



Principal: Jenny Harvey

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www.minervaprimaryacademy.clf.uk

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Before and after school childcare (Wrap Around Care) **Registration Forms – 2026/2027**

These forms **must** be completed by the parents / carers before the child attends the setting. No child will be accepted without one of these forms.

It is a legal requirement for parents/carers to inform us with which parent/carer the child normally lives.

In order to keep records up to date and accurate we require parents/carers to complete a new form each September.

Please be aware that if you have booked your child in for the first after school session and arrive later than 4.30pm to collect your child you will be charged a late collection fee of £10.00.

It is the responsibility of all supervising staff to look at these forms for the child's dietary and medical requirements and for all other information.

Registration forms are kept confidentially and securely on the premises. Current forms must be accessible by the Senior Worker at all session times. All old forms will be kept for two years after the date of the last entry. Parents/carers have the right to see all records held on their child/ren at all times.

Parental responsibility and Legal contact

Parental Responsibility is defined as 'all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property'. Therefore if you have Parental Responsibility, you are recognised in the eyes of the law as having all the legal powers to make appropriate decisions in relation to the upbringing of your child.

The EYFS states that a record of who has parental responsibility and legal contact must be kept by the school.

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Only a person with Parental Responsibility can give valid consent for medical permissions etc. It is possible to delegate the responsibility of looking after a child to a child minder, teacher, friend or relative, but the person with parental responsibility is still liable and responsible to ensure that proper arrangements are made for the child. This must be given in writing.

Who has Parental Responsibility?

The Children Act 1989 sets out who has PR.

- A mother automatically has Parental Responsibility for her child, as does a married father irrespective of whether the marriage to the mother occurred before or after the birth of the child.
- As from the 1st December 2003 unmarried fathers of children whose birth is registered on or after this date, provided they are named on the birth certificate of the child, also have Parental Responsibility.

What about step parents?

- A step parent, even if married to a parent of children, does not automatically acquire PR for a child. This needs to be legally obtained through the courts.

What about adoptive / foster parents?

- Take legal advice

What about care orders?

- When a child is made the subject to a care order, the local authority has PR for the child.

Legal contact

What is legal contact?

After, for example, a divorce or separation, many people may wish to continue having contact with any involved children. These could include – the parent who is not living with the child/ren, grandparents, same sex co-parents and other relatives.

Legal contact can include-

- Visiting contact, where the non-resident parent adult visits the child in a place of safety such as a relative's house or Social Services Contact Centre;
- Staying contact, where the non-resident adult is allowed to care for the child, e.g.: overnight or at weekends;
- Indirect contact – this may be phone calls, letters, emails etc.

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A **contact order** is an order requiring the resident parent to allow the child to visit or stay with the non-resident parent or have any other form of contact provided in the order, for example by telephone.

If the child's parent has a contact order, you must ask them to state the name and contact information for the adult detailed on the order.

How to record this on your Child Registration Form?

To cover all the potential possibilities the registration form could become lengthy. Please indicate on the form the need to have an entry meeting with a senior staff member or additional form if the child's situation requires further information.

Further help and advice

Children's Legal Centre – www.childrenslegalcentre.com, or their advice telephone line. Family Law Advice 0845 345 4345

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Please let the setting know if your child is subject to any particular care arrangements, court orders or have others with legal contact to them, so we can support your child in the setting	
Other Emergency Contacts should we not be able to get hold of the main carer/s	
Name: Relationship:	Phone Number:
Name: Relationship:	Phone Number:
Name and telephone number of all people and their relation to the child/ren who will normally collect them from the setting:	
Medical Details	
Doctor's Name: Phone No:	Doctor's Address:
Please give details of any medical conditions/issues (<i>medical care plan</i>)	
Is your child allergic to anything: Yes / No (if so please give details)	

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Please give details of anything your child cannot / does not eat:
Please give details of any other information about your child that we should know (e.g. emotional or behavioural concerns etc.)
Is there anything we could provide to help your child feel more welcome?
<u>Ethnic Origin:</u> Also, are there any issues relating to your child's ethnicity, culture, language, religion etc. that you wish the setting staff to be aware of?
<u>Child's First Language:</u>
Do you give permission for photographs to be taken of your child (for staff record/publicity purposes only)? Yes / No
Do you give permission for your child to go on a local outing? Yes / No
Do you give permission for us to apply sun cream to your child? Yes / No

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Before/After school child care

Please read the following statements carefully and sign the acceptance below

- I would like my child/ren to take part in the above provision. I understand that whilst the leaders will take all reasonable care of my child/ren, they cannot necessarily be held responsible for any loss of or damage to property, or injury suffered.

- I agree to the staff at school seeking any necessary emergency medical advice or treatment from an appropriately qualified person or persons. Only prescribed medicine can be administered at the Play Provision.

- I agree to my child having hypoallergenic plasters applied and antiseptic wipes used as necessary

- I accept that: I will abide by the rules of the provision and I will pay the said fees when they fall due. If for any reason my child will not be attending the setting, I will let the school office know in advance. I accept that fees will still be payable unless otherwise agreed.

- School staff will not release my child to any persons other than those named overleaf unless previously arranged by me. My children will be collected by the agreed time otherwise I will be liable for extra charges.

- I have read and understood this registration form and I give permission for personal records to be kept in accordance with the Data Protection Act 1998.

Signed:

Date:

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