

## Data Sheet.

Before you can register with The Den please have this information available. In combination with the Contract Document we can register the student			
<b>The Student</b>			
Full Name of Child		Known As	
Date of Birth		NHS Number of Student	
Main resident address		Residential Arrangements	
School student is attending			
Occasional Medications: taken as required e.g. inhalers		Regular Medication: taken e.g. daily tablets or syrups	
<b>Specific needs of child:</b>			
Medical	Dietary	Religious	Cultural
Doctor Name	Practice Address	Practice Name	Practice Postcode
<b>The Parents/ Guardians (if applicable)</b>			
This applies to all persons with legal responsibility for the student. If guardians are living together then please fill in one address but multiple contact details, please.			
Parent Guardian Names		Relation to child	
NI Number if claiming benefits or tax relief		Primary Contact (Y/N)	
Addresses		Phone Numbers	
Email/ other messenger services.		Photo	
<b>Emergency Contacts</b>			
Name		Photo	

*The Den Kettering Data Sheet to act as part of Contract for service delivered*

Phone Number		Address	
Relationship to Student			
<b>Hours Required</b>			
Schedule		Regular pick up/ drop off rotas	
<b>Fees Due</b>			
Length of Settling in Period		Rate payable per hour/payment (settling in)	
Length of contract		Details of payment arrangements	
Payment Plan if applicable		Rate payable per hour/payment (full contract)	
<b>What you should be asking about the Childminder</b>			
Name	Public Liability Insurance	Have you seen and signed up to: the Expected Behaviour Policy	the Equal Opportunities Policy
Address	Insured by	The Behaviour Management procedure	the Complaints Procedure
Telephone	Renewal date	the Core British Values Policy	The Safeguarding Policy
Email		Have you seen the Emergency Evacuation Policy	The Health and Safety Policy