

Prime Achievers Academy



Preparing little minds for greatness

REGISTRATION FORM

Please read this form carefully and fill in using **block capitals**. Children can only be accepted into Prime Achievers Academy if this form is fully completed and the terms and conditions signed. Please supply full details every time you complete this form. A separate form is required for each child.

SECTION A – General Details

Tell us about your child				
First Name		Family Name		
Child's Date of Birth	<i>DD / MM / YY</i>	Child's Gender	Male	Female

Where does your child live?		
Home Address		
	Telephone Number	Mobile Number

Contacting You			
First Name		Family Name	
Mobile (at the event)		Email	
<i>Who could we contact if you were unable to return to collect your child?</i>			
Name (NOT at event)		Contact Phone	
Relationship to child			

Parental Responsibility		
Do you have parental responsibility for the child?	YES	NO
If no please provide written consent from the legal guardian that she/he is happy for the child to attend the academy and agrees with all the permissions listed.		
<i>Please provide the name and contact details for the other persons with parental responsibility</i>		

Name		Contact Phone	
Relationship to child			

Next of kin <i>(if different from parent / guardian)</i>			
Name		Contact Telephone	
Relationship to child			

(If your child is **over the age of 3** please now skip to **Section C** – Dietary Requirements)

SECTION B Information about your baby/toddler (children under 3)	
<i>The more information we have about your baby/toddler the better we can plan for their arrival at the crèche. Babies and toddlers have ever-changing needs. We understand that things may change between completion of this form and the crèche dates.</i>	
Please detail of your child's feeding requirements. (Breast feeding, bottle feeding and amount of formula required/ how often? Weaning/ solids etc.) NB: Nappies, bottles, formula, and baby foods must be provided by the parent in a clearly labelled bag.	
Winding routine – Please detail:	
Does your child require a nappy change /potty training/ assistance with using the toilet? Please detail giving times and routines:	
What is your child's sleep routine? Please give preferred times and details –	
Has your child ever had an infant convulsion or very high temperatures? Please detail –	

SECTION C -Permissions		
Face Paints – do you consent to your child having his/her face painted if they wish to?	YES	NO
Photographs – do you consent to your child being photographed by a member of Prime Achievers staff for internal recording of activities only?	YES	NO
First Aid – I agree to my child receiving emergency first aid or being referred to emergency medical services if required.	YES	NO

SECTION D Medical Considerations		
Does your child have asthma?	YES	NO
If 'Yes', do they have an inhaler?	YES	NO
Does your child have any allergies? If Yes please detail below:	YES	NO
Will Prime Achievers staff be required to administer medication? <i>If "YES" a medical form must be completed.</i>	YES	NO

SECTION E - Additional Useful Information		
Is there any other information about your child that you feel would help us to ensure his / her well-being? For example; reminding about using the toilet, toys or activities they enjoy, recent upsets or changes, challenging behaviour, communication difficulties,	YES	NO
If 'Yes', please detail		

GENERAL INFORMATION

Terms and conditions of registration for Prime Achievers Academy

I understand that:

- * I must collect my child promptly at the agreed time.
- * In the interest of health and safety of the other children I must inform crèche staff if my child has been in contact with any contagious diseases, including sickness and diarrhoea.
 - * In the interest of health and safety of the other children I must fully inform crèche staff of any special needs, allergies or requirements.
- * That medicines brought into the crèche MUST be locked in the medical box and cannot be left with the child.
 - * Prime Achievers staff is required to take my child/children out of the crèche for fresh air and I must sign the outings card, which gives permission for crèche staff to do this.
- * That Prime Achievers academy expects children to be respectful to others and the school equipment. Verbal and physical abuse by a child towards other children and staff members is considered unacceptable and may result in exclusion.
- * That unacceptable behaviour will be written up in the incident book
- * That the school staff cannot be held responsible for any items that are lost or left behind in the school. We ask that parents check that their child has all belongings with them at pick up time.
- * That **Prime Achievers** staff have a duty to report any concerns about the welfare of a child to their management without the concept of the parents
- * I agree to my child receiving first aid by a Prime Achievers Academy first aider or the emergency services if required.

By signing this form the parent / guardian accepts that they have understood the terms contained in this registration form.

Signed:

Date: / /

Parent / Guardian's name (Please print) _____



Prime Achievers Academy

Plot 565B

Admiral Oduwaye Street

Omole Phase II

Telephone: 08023043355, 01- 4532695

EMAIL: primeachieversacademy@yahoo.com

PRIME ACHIEVERS CONFIRMATION SLIP OF CRÈCHE BOOKING

Name:
Address:

Please fill in your name and home address in the box above, and the number of crèche places you wish to book.

The return of this slip is confirmation that _____ place(s) have been booked for your child (ren) during this period of to

Please provide us with the following on return of the form;

2 passport document for the baby

2 baby pictures for family tree

1 copy of baby's birth certificate and

1 copy of immunization card



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