

ACTIVITY:

Please complete this form. It is important that we have this information for monitoring purposes, to ensure that we are reaching and serving all of the local community and also to help us acquire funding for future local services. If you need help answering these questions, please ask.

You will only need to complete this information once for all services run directly by the Children's Centre - but please ensure that you inform us if your details change (please note that other service providers also operate from this building & may require other data from you).

CHILD/REN ATTENDING: First Name/s:..... Family Name/s:.....

Date of Birth:..... Age:..... Male Female

PARENT/CARER'S NAME: First Name/s:..... Family Name/s:.....

FAMILY ADDRESS:

Postcode:..... Telephone Number/s:.....

Would you like to receive information by post about future services for children under 5 and their families? Yes No

I am a *(please tick as many as relevant)*:

Mum Dad Grandparent Relative Childminder
Other carer (please give details)

What is your age *(for monitoring purposes only - optional)*?

Are you or your child disabled or have a special need (this information will be used to ensure that we can provide the support and help you need)? Yes No

If yes, please provide all relevant information (you may want to talk to the Children's Centre Manager directly)

Do you or your child/ren have any medical conditions, dietary requirements or allergies (eg. plasters, penicillin, nuts, etc...)? *(Please specify which child below)* Yes No

If yes, please provide all relevant information (so that we can support your child/ren's needs):.....
.....

Please state your ethnic origin:

How did you find out about these activities? (Leaflets, newspaper advert, word of mouth, etc.):.....

We would like to photograph and sometimes film these activities for publicity of the Children's Centre. I give permission for my child/ren & I to be photographed and filmed. Yes No

I understand that whilst I am at the Children's Centre, my child/ren will remain my responsibility. I have read and understood the welcoming policy (rules & regulations) (overleaf) to help ensure that my visit and all other visitors' experiences are positive and welcoming, and will abide by them.

I understand that the information I have given will be held confidentially and shared with the Hertfordshire Sure Start Children's Centres and partner organisations such as Hertfordshire County Council services, health services and children's agencies, for the purpose of contacting families to provide appropriate services, evaluate service provision and for statistical analysis.

Signed:

Date:.....

Sopwell & Verulam Children's Centre - Welcoming Policy Rules & Regulations

The Children's Centre believe that children develop and learn best in a positive, encouraging and welcoming environment where they feel respected and safe to explore. We therefore seek to create this environment within the services we provide, and believe that all children under 5 and their families attending our services are entitled to this. In order for this to happen, we ask that the following points are adhered to:

- All parents and carers are responsible for the welfare of their child/ren and must actively and positively address any unwelcome behaviour displayed by any child/ren in their care;
- If you have concerns about another child's behaviour, then this must be addressed politely and resolved in a positive way;
- If another member of the group raises a concern about you or your child/ren's behaviour then this must be responded to and resolved politely and in a positive way;
- No discrimination or discriminatory behaviour must be displayed, and will not be accepted;
- Cold refreshments will be available at snack time. Hot drinks may be available. Service users will be required to risk assess the provision of hot drinks with regard to their service provision/activity. Services run directly by the Children's Centre will require that any hot drinks be consumed away from any babies or children present (eg. in the play and activity rooms) for health and safety reasons.

If you have any queries about the above regulations, or would like to make additional suggestions about how to ensure the Children's Centre is welcoming to everyone, please speak to the Children's Centre Manager, who will be happy to discuss this with you.