



## Parent/Carer Guide – Registering for a Children’s Centre

<p>1. Log in to the Portal using the account details you have set up</p>	<p><a href="https://bf.cloud.servelec-synergy.com/SynergyWeb/">https://bf.cloud.servelec-synergy.com/SynergyWeb/</a></p>
<p>2. Once logged in select the Children’s Centre you want to view</p>	<p><b>Register and Book Baby Boost Sessions</b></p> <p>Please Check the website and Eligibility before Registering by clicking on the link below</p> <p>Baby Boost Website</p> <p><b>Register and Book at the East Children Centre Cluster</b></p> <p>To see what's on and register for the East Children centre Cluster Click here</p> <p><b>Register and Book at the West Central Children Centre Cluster</b></p> <p>To See What's on and Register at the West Central Children Centre Cluster Click Here</p>
<p>3. Click Register at the Children’s Centre Cluster</p>	<p><b>East Children Centre Cluster</b></p> <p><a href="#">Register at the East Children Centre Cluster</a></p> <p>To Register at the East Children Centre Cluster Click Here</p>
<p>4. Select the Children’s Centre you’d like to register with from the drop down list</p>	<p><b>Register with a Family Centre</b></p> <p>1 Family Centre Selection 2 Select Child 3 Results</p> <p><b>Family Centre Selection</b> (1 of 3)</p> <p>Please select the Family Centre to register with. Click the Submit Registration button to submit the Family Centre registration.</p> <p>Family Centre *</p> <ul style="list-style-type: none"> <li>Baby Boost</li> <li>East Cluster</li> <li>South Cluster</li> <li>West Central Cluster</li> <li>West Cluster</li> </ul>

5. Click Next

Family Centre \*  
East Cluster ✓ +  
Please select the Family Centre to register with

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6. Select the Child(ren) you'd like to include in the registration by ticking the box next to their name

### Select Child

In additional to yourself, who will also appear in this registration?

New Child

	Name	DOB
<input type="checkbox"/>	Peppa Pig	04/05/2020
<input type="checkbox"/>	George Pig	01/12/2022

Please select the child you wish to apply for

7. If your child's name does not appear in the list to select from, click the New Child button and add their details. Click Save to add them.

8. Once all children have been selected click Next

### Select Child

(2 of 6)

In additional to yourself, who will also appear in this registration?

New Child

	Name	DOB	
<input checked="" type="checkbox"/>	Peppa Pig	04/05/2020	
<input checked="" type="checkbox"/>	George Pig	01/12/2022	

Please select the child you wish to apply for

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9. Answer the questions on the page and click Next

### Main Parent, Carer and Correspondent

(3 of 6)

Relationship to Child: Mother

If Other Please State:

Ethnicity: White

State Ethnicity: White British

Telephone Number: 07777777777

Are you Pregnant?: No

Due Date:

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10. Answer the questions on the page and click Next

### Children Under 5 Years in the Household

(4 of 6)

Peppa Pig ^

Ethnicity: White

Please State Ethnicity: White British

George Pig ^

Ethnicity: White

Please State Ethnicity: White British

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<p>11. Print your name and tick the box to say you consent to the declaration</p>	<div style="text-align: right;">(5 of 6)</div> <h3>Declaration</h3> <p>I declare that all I have provided to reading Children's Centres is true to my knowledge. I understand that information provided will be kept on the file, including the Children's Centre computer system, to ensure that I receive relevant information, and for the Children's Centre statistical monitoring and evaluation purposes. I understand that any information regarding myself and my family will be kept confidential and will not be passed to organisations outside of the Children's Centre Partners without my consent, unless it is of a Child Protection nature, in which case I understand that information will be shared only as may be necessary and only with appropriate agencies. I understand that the Children's centre undertakes to keep all information provided in a secure location. I also agree for additional information relating to family changes to be updated by professionals working alongside Reading Children's centres. I retain the right for these records to be deleted upon request.</p> <p>We May contact you by phone, email, text, using the details you have provided. If you wish to opt out of being contacted by Reading Children's centres please email us at <a href="mailto:Reading.childreencentres@brighterfuturesforchildren.org">Reading.childreencentres@brighterfuturesforchildren.org</a></p> <p>Print Name * <input type="text" value="Mummy Pig"/> ✓</p> <p><input checked="" type="checkbox"/> By ticking the box I give consent as per the declaration above</p>
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