

# Ravenside Pre-School

## INFORMATION FROM PARENTS

### General Legal Requirements

- *Providers must plan and organise their systems to ensure that every child receives and enjoyable and challenging learning and development experience that is tailored to meet their individual needs.*
- *Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.*

All settings need to have information about individual children to ensure their safety and to support their development taking account of their specific needs.

### ***The information settings should ensure they receive from parents includes -***

- Child's name and how they like to be addressed.
- Parents names especially if different from the child.
- Address & phone number and emergency contact name & phone number.
- Name & address of the parents or carers the child normally lives with.
- Child's date of birth.
  
- Any medical conditions which may affect child's development or welfare i.e. asthma, orange or peanut allergy.
- Written permission to seek or administer emergency advice or treatment.
- Family preferences e.g. observance of religious festivals, avoidance of meat.
  
- Any special need of the child (short/long term, temporary or permanent).
- Any special likes, dislikes or fears of a child i.e. cuddles, milk, loud noises.
- Special words used by the child for routines i.e. toileting, sleep or rest.
- Names of those who have legal contact with the child and who have parental responsibility.
  
- A list of adults who may collect the child from the setting.
  
- Procedure for emergency collecting if parent unable to pick their child up.
- Parents signature to confirm they have read and agree to abide by policies of setting.
- Permission from parents regarding the use of information about the family held by the setting (Data Protection).

Agreed on .....

Reviewed on .....

