



## Gunthorpe Explorers Pre-school - Registration Checklist for Parents (Norwood Primary School)

To provide the best possible care for your child and keep them safe, happy and healthy, we need to gather some important information from you. This checklist will help you make sure you've provided everything we need before your child starts with us.

**The information you provide helps us to:**

- **Keep your child safe**
- **Provide the right care Communicate effectively**
- **Meet legal requirements**

We take your privacy seriously. All information you provide will be protected. You can read our full privacy notice on the [school website - School Information- School Policies](#) for more details about how we handle your data.

### How to complete this checklist

1. **Work through each section** – Take your time and tick off each item as you complete it
2. **Gather your documents** – You'll need copies of certain documents like your child's birth certificate and proof of address
3. **Ask if you're unsure** – If you have any questions or need help with any part of this process, please don't hesitate to contact us on [phone number] or [email address]
4. **Return everything** – We need all information and documents as soon as possible so we can prepare properly

## **Summary of completed documents to return/show to school**

- Gunthorpe Explorers Out of School Club Admission Form (Norwood Primary School)
- Gunthorpe Explorers Out of School Club Terms and Conditions
- Child's birth certificate (or passport)
- Proof of address (utility bill, council tax statement - dated within last 3 months)
- Gunthorpe Explorers Out of School Club Walking Escort Service Consent (Norwood Primary school)

### **1. Gunthorpe Explorers Out of School Club Admission Form**

- Child's Details
- Child's birth certificate (or passport)
- Parent/Carer Details
- Proof of address (utility bill, council tax statement - dated within last 3 months)
- Emergency/priorityContacts
- Medical details
- Child's and family personal information (Equal opportunities)
- Permissions
- Sign and date

### **2. Gunthorpe Explorers Out of School Club Terms and Conditions**

- Read. sign and return

### **3. Gunthorpe Explorers Out of School Club Walking Escort Service Consent**

- Read. sign and return