Sunflower Registration Form 2026/2027

Please complete all sections of this form to register your child for our preschool playgroup setting.

Child's Details

Full Name	_____
Date of Birth (DD/MM/YYYY)	_____
Gender	_____
Home Address	_____
Postcode	_____
Ethnic Origin	
Language spoken at home	
Password for collection	

Parents/Guardians Details

Full Names	_____
Relationship to Child	_____
Contact Number	_____
Email Address	_____
Home Address (if different to above)	_____
Parental Responsibility **Legal Access**	Yes / No Yes / No
Is there anyone who does not have legal contact by Court Order?	
Is there a Child in Need Plan taking or taken place?	
Siblings if any	

Emergency Contact Details x 3 please – not your own

1 Full Name	_____
Relationship to Child	_____
Contact Number	_____
2 Full Name	
Relationship to Child	
Contact Number	
3 Full Name	
Relationship to Child	
Contact Number	

Medical Information

Doctor's Name & Address	_____
Doctor's Telephone Number	_____
Does your child have any medical conditions or allergies?	Yes / No
If yes, please specify:	_____
Is your child on any regular medication?	Yes / No
If yes, please specify:	_____
Has your child had all their immunisations?	

Additional Information

- Does your child have any dietary requirements or restrictions?

  _____
- Are there any cultural or religious practices we should be aware of?

  _____
- Is there anything else you would like us to know about your child?

  _____

Date you hope to start with us at Sunflowers:
Please circle the sessions you would like:

Monday	**Tuesday**	**Wednesday**	**Thursday**
8.30 – 12.30	8.30 – 12.30	8.30 – 12.30	8.30 – 12.30
9 – 12.30	9 – 12.30	9 – 12.30	9 – 12.30
8.30 – 2.30	8.30 – 2.30	8.30 – 2.30	8.30 – 2.30
9 – 2.30	9 – 2.30	9 – 2.30	9 – 2.30

How did you hear about Sunflowers?_____

Funding Information

There are numerous funding options to pay for your child's care while with us at Sunflowers, please complete the box so that we are able to process the funding portal to check you are entitled to the funding to pay for your child's care while with us at Sunflowers.

Parents Full names and date of births	Parents National Insurance Number	Funding Code for 30 hours	Reference Number for 2-year funding

Parental Permissions

- Do you give permission for photographs of your child to be taken for nursery use? Yes / No
- Do you give permission for your child to go on short, supervised outings? Yes / No
- Do you consent to emergency medical treatment if required? Yes / No
- The application of sun cream that I have supplied Yes / No
- The application of Nappy Cream that I have supplied if applicable Yes / No
- I consent to being contacted by email in order to receive information related to Sunflowers, we will not pass your information to any third party. Yes/No
- I give permission for my child to be in non-identifiable photos of activities for the social media platforms. Yes/No
- I give permission for Sunflowers to contact other professionals for further help and support to my child and family. Yes/No

Declaration

- I confirm that the information provided above is accurate and complete to the best of my knowledge.
- I need to give six weeks' notice if I wish to leave Sunflowers, these must be within the 38 weeks that Sunflowers is open. If not, I will have to pay fees for 6 weeks if my child leaves midterm.
- Any changes to session times require a full terms notice and unfortunately, we are not able to offer financial compensation for non-attendance.

Parent/Guardian Name (Print)	_____
Signature	_____
Date (DD/MM/YYYY)	_____

Thank you for completing this registration form, please return it and a £60 non-refundable administration fee to Sunflowers:

Lisa McKie Sunflowers Pre School Limited, St Peters Church Hall, St Peters Road

Cirencester GL7 1RE or email lisa@cirensunflowers.co.uk

Monzo Business Account sort code 04-00-05 Account number 79747256

ref: your child's name

GDPR regulation 2018 puts in place certain safeguards regarding the use of personal data by organisations. Sunflowers Pre School Playgroup Limited is registered with the ICO, and we collect and hold personal information relating to our parents and children and may also receive information about them from their previous setting, local authority, and the DfE. We use this to support our children's learning, monitor, and report on their progress, provide appropriate care, assess the quality of our services, assess eligibility for funded places. This information will include contact details, attendance information, any exclusion information, where they go after they leave us, any special needs they may have and any relevant medical or safeguarding information. For further information including storage and retention of data please refer to our privacy policy which is available from the nursery manager.