



Personal Information Update Form

Child's Details

Child's First Name(s):	Child's Surname:
Address of Child:	
	Post Code:
Which of the parents/carers below does the child normally live with?	

Parent or Carer Details

Parent or Carer (1)	
First Name(s):	Surname:
Relationship to Child:	Occupation:
Home Address (if different from above):	Work Address:
Post Code:	Post Code:
Home Phone Number:	Office Phone Number:
Mobile Phone Number:	Email Address:
Does this person have legal "Parental Responsibility" for the child?	YES / NO
Vehicle Details (incl reg no):	Parking Permit Required: YES / NO

Parent or Carer (2)	
First Name(s):	Surname:
Relationship to Child:	Occupation:
Home Address (if different from above):	Work Address:
Post Code:	Post Code:
Home Phone Number:	Office Phone Number:
Mobile Phone Number:	Email Address:
Does this person have legal "Parental Responsibility" for the child?	YES / NO
Vehicle Details (incl reg no):	Parking Permit Required: YES / NO

Email Address(s) for invoices/newsletters:	
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Alternative Emergency Contacts

Emergency Contact (1)

First Name(s):	Surname:
Relationship to Child:	Contact Number:

Emergency Contact (2)

First Name(s):	Surname:
Relationship to Child:	Contact Number:

Collection password (if child is to be collected by someone new):

Additional Information About Your Child

Child's Doctor

Surgery:	Address:
Doctors Full Name:	
Contact Number:	Post Code:

Child's Health Visitor

Based at:	Address:
Full Name:	
Contact Number:	Post Code:

Social Worker

In accordance with Child Protection legislation if you or your child is assigned a Social Worker you are required legally to inform the nursery. This information will be for our records only and be kept confidential.

Do you have an assigned Social Worker?	YES / NO
Full Name:	Address:
Contact Number:	
	Post Code:

Allergies & Dietary Requirements

Does your child have any allergies?	YES / NO
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If yes, please give details:

Other Information

Please provide any other information about your child that you feel the nursery should be aware of:

Calpol / Nurofen

In the event of my child having a high temperature, I consent to my child being given Calpol / Nurofen in the nursery by a qualified member of staff following procedures laid down by the Pavilion Day Nursery. I understand that I will be contacted on each and every occasion to request my permission for this medication to be given. I understand that I shall collect my child within two hours unless advised otherwise by my child's key worker or Room Leader.

YOUR CHILD IS AT RISK IF PERMISSION TO ADMINISTER CALPOL/NUROFEN IS DECLINED IF THE NURSERY IS UNABLE TO REDUCE YOUR CHILDS TEMPERATURE.

In the event that your child's temperature reaches 39 degrees or above, the nursery will administer Calpol / Nurofen immediately. Every effort will be made to contact you in this instance as your child must be collected immediately.

Signature

Date

Preference (Calpol / Nurofen)

Piriton

I confirm that any known allergies are listed on this document and that I have discussed with the key worker if Piriton is administered. In the event of my child displaying symptoms of an allergic re-action I consent to my child being given Piriton by a qualified member of staff. I understand that I will be contacted on each and every occasion to request my permission for this medication to be given. Dependant on the severity of the re-action, Piriton may be administered immediately prior to contact. I understand that I shall collect my child within two hours unless advised otherwise by my child's key worker or Room Leader.

Signature

Date

- **MOBILE PHONES are not permitted to be used on the Nursery grounds**
- You are not permitted to smoke anywhere on the Pavilion Day Nursery or St Paul's Catholic College site including the car park.
- Dogs are not permitted anywhere on the Pavilion Day Nursery or St Paul's Catholic College site including the car park.
- **Attendance:** In situations where children miss 5 consecutive sessions or consistently do not attend the nursery without any contact or reasonable explanation as to the absence; the Nursery Manager reserves the right to suspend the placement with immediate effect; in this situation you will need to make a new application and any sessions offered will be subject to availability.