

For Office use only:	
Date received	
Q number	
Registered year	



Child Registration Form

CHILD REGISTRATION FORM

Under the Early Years Services Regulations (2016), our setting is required to have specific information on your child, their family and emergency contacts. This information is obtained in this Child Registration Form.

Our Service's Data Protection Policy and Privacy Notice (see Confidentiality and data protection policy on our website) outlines how we store, access and dispose of personal data.

Parent/Guardian Agreement

I (Parent/Guardian's name) acknowledge the service is required to hold details and information on my child and our family. I am aware this is a requirement under the Early Years Services Regulations (2016).

I have received and read a copy of the Service Privacy Notice and I will inform the setting regarding any details which change throughout my child's time within the setting.

I/We consent to the processing of the data given in this form.

Parent/Guardian's signature:

Date: / /

Parent/Guardian's signature:

Date: / /

ADMISSION POLICY SUMMARY

We are an ECCE only, sessional service providing 2 three-hour daily sessions Monday to Friday during term time.

Morning session: 8:45 – 11:45am

Afternoon session: 12:00 – 15:00pm

Admission requirements

1. Your child must be eligible for the ECCE programme and fall within the eligible age range as determined by the DCEDIY. The programme is available to all children from the September after they have turned 2 years and 8 months, and must not be older than 5 years and 6 months on or before 30th June of the year they register for.
2. Your child must be fully toilet trained as we do not have nappy/pull-up changing facilities.
3. A registration form must be completed to apply for a space.

How to apply for a space

- Please download the latest registration form from the Enrolment page on our website www.overtherainbowelc.com.
- Completed registration forms can be sent to us by post, email or delivered directly to the preschool. Please see the contact page of our website for details.
- We accept registrations up to 2 years in advance. We recommend early registration as spaces are limited.
- Confirmation of receipt of the registration form will be sent by email to the listed parent/guardians email address.
- **A place will only be confirmed if there is space available and if a registration form has been received.**
- Priority will be given to children who are currently completing their 1st year of the ECCE programme. Thereafter, children will be admitted on a 'first come first served' basis until all spaces have been filled.
- If there are no remaining spaces a waiting list up to a maximum of 5 children will be drawn up. A space on the waiting list **does not** guarantee a space will become available. A space might not become available until after the preschool year has started in September. We recommend that you secure an alternative space if you are on the waiting list.
- Referrals from family support services will be accepted provided there is a space available.
- **Please note: We operate as a privately owned preschool located within the grounds of Barefield National School. We are not affiliated with the school and admission to the preschool does NOT automatically guarantee a place in Barefield National School. Please refer to Barefield National school's website for their admissions policy.**

Allocation of session

Although we will do our utmost to accommodate preferred session times, we **do not guarantee** a space will be available within your preferred session time.

Session times will be allocated as follows:

- Priority of choice for session times will be given to children currently completing their 1st ECCE programme year.
- Remaining places in the more popular morning session will be allocated according to

the order in which registration forms were received.

- Once the more popular morning session has been filled, children will be allocated the afternoon session until all spaces have been filled.
- Children who share a childminder will be grouped together, wherever possible and might not be able to be accommodated in the more popular morning session.
- We cannot guarantee that friends will be put together in the same session.
- Each session will contain a mix of boys and girls and be of a mixed age range.
- Children who qualify for AIM support may be placed in whichever session is best suited to their needs regardless of when their application was received.

Class List

- Once the class list has been finalized, parents will receive a welcome email containing:
 - The final class lists for both sessions.
 - Parent information booklet which contains important information regarding our services, ratios, curriculum, facilities, policies, procedures and statements we maintain.
- Please note the class lists are final and changes cannot be made at this point.
- New parents will be invited to attend a parent information evening before their child is due to start.
- New parents and their children will be invited on a separate occasion to view our facilities and to meet staff.

I/We consent I/we have read and understand the Admission procedures as mentioned above.

Parent/Guardian’s signature:

Date: / /

Parent/Guardian’s signature:

Date: / /

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Enrolment details

Child's Full Name:	
Date of Birth:	
Gender:	
Home Address:	

Enrolment years:	Sept 2024	Sept 2025	Sept 2026	Sept 2027
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****It is very important to indicate ALL years you wish your child to attend. If you are availing of both ECCE years, please tick the 2 years which are applicable.**

We provide 2 daily 3hr sessions, 5 days per week **only**, 38 weeks per year as per the school calendar. **We do not offer 3 day or 2 day per week places.** Please indicate your preferred session.

Morning session 8:45am – 11:45am	
Afternoon session 12:00pm – 15:00pm	
No preference	

*** Please note, sessions are allocated on a first come, first serve basis and we cannot guarantee your preference. The more popular morning sessions will be allocated to the 1st 16 registrations received.**

Name of Childminder:	
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*** This information is required so we can ensure children who go to the same childminder is grouped together.**

Parents/Guardians Details

Name Parent 1:	
Contact numbers	Mobile: Home: Work:
Place of work	
Email address	

Name Parent 2:	
Contact numbers	Mobile: Home: Work:
Place of work	
Email address	

Authorisation for collection (other than parent/guardian)

Under the Child Care Act 1991 (Early Years Services) Regulations 2016, it is a legal requirement to provide the service with a minimum of two persons authorised to collect your child in the absence of a parent or legal guardian. A nominated emergency contact is also required and can be the same as one of the authorised persons stated. Please note any person authorised to collect your child must be over the age of 18.

1st Authorisation

Persons named as authorised to collect on your child's registration form must consent to their personal details being held on file in our setting and the purpose for holding this information.

Name			
Address			
Contact Number			
Relationship to child			
Signature		Date	

2nd Authorisation

Persons named as authorised to collect on your child's record form must consent to their personal details being held on file in our setting and the purpose for holding this information.

Name			
Address			
Contact Number			
Relationship to child			
Signature		Date	

Nominated emergency contact

Persons named as emergency contacts on your child's registration form must consent to their personal details being held on file in our setting and the purpose for holding this information. ***The nominated emergency contact is a person/persons other than the parents of the child and will only be contacted in the case of an emergency if the parents/guardians cannot be contacted.***

Name			
Address			
Contact Number			
Relationship to child			
Signature		Date	

Family GP details

Name	
Address	
Contact Number	

How long has your child been attending this GP?

Do we have your permission to contact the GP in an emergency?

Record of immunisations

Which of the following immunisations has your child received? Please tick.

Age	Vaccination	Yes	No
At 2 months	6 in 1		
	PCV		
	MenB		
	Rotavirus		
At 4 months	6 in 1		
	MenB		
	Rotavirus		
At 6 months	6 in 1		
	PCV		
	MenC		
At 12 months	MMR		
	MenB		
At 13 months	Hib/MenC		
	PCV		

Please indicate if your child has received any other vaccinations, not mentioned above:

Specific details of child

Does your child have any allergies or intolerances? If yes, please give more details:

Does your child have any medical conditions or additional needs we should be aware of? If yes, please give more details:

Does your child wear glasses?

Does your child have any brothers / sisters?

- Yes
- No

If so, what are their names and ages:

How does your child like to be comforted when he/she is upset?

If there is any other information relevant to your child, that we should be aware of please include it here.

Consent details

Consent details can be withdrawn by Parent/Guardian at any time, in writing to the manager/co-manager.

PERMISSION TO BE PHOTOGRAPHED/ SHARE PHOTOS

To assist staff with the documenting of a child's learning it is required to take photographs of your child as they learn and explore throughout the day. The child's consent will always be obtained before a photo is taken and in accordance with our Data Protection policy. All photos are uploaded to ChildPaths secure servers where they are password protected and parents only have access to their own child's profile. Printed photographs are only used within the setting and returned to the child once they leave the setting. No digital copies will be kept.

Do you consent to your child being photographed for the purpose of documenting learning?

YES

NO

Do you consent to your child's photograph being used on our website, Social media pages

YES

NO

Sometimes group photos or videos are taken of the children with visitors or at events e.g. Graduation Concert, Sports Day or our annual trip. Do you give permission for your child to be photographed for school projects or school related activities?

YES

NO

Group photos will be taken as a preschool memento and presented to parents at the end of the school year. Do you give permission for you child to take part in the group photo?

YES

NO

Over the Rainbow Early Learning Centre Ltd and its staff cannot be held responsible for photographs/videos taken by parents at School concerts, Sports Day or any other outings that might happen during the year.

OBSERVATION CONSENT

I/we hereby consent to observations being performed on my/our child for the purpose of gathering information about my/our child to aid in his/her development.

YES

NO

ACCIDENT and /or EMERGENCY CONSENT FORM

I /We give permission to the management of **Over the Rainbow Early Learning Centre Ltd** to act on my/our behalf in the case of an emergency or accident and to take such action as may be necessary for the benefit of my/our child. The decision is to be taken by the member of staff in charge at the time of the emergency.

YES

NO

CONSENT FORM FOR ADMINISTRATION OF NON-PRESCRIPTION MEDICINE

I /We give permission for staff to administer the following non-prescription medication to my child in accordance with the settings Administration of Medication policy. Paracetamol / Ibuprofen to be administered in the event of a high temperature or an emergency in the future.

Medication	Yes may be administrated	No may not be administrated
Paracetamol (Calpol)		

Parent/Guardian's signature:

Print name:.....

Date: / /

Manager signature:

Date: / /

DATA PROTECTION

Over the Rainbow Early Learning Centre Ltd is a data controller under the Data Protection Acts, 1988 and 2003. The personal data supplied on the child record form is required for the purposes of:

- enrolment
- registration
- assessment and documenting progress
- determining a child's eligibility for additional learning supports
- child welfare (including medical welfare)
- and to fulfil our other legal obligations.

Contacting Parents

Please confirm if you are happy for us to contact you by calling you on the telephone numbers provided and to send you emails for the purposes of:

- Term magazine
- Updated policies from time to time
- to notify you of closure (e.g. where there are adverse weather conditions)
- to communicate with you in relation to your child's social, emotional and educational progress and to contact you in the case of an emergency.

Tick box if "yes" you agree with these uses

Use your email address to alert you to these issues?

Use your mobile phone/landline number to call you to alert you to these issues?

Please note: **Over the Rainbow Early Learning Centre Ltd** reserves the right to contact you in case of an emergency relating to your child, regardless of whether you have given your consent.

While the information provided will generally be treated as private to **Over the Rainbow Early Learning Centre Ltd**, and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA), social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or where a child is transferring to another school). We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access you/your child's personal data, you should write to the Manager requesting an Access Request Form.

Data Protection Policy: A copy of our Data Protection Policy is available online or printed upon request, please read it carefully. Please sign below if you consent to your data/your child's data being collected, processed and used in accordance with this Data Protection Policy during the course of their time at our setting.

Parent/Guardian's signature:

Print name:.....

Date: / /

Manager signature:

Date: / /