Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parental Responsibility**

We request these details on the child on the child registration form. If a parent does not have parental responsibility or has a court order in place to prevent this we must have a copy of this document for the child’s records. We also need to be informed in writing if another person holds parental responsibility.

Parental Responsibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parental Responsibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Communication with Parents**

On registration, we ask parents if both parents wish to separately receive information about their child, or if they wish to nominate one parent, normally the resident parent, who will then agree to keep the non-resident parent updated. This decision should be confirmed in writing by both parents and will be kept on your child’s record. It can be changed by both parents informing the lead practitioner in writing.

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Signed (Parent 1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed (Parent 2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contacting Parents**

As part of the registration process, St Joseph’s Pre School ask for you to agree who is to be the parent who is contacted in the first instance if staff needs to communicate with a parent. We ask the other parent to give written consent to this.

Parent to be contacted in first instance:

I give consent for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be contacted in the first instance

Signed (second parent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child’s Residence**

Where does the child reside:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **AM** |  |  |  |  |  |  |  |
| **PM** |  |  |  |  |  |  |  |

We will update St Joseph’s Pre-school, if any information we have stated above changes.

Signed (Parent 1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed (Parent 2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_