOCIAL MEDIA				
Photographs – NEWSPAPER				
Observations (including tapestry in Early Years)				
Contact Previous Settings				
Plasters				
Application of Sun Cream				
Face Paint				

Parent/Carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Terms and Conditions

- All children who attend Newby Fun Factory must be registered with the Club.
- In order to maintain safety of the children, parents must inform us who is collecting them.
- **Payment of Fees.** Please note that your child's fees for Newby Fun Factory/ Early Years **must** be paid on the first day that your child attends that week, unless a prior arrangement has been made. Once a booking has been made, fees will remain payable unless more than 72 hours' notice is given, or if your child is off school ill. If monies remain outstanding for more than two weeks further bookings may be refused.
- Please ensure that the information that Newby Fun Factory holds on your child(ren) is accurate and up to date, a new form should be completed should details alter, or annually whichever is the soonest.
- A behaviour policy, which is available for inspection on request, is in operation at Newby Fun Factory to ensure a caring and considerate environment for the children and staff.
- All information held will follow the GDPR regulations and guidance 2018.

I agree to the above terms and conditions and confirm that the information given on this form is accurate.

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

**Any changes in circumstances will need to be changed immediately.**

Office use:

Birth certificate seen and checked by:	Ref number:	Date of issue:	Registrar:

As part of our on going monitoring of families who use our service please could you answer the following questions. Thank you.

Name of child:

Our ethnic background describes how we think of ourselves. This may be based on many things, including for example our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Please study the list below and tick the appropriate box to indicate the ethnic background of the child named above. Please also tick to indicate who provided this information. Thank you.

1) What is your ethnic group?

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy / Roma
- Any other white background, please state...

Mixed / multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed / multiple ethnic background, please state...

Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, please state...

Black / Black British

- African
- Caribbean
- Any other Black / African / Caribbean, please state...

Other ethnic group

- Arab
- Any other ethnic group, please state...

2) What is your Mother tongue? (Language spoken at home)

- |                                    |                                     |                                  |                          |
|------------------------------------|-------------------------------------|----------------------------------|--------------------------|
| <input type="checkbox"/> Bengal    | <input type="checkbox"/> Gujarati   | <input type="checkbox"/> Spanish | <input type="checkbox"/> |
| <input type="checkbox"/> Cantonese | <input type="checkbox"/> Italian    | <input type="checkbox"/> Turkish |                          |
| <input type="checkbox"/> English   | <input type="checkbox"/> Panjabi    | <input type="checkbox"/> Urdu    |                          |
| <input type="checkbox"/> Greek     | <input type="checkbox"/> Portuguese | <input type="checkbox"/> Other   |                          |

3) What is your Religion?

- |                                    |                                 |   |
|------------------------------------|---------------------------------|---|
| <input type="checkbox"/> Christian | <input type="checkbox"/> Muslim | <input type="checkbox"/> No religion        |
| <input type="checkbox"/> Hindu     | <input type="checkbox"/> Sikh   | <input type="checkbox"/> Other please state |
| <input type="checkbox"/> Jewish    |                                 |   |

I do not wish an ethnic background to be recorded

This information was provided by:

- Parent
- Other (Please state relationship)

(Any information you provide will be used solely to compile statistics for the setting. These statistics will not allow individual children to be identified. From time to time the information may be passed on to the Local Education Authority and Department of Education to contribute to local and national statistics).