



## 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

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

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:	Post Code:
Contact Number:	

### Child's Health Visitor

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

### 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 After School Club 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 the ASC Supervisor.

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

In the event that your child's temperature reaches 39 degrees or above, the After School Club 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 ASC Supervisor 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 the ASC Supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- **MOBILE PHONES are not permitted to be used on the After School Club / Nursery grounds**
- You are not permitted to smoke anywhere on the After School Club / Pavilion Day Nursery or St Paul's Catholic College site including the car park.
- Dogs are not permitted anywhere on the After School Club / 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 after school club 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.