Sue Scarbro's
Childminding Application form

Child Application forms need to be completed and signed by the Parent/Carer(s) who have Parental Responsibility for the child.

GDPR Requirement for completing consent forms

In order to comply with the GDPR (General Data Protection Regulation), I **must** make all reasonable efforts to verify that each person giving consent does, in fact, hold parental responsibility for the child. This means that I will need to check the relevant documentation that shows this.

Depending on the family structure please provide one or more documents from the following list:

- Birth Certificate- biological parents/ civil partners
- Residence Order (prior to 2014) – biological father/ step parent
- Child's Arrangement Order (since 2014) – biological father/ step parent/foster parent
- Parental Responsibility Agreement- -biological father/ same sex non-civil partner
- Parental Responsibility Order – biological parent
- Adoption Certificate – adoptive parents (also known as an adoptive birth certificate)
- Parental Order – surrogate parent
- Special Guardianship Order – foster parents

(Tick to state I have seen one or more of the above.)

Child Information

This form helps me to meet the following Safeguarding Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage:

- Medicines p.27 (3.45)
- Food and Drink p.28 (3.47)
- Premises p.29 (3.62)
- Information and Records p.31 (3.68)
- Information about the Child p.32 (3.74)

Once the form has been completed, I will familiarise myself with it, keep it in a confidential manner and review it regularly with the Parent/Carer(s).

Child Application Form

Child's full name: _____

Name child is known by: _____

Address where child is resident: _____

_____

Post Code: _____

Child's date of birth: _____ Gender: _____

Nationality: _____

Child's first language: _____

Religion: _____

DETAILS OF PARENT/CARER(S)

Who has parental responsibility?

Name: _____	Name: _____
Relationship to Child: _____	Relationship to Child: _____
Address: _____	Address: _____
_____	_____
Postcode: _____	Postcode: _____
Mobile: _____	Mobile: _____
Email: _____	Email: _____
Place of work: _____	Place of work: _____
_____	_____
Contact number: _____	Contact number: _____

Legal Contact Information if applicable

(Childcare provider to have a copy of any such orders)

Alternative Contact Details if Parent/Carer(s) are unavailable

Consent for collection

I/we understand that if I am/we are unavailable to collect my child I/we will notify the childcare provider of the person authorised to collect them. I/we understand that if any person attempting to collect my child is not listed below, the childcare provider WILL NOT release my child without first seeking my permission.

Name Phone:

Address

Relationship to child:

Name Phone:

Address

Relationship to child:

Name Phone:

Address

Relationship to child:

Password to be used by the authorised people: _____

(this will confirm identification if the person is not already known to the childcare provider).

ALLERGIES, MEDICAL CONDITIONS OR DIETARY REQUIREMENTS

Please note: Food allergy and intolerance are medical conditions; they must have been diagnosed by a qualified medical professional or a dietitian in order to be indicated below.

State specifics rather than a simple Yes/No
Is your child allergic to anything?

Is your child intolerant of any foods/has any dietary requirements?

Has your child had any major illnesses or operations?

Has your child been in hospital recently?

Has your child any on-going health problems?

Please list any other relevant information:

Please list any special requirements:

Details of Family Doctor and Health Visitor

Doctor's name:

Doctor's address:

Phone:

Health Visitor's name (if applicable):

Health Visitor's contact details:

Phone:

Immunisations

Please list all immunisations that your child has received and the dates they were given.
Parent/Carer(s) should notify the childminder of any changes to the details on this form as soon as possible.

Immunisation	Date given

Fees

My fees are £6 per hour, which will be invoiced and will need to be paid a month in advance. I provide nappies and wipes. I am closed at weekends and bank holidays.

Required sessions:

Please write your cover requirements.

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Late fees and late child collection:

I will charge £2 per day if your fees are late.

If your child is not collected on time, I will need to charge double fees in half hour increments.

Parent/Carer's signature Date

Parent/Carer's signature Date

Please send the completed form to suescarbro@gmail.com