

CHILDREN'S CENTRE

Registration Form

If you need help with this form please ask. If there is any part of the form you do not wish to complete, just write 'private'.

Address of the Child(ren) you wish to register:		Telephone Number:
Postcode:	Email:	

Please give details of all children under 5 you wish to register

Name of child: First & Surname	Date of Birth	M / F	Ethnicity Code (See Below)

Please give details of parents and other members of the child(ren)'s family eg. brothers and sisters

Name: First & Surname	Date of Birth	M / F	Relationship to Child(ren)	Ethnicity Code (See Below)	Telephone No. & Address (If different from above)	Main Contact (Please tick)

What is/are the main language(s) used at home?

Ethnicity	Code	Ethnicity	Code	Ethnicity	Code
White British	WBRI	Mixed White / Asian	MWAS	Black or Black British, Caribbean	BCRB
White Irish	WIRI	Mixed White / Black African	MWBA	Black or Black British African	BAFR
Traveller of Irish Heritage	WIRT	Other Mixed	MOTH	Other Black	BOTH
Gypsy / Roma	WROM	Asian or Asian British, Indian	AIND	Any Other ethnic background	OOTH
Other White	WOTH	Asian or Asian British, Pakistani	APKN	Chinese	CHNE
Mixed White / Black Caribbean	MWBC	Asian or Asian British, Bangladeshi	ABAN	Other Asian	AOTH
Do not wish to be recorded	REFU				

Doctor's Surgery

Is anyone in your household pregnant?

Name:	Due Date:

Do you, or anyone named on this form, have a disability or any additional needs that you would like us to be aware of?

Name:	Due Date:

Is your child likely to attend the Children's Centre with someone other than yourself i.e Childminder or Grandparent? Please give name, address, telephone number, postcode & relationship to child.

Name:	Address, Postcode and Telephone number:	Relationship to child:

Would you like to be on our mailing list? Yes / No

Do you give your consent for images of your child / children to be used to promote or publicise the Children's Centre? (See general information) Yes / No

Would you describe yourself as a lone parent? Yes / No

Is anyone in your household in employment? Yes / No

Is anyone in your household claiming work related benefits? eg.

- ▶ Income support
 - ▶ Jobseekers Allowance
 - ▶ Incapacity Benefit / Severe Disablement Allowance
 - ▶ Pension Credit
- Yes / No

How did you hear about the Children's Centre?

I would like to register my child / children with the Children's Centre & I understand the general information provided.

Print Name: Signed:

Date:

GENERAL INFORMATION

(This section is for you to keep)

What happens to the information you provide to the Children's Centres?

All information will be kept securely whether it is written or on a computer system. This information may be used to help plan services and provide anonymous statistical information about our work with families. We will register your attendance at our services and we keep other additional records.

Is it confidential?

We will treat any personal information shared with us confidentially and we comply with the Data Protection Act 1998. The information you provide may be shared between Children's Centre teams which include some health services staff. Details of how your information may be shared are outlined in the Fair Processing Notice which is available on request from your Children's Centre.

Safeguarding children

If we are concerned about the wellbeing of any child and think they may be at risk, we have a duty to share our concerns with Warwickshire Children's Services. We tell you that we are doing this, if it is safe to do so, and will support you in talking to Warwickshire Children's Services if you want us to.

Access to information

Individuals and those with parental responsibility have the right to have access to their written records and also to the records held on computer in accordance with the Data Protection Act 1998.

Can I refuse to provide information?

Yes, if there is any part of the form you do not wish to complete, just write 'private'.

Promotions & Publicity

As part of our evaluation and future development of Children's Centre, we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a web-site by us, the Local Authority, by local newspapers or occasionally by national Government agencies. Before any photographs of your child can be printed, we need your permission.

Photography or filming will only take place with the permission of the Centre Manager, and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive. The establishment will regularly review and delete unwanted material.

Information

You may be eligible to qualify for 'Healthy Start' if you are pregnant or have a child under four years old AND:

- ▶ you or your family get Income Support or
- ▶ you or your family get income based Jobseekers Allowance or
- ▶ you or your family get Child Tax Credit (but not Working Tax Credit) and have an annual family income of £15,575 or less (2008/2009)

Please note, if you change your address or any other details, you will need to complete a change of Details form that is available from the Centre's office.