

Little Kingfishers' Day Nursery Registration Form



Thank you for your interest in registering your child with Little Kingfishers' Day Nursery.

This form asks for the information we need to ensure that your and your child's details are correctly recorded. It also asks for details of emergency contacts and the sessions you require. The form contains a contract between Little Kingfishers' Day Nursery and you to provide daycare services for your child. Terms and Conditions apply as detailed herein and may be amended from time to time.

Please only complete this form and sign the declarations if you agree to be bound by our terms. Where both parents/carers share responsibility for your child we require that both sign the contract.

Terms may only be varied by Preston Primary Academy Trust and then only in writing.

In order for us to process your registration form you will need to complete it as fully as possible and return it to the Nursery Manager, together with proof of your identity (e.g. passport or photocard driver's licence), proof of address (e.g. utility bill but not a mobile phone bill), and your child's birth certificate. Little Kingfishers' Day Nursery will note the reference numbers of these documents but will not keep copies.

Fair Processing Notice

Little Kingfishers' Day Nursery is registered under the Data Protection Act 1998 to process personal information pursuant to the provision of childcare. From time to time we are required to pass on data to the Local Authority and its contracted agencies, other Local Authorities, The Department for Education and to agencies that are prescribed by law, such

as Ofsted, the department of Health and Primary Care Trusts. All personal data will be held securely and in accordance with the Data Protection Act 1998 and updated GDPR. (A pupil Privacy Notice is included in this registration form for your information) If you have any questions about the use of this data, wish to access your personal data, or that of your child, then please contact the Manager in writing.

When returning this form to the nursery

Remember to bring:

Proof of Identity

☐

Proof of address

☐

National Insurance Number(s)

☐

Your child's birth certificate

☐

Child Details

Forename(s) _____

Surname*: _____

Known as: _____

Gender: Male / Female

Date of Birth: _____

Birth Certificate no.*: _____

**All Documents verified by manager:
(manager to sign and date):**

Start Date: _____
(Office use only)

Parent Details

Parent/Carer 1

Relationship to child: _____

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone (work): _____

Telephone (mobile): _____

Telephone (home): _____

Email address*: _____

Is this the child's home address? Yes ☐ No ☐

Do you have parental

Responsibility for the child? Yes ☐ No ☐

Is this child subject to any court orders
(e.g. restricting access)? Yes ☐ No ☐

If yes, please give details: _____

Employer name**: _____

Employer
address**: _____

Postcode: _____

National Insurance Number: _____

Type of photocard proof of identity: _____
(e.g. passport or driver's licence)

Reference Number: _____

Type of proof of address: (e.g. utility bill) _____

Reference Number: _____

Parent/Carer 2

Relationship to child: _____

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone (work): _____

Telephone (mobile): _____

Telephone (home): _____

Email address*: _____

Is this the child's home address? Yes ☐ No ☐

Do you have parental

Responsibility for the child? Yes ☐ No ☐

Is this child subject to any court orders
(e.g. restricting access)? Yes ☐ No ☐

If yes, please give details: _____

Employer name**: _____

Employer address**: _____

Postcode: _____

National Insurance Number: _____

Type of photocard proof of identity: _____
(e.g. passport or driver's licence)

Reference Number: _____

Type of proof of address: (e.g. utility bill) _____

Reference Number: _____

**If Studying, please give the name and address of the establishment, your course name and reference.

Child's Medical Details

Please advise if your child has been vaccinated against the following:

Tetanus? Yes ☐ No ☐ Date: _____

Chicken Pox? Yes ☐ No ☐ Date: _____

Poliomyelitis? Yes ☐ No ☐ Date: _____

HIB (Meningitis)? Yes ☐ No ☐ Date: _____

Diphtheria? Yes ☐ No ☐ Date: _____

Whooping Cough? Yes ☐ No ☐ Date: _____

MMR? Yes ☐ No ☐ Date: _____

Other? Yes ☐ No ☐ Date: _____

Has your child had any illnesses other than common colds, flu, etc?

Does your child have any medical conditions that we should be aware of?

Does your child have any specific dietary requirements – e.g. vegetarian?

Does your child have any allergies, intolerances, or sensitivities? If yes, our caterers require a letter from your GP providing details.

Does your child have any specific needs or disabilities?

Does your child have any specific religious or cultural needs?

Are there any conditions or considerations, medical or otherwise, related to the care and welfare of your child that are not listed above that we should be aware of, or that will need our special attention?

Contacts

Please advise who your child's Doctor and Health Visitor are, who we should contact in an emergency if we cannot reach you, as well as details of any other person or setting that provides early years provision for your child (e.g. nanny, childminder, other daycare provider. Tell us who has permission to collect your child and choose a verbal 'password'.

Please note that in addition to your details on page 2 we are required to hold details of at least 3 Emergency Contacts.

Doctor

Title: Dr. _____

Forename: _____

Surname: _____

Surgery address: _____

Postcode: _____

Telephone: _____

Emergency Contact 1

Relationship to child: _____

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Emergency Tel No: _____

Permission to collect child: Yes / No

Emergency Contact 3

Relationship to child: _____

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Emergency Tel No: _____

Permission to collect child: Yes / No

Health Visitor

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone: _____

Emergency Contact 2

Relationship to child: _____

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Emergency Tel No: _____

Permission to collect child: Yes / No

Emergency Contact 4

Relationship to child: _____

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Emergency Tel No: _____

Permission to collect child: Yes / No

Sessions

Please advise of your preferred start date: _____
(One month's notice is required)

Please detail below the sessions that you require by ticking the relevant boxes below. Sessions are subject to availability, allocated on a first come, first served basis and must fit with the session times available on the published list. If you have any questions, please speak to a member of staff at the nursery.

	8am – 6pm	8am – 1pm	1pm – 6pm	9am – 3pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

My child is eligible for: <i>please tick appropriate box</i>			
15 hours 2 year funding (for families receiving additional government support i.e. Universal credit) Letter of proof required	15 hours Working Families Funding (2 year olds) Eligibility code required	15 hours funding (3/4 year olds)	30 hours funding (3/4 year olds) Eligibility code required

Do you currently have any other children attending Little Kingfishers' Day Nursery?

Forename: _____

Surname: _____

Date of Birth: _____

Forename: _____

Surname: _____

Date of Birth: _____

1

Please tell us if your child attends another setting/childcare provider:

My/our child will also attend: _____

Address of provider: _____

I/We give permission for Little Kingfishers' Day Nursery to contact this provider to share personal and developmental information pursuant to the provider of childcare, as required by OFSTED.

Signature: _____ Date: _____

Are there any other professionals/agencies involved with your family or child? If so, please provide their contact information and details of their involvement.

Permissions

Please read all the following statements below, and tick to give your consent. Please address any queries regarding these consents to the Nursery manager.

Medication: In the event of my/our child requiring a course of prescribed medication. I/we undertake to authorise this through the use of the nursery's individual Medication Slip(s), in line with the nursery's Medicine Policy. I understand that nursery staff are not allowed to administer medication issued without prescription except in cases of emergency	
Accident: In the event of an accident, or my/our child requiring emergency medical treatment, I/we consent to a member of the nursery staff to administer first aid, take the child to a doctor or hospital, as needed.	
Sun Cream: I/we give permission for nursery staff to apply sun cream that I/we have supplied. In the case of no sun cream being supplied from home, or an additional application being required at the nursery's discretion, I/we give permission for nursery staff to apply a suitable alternative at their discretion.	
Local Trips: I/we give our consent to my/our child being taken out of the nursery on local trips as well as on day trips and outings.	
Sickness: I/we understand that in order to help prevent the spread of illness, the nursery cannot accept sick children when infectious for the periods stated in the Illness or Infection Policy and Procedure.	

CONSENT FOR THE RECORDING AND USE OF IMAGES AND SOUND

During the school year, the school may wish to take photographs, sound, or video recordings of children in school or on school trips for use in our promotional material, such as the school prospectus, social media, or on our website. These will be groups of children and not individuals (unless additional permission has been sought).

The school may invite an external photographer to the school each year to take official school photos or invite the media into school to take photographs for publication.

We need to ask your consent before the school, or the media use any image of your child. Please ensure you have read and understood the Conditions of Use included below prior to signing this form.

Please tick the boxes to show agreement:

	☒
The school can use your child's photograph in the school prospectus and other promotional materials	
The school can use your child's image on our website	
The school can use your child's first name to appear with the image on the website	
The school can publish sound recordings of school activities that include your child	
The school can publish video of school activities that include your child	
The school can use your child's image to appear in the media (newspapers)	
The school can use the child's first name to appear with the image	
The school can use your child's image in social media postings through the school's twitter account (we will never include a child's name)	
The school can use your child's artwork in displays around the nursery/school	
The school can use your child's image in the school/nursery newsletter	

Conditions of use of the consent form for the recording and use of images and sound

- This form is valid for the duration of your child's education at our school. If you change your mind about giving consent to any of the below while at our school, please contact the school immediately.
- If we decide to take photographs, video, or record sound for any other purpose than those listed here, we will ask for specific consent.
- Images of children and sound recordings will be stored securely in school. Please be aware that the school has no control over the way external photographers and the media store images.
- We will retain photographs that represent an historical record for the school or those that could be used for future learning.

- We will not usually retain other photographs of your child after they cease to be a pupil at this school, however, photographs on the website, in our school prospectus and other publications, or those that are part of our archive of learning activities, could continue to exist for a period of time after the child has left the school.
- We will not include any personal details such as surname, phone numbers, or email addresses of pupils in any publication.
- We will only use photographs and video of pupils who are suitably dressed, to minimise any risk of misuse.
- We may use photographs of a whole class with a general label, where individual children are not identified.

Tapestry Consent

We need your specific permission for our online Tapestry journal.

Please read the statement below and sign to give your agreement. The Nursery Manager will be happy to discuss any questions in detail.

Little Kingfishers' Day Nursery uses Tapestry (an online record of your child's progress) to assist our planning to meet the individual needs of the children, to observe and record their progress against early learning goals. Parents can access this securely online and contribute to their child's learning journey by adding comments and observations. All data is held securely on encrypted servers managed by Tapestry, a specialist software provider to the early years sector.

Please note that similarly to the traditional paper method of recording a child's progress, it may not only be us that uses this information (e.g. it may be shared with other parties in the early years sector, such as schools, health workers and other specialist practitioners).

I/we give permission for nursery staff to record my child's learning journey using the Tapestry specialist software. ☐

I/we give permission for my child's photo to appear in any group photos used in Learning Journeys. ☐

I/we agree not to electronically share, by social media or other platforms, any part of my child's Learning Journey. ☐

The email address I would like to use for my Tapestry account is: _____

Please use _____ (First and surname) as my username.

Signature: _____

Date signed: _____

For more information about Tapestry please visit:

<http://eyfs.info/tapestry-info/introduction>

Financial Agreement and Contract

Little Kingfishers' Day Nursery provide quality childcare and education consistent with all current legislation for children from 2 years to 4 years old. We are open Monday to Friday, term time only. Our Terms and Conditions for providing this service are detailed on the next page. The Nursery Manager or their delegate has given you a tour of our facilities, explained our services and fees and discussed any queries with you.

You should have a clear understanding of who, where, how, and when we will care for your child and how much this will cost. Do not sign this contract if we have not explained any of the above matters clearly or you are unsure of any of the elements of your child's care, including your contractual commitments to pay your fees in full in accordance with our Fees Policy, and to give one month's notice of any changes. Please do not sign this form if you have not read our fees policy.

If you are happy to enter into a legal contract and to be bound by our terms, please sign the declarations and complete the information below. Where both parents / carers share

responsibility for the child we require that both sign the contract. Terms may only be varied by Preston Primary Academy Trust and then only in writing.

Declaration

I/we have read and agree to the Terms and Conditions for a nursery place for my/our child. I/we have completed the Registration Form and signed the appropriate permissions.

I/we have read the Fair Processing Notice and agree to our data being used in this manner.

I/we have read the Little Kingfishers' Day Nursery fees policy and agree to the terms therein.

Parent/Main Carer Signature

1: _____

Name

(Print): _____ **Date:** _____

Parent/Main Carer Signature

2: _____

Name

(Print): _____ **Date:** _____

**Manager's
Signature:** _____

Date: _____ **Agreed
start
date:** _____

How to pay your fees

In accordance with our Terms and Conditions, fees are payable within 14 days of invoice date, unless a payment plan has been arranged, by Tax Free Childcare payment, Childcare Vouchers, or BACS.

Please note that late payments will incur a fee of £20 as laid out in our Fees Policy. If payment is not received by the agreed time, the school will follow the non-payment of fees procedure as detailed in our Fees Policy.

Any part payment returned by the bank or cancelled by yourself will incur an administration charge of £10.

For information regarding Early Years Funding, Tax free childcare, and other government schemes please visit www.childcarechoices.gov.uk

Terms and Conditions of Sale

Age of admittance

Children are welcome from age two years to school age. Children are required to be registered for a minimum of two sessions per week (i.e. one full day or two mornings/afternoons). All parents/carers must complete a registration form, detailing in full any health, dietary, medical, medicinal, allergy, or other special needs, and the sessions required.

Fee schedule

Fees are payable within 2 weeks of invoice date in accordance with our fees policy. Fees quoted are per child. Reductions in fees as a result of a change in age will take effect on the child's birthday.

Fees are payable by BACS, Childcare Vouchers, or Tax Free Childcare Payments.

Invoices are emailed directly to the parent/carer each term.

If paying by Tax-Free Childcare please advise us in advance of your payment reference number. This will help us identify your payment and credit the correct account. Your Tax-Free payment reference number can be found on-line.

Monthly fees are calculated by the sessions you have requested and been allocated. No charge is made for the working days (i.e., inset days) when the nursery is closed. There is no reduction for other holidays or child absence (see 'Holidays' below).

If the payment is not received by the agreed time, the school will follow a non-payment of fees procedure as laid out in Little Kingfishers' Day Nursery fees policy.

Little Kingfishers' Day Nursery reserves the right to recover costs in full and to charge interest (both before and after any judgement) on overdue accounts at the rate of 2% per month until payment is made in full. Any payment returned by the bank or cancelled by yourself will incur an administration charge of £10.

Free Early Education Entitlement for 3 and 4 year Olds and qualifying 2 year olds

As part of a fee-paying nursery place:

Up to 15 hours per week (Early Years Entitlement (EYE) Universal Funding) or 30 hours per week (Early Years Entitlement (EYE) Extended Entitlement) for 38 weeks of the year.

Free Entitlement-only:

Up to 15 hours per week (Early Years Entitlement (EYE) Universal Funding) or 30 hours per week (Early Years Entitlement (EYE) Extended Entitlement) for 38 weeks of the year.

Any hours that fall outside of the funded entitlement are charged in line with our fees policy. Under scheme rules, parents/carers registering for Free Early Education Entitlement-only sessions are not required to pay a registration fee, however a registration fee will be required to access all other sessions. Free Entitlement sessions are offered in line with DfE and local Authority's Codes of Practice and are subject to their Terms and Conditions.

Please note that it is the parent's responsibility to ensure that their application for FEEE funding is made in line with the LEA's requirements. Late, incomplete, or invalid applications may result in nursery fees being charged at our normal rates for these sessions.

Holidays, absences and notice to terminate

The nursery is open for 38 weeks of the year. We are closed during school holidays, bank holidays and inset days. Fees are payable at the full rate for all periods of child absence during nursery opening hours. A calendar months' notice in writing or a month's fees in lieu of notice is required from the parent/carer to terminate a child's place in the nursery or reduce the number of hours normally taken by that child. Where a child's place is terminated by the nursery due to non-payment of fees or other dispute a charge equivalent to one month's fees will be made by the nursery in lieu of notice.

Disruptions to Service

In cases of disruption to service Little Kingfishers' Day Nursery will do everything in its power to operate the service where it is safe to do so. However, severe disruptions may require the closure of the nursery or reduction in service. In such cases fees remain payable during any period of closure. Examples of this include but are not limited to extreme weather (including snow and ice), force majeure, or third parties outside of the nursery's control including disruptions to highways, public transport, utilities, and industrial action.

Sickness and illness

Any child who has, or develops, an infectious illness must be kept at home. This includes conditions such as vomiting, diarrhoea, discharges, conjunctivitis, sore throat and obvious rashes. In order to prevent the spread of illness, any child suffering from vomiting or diarrhoea must be kept at home until clear of symptom for a minimum of 48 hours. Fees are payable at the full rate during the period of sickness absence from the nursery.

Late collection charges

Little Kingfishers' Day Nursery supports working families and understands the difficulties of balancing work and family commitments. To this end we do not charge parents for occasional late collection of children for up to 15 minutes after the agreed collection time. However late collection does cause significant disruption and increased staff costs. Therefore, repeated late collection or collection beyond 15 minutes after the end of the session will be charged at £10 per 15 minutes or part thereof.

Data Protection

Little Kingfishers' Day Nursery is registered under the Data Protection Act 1998 to process personal information pursuant to the provision of childcare.

Notice of Change

Terms are subject to change in whole or part with one month's notice by the company.

Other Information

In order to help us understand and structure activities around your child's individual needs it would help us if you would also provide the following information for your child. We are also obliged to supply this data anonymously (i.e. without passing on individual information) to local authorities for equalities monitoring and auditing.

Ethnicity:

White - British _____	☐	Asian - Indian _____	☐
White - Irish _____	☐	Asian - Pakistani _____	☐
White - Traveller of Irish heritage _____	☐	Asian - Bangladeshi _____	☐
White - Gypsy/Roma _____	☐	Asian - Any other Asian background _____	☐
White - Any other White background _____	☐	Black - Black British _____	☐
Mixed - White & Black Caribbean _____	☐	Black - Caribbean _____	☐
Mixed - White & Black African _____	☐	Black - African _____	☐
Mixed - White & Asian _____	☐	Black - Any other Black background _____	☐
Mixed - Any other mixed background _____	☐	Chinese _____	☐
Asian - Asian British _____	☐	Any other Ethnic background _____	☐

Religion:

None _____	☐	Islam _____	☐
Not Known _____	☐	Jehovahs Witness _____	☐
Baptist _____	☐	Jewish _____	☐
Buddhist _____	☐	Methodist _____	☐
Catholic _____	☐	Orthodox _____	☐
Christian _____	☐	Protestant _____	☐
Church of England _____	☐	Muslim _____	☐
Church of Scotland _____	☐	Roman Catholic _____	☐
Church of Wales _____	☐	Sikh _____	☐
Hindu _____	☐	Other _____	☐

Nationality:

Please state: _____

Languages spoken:

Main Language: _____

Other Languages: _____

How did you hear about Little Kingfishers' Day Nursery?

i.e. live locally

Further information

Please advise us of any other persons that you would like to be authorised to collect your child from nursery.

Authorised Collector 1

Relationship to child: _____

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone: _____

Authorised Collector 2

Relationship to child: _____

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone: _____

Authorised Collector 3

Relationship to child: _____

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone: _____

Authorised Collector 4

Relationship to child: _____

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone: _____

Authorised Collector 5

Relationship to child: _____

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone: _____

Authorised Collector 6

Relationship to child: _____

Title: _____

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone: _____

PASSWORD:

Please choose a password between 6 and 16 characters long that the authorised persons must use to collect your child.

Pupil Privacy Notice

Why do we collect and use your child's information?

We collect and use your child's information under legal and statutory obligations within the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; and the Family and Children's Act 2014.

We use your child's data:

- to support your child's learning
- to monitor and report on your child's progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality and country of birth)
- Attendance information (such as sessions attended)
- Assessment information
- Relevant medical information
- Special educational needs information
- Behavioural information

Collecting information

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information about your child to us or if you have a choice in this.

Storing your child's data

We hold your child's data for the periods of time as stated in the IRMS Records Management Schools Toolkit which can be seen at: https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

We are required by law, to provide information about our children to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about your child from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to information about your child, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Who do we share information with?

We routinely share information with:

- schools that your child attends after leaving us
- our local authority
- the Department for Education (DfE)
- NHS & NHS screening programmes such as: hearing & eye testing & immunisation programmes

Why we share this information

We do not share information about your child with anyone without consent unless the law and our policies allow us to do so.

We share our children's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our children with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

For information about which organisations the department has provided information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact office@kingfisher.ppat365.org

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact: Ian Gover, School Development Officer, Somerset LA – dposchools@somerset.gov.uk