

Little Squirrels Community Nursery

Ryde Business Park, Nicholson Road, Ryde, Isle of Wight. PO33 1BQ
Telephone: 01983 615648
Email: info@knlchildcare.co.uk
Website: www.little-squirrels.co.uk



Registration Form

General Information

Child's Name:

Male / Female: * delete

Date of Birth:

Birth Certificate no: (Nursery to record)

Parents named on Birth Certificate: (Nursery to record)

1.

2.

Child's Address:

Postcode:

First Parents Address: (if different from above)

Postcode

National Insurance No: (Funding Portal)

Second Parents Address: (if different from above)

Postcode:

National Insurance No: (For Funding Portal)

Please state who is responsible for payment of fees:

Contact numbers:

Home Tel:

Parent one: Mobile:

Work

Parent two: Mobile:

Work

Contact Email address:

(Please ensure this is current as correspondence and fee invoices will be sent to this address.)

Parents / Main Carers Names:

Marital Status: *Married / Separated / Divorced / Partnering / Single / Widowed / Civil Partnership*

** delete as applicable*

Child's position in family: 1st 2nd 3rd 4th 5th 6th Child

Access arrangements if applicable:

Please state your religion (optional):

Has your child experienced any of the following childcare arrangements? * delete as applicable

Child minder Yes / No

Family Member Yes / No

Playgroup Yes / No

Crèche Yes / No

Nursery Yes / No

Other

Any comforters? Yes / No

Has your child been fully immunised? * delete as applicable Yes / No

If No, has your child had any of the following

Whooping cough **Yes / No**

Mumps **Yes / No**

Measles **Yes / No**

Chicken pox **Yes / No**

German Measles **Yes / No**

Others:

GP's Name:

Medical Practice:

Address:

Health Visitors full name: (if applicable)

My child is registered with their local Family Centre **Yes / No**

Are there any other professionals involved? * delete as applicable

Social worker: **Yes / No**

Speech Therapist: **Yes / No**

Physiotherapist: **Yes / No**

Other:

Is your child on any Medication (such as an inhaler)? * delete as applicable **Yes / No**

If so please specify:

Does your child suffer from any allergies? Yes / No

If YES please could you provide the following information before your child starts at Pre School/Nursery.

1. A GP's or Healthcare Professional's letter confirming the allergen and the symptoms of an allergic reaction.
2. Details of action to be taken in the event of an allergic reaction.
3. If needed, provide the necessary medication and details of how it is to be used. This must be clearly labelled with the child's photo and name.

Throughout your child's time at the Pre School/Nursery, we ask that you ensure that your emergency contact information and your child's medical diagnosis is current and accurate.

See our 'Allergy Policy' in our company Policy Document, available to download on our website

www.knlchildcare.co.uk

Was your child premature ? Yes / No

If so, how premature?

Any other issues you think we should be aware of:

All information contained within this document is subject to the General Data Protection Regulation 2018 and will be treated in the strictest confidence.

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CONSENT FORM & EMERGENCY CONTACT FORM *(this must be completed.)*

Consent for: (child's name)

Emergency Medical treatment

Yes / No

In the event of an accident during the Nursery day, every attempt will be made by staff to contact a parent / carer. Should this prove impossible, any immediate treatment which may be required will be given by a first aid trained member of staff, doctor or local hospital, whichever is most appropriate.

Parent/Carer Signed:

Date:

Application of Teething Gel (supplied by parent/carer)

Yes / No

I give permission for a member of staff to apply teething gel to my child's gums

Parent/Carer Signed:

Date:

Application of Nappy Cream

Yes / No

I give permission for a member of staff to apply nappy cream to my child if required.

Parent/Carer Signed:

Date:

Short Outings and Walks

Yes / No

I give permission for the staff to take my child off of the Nursery premises for a trip to the shops or local park.

Parent/Carer Signed:

Date:

Videos / Photos

Yes / No

I give permission for authorised members of staff to take photographs and videos of my child, together with any artwork produced by my child, that may be reproduced in displays within the nursery environment.

Parent/Carer Signed:

Date:

Performances:

Yes / No

I give permission for my child to take part in plays and shows where other parents will be taking photos and videos.

Parent/Carer Signed:

Date:

Photos:**Yes / No**

I give my permission for my child's photo to be taken for media purposes i.e., Promotional literature, local newspapers i.e., IW County Press and Little Squirrels Community Nursery website/Facebook page.

Parent/Carer Signed:

Date:

Yes / No

I give my permission for my child's photo or video to be used on our 'Closed' Facebook Group.

Parent/Carer Signed:

Date:

Assessment/profiles:**Yes / No**

I give permission for the staff to make observations of my child throughout their time with us, under the EYFS, for my child's unique profile or for their own file. I understand that the observations can be written or by photograph's and that I am able to access my child's file at any time. This file will be sent home at the end of your child's time at Pre School / Nursery or passed onto your child's next setting.

I understand that my child may appear in photo's other than their own file, for example, in group situations or when they are in a play situation with another child to reflect friendships.

Parent/Carer Signed:

Date:

Head lice Checks:**Yes / No**

Due to current legislation, we are unable to check children hair without parent/carer consent.

Parent/Carer Signed:

Date:

Sun cream Application (if supplied):**Yes / No**

I give my permission for a member of staff to apply sun cream.

Parent/Carer Signed:

Date:

Use of non-allergic plasters:**Yes / No**

We will apply a plaster if we feel there is a cut or wound that needs to be covered in case of infection.

Parent/Carer Signed:

Date:

Heating of Food:**Yes / No**

I give permission for the staff to heat/re-heat the food supplied to us to the required temperature.

I confirm I have prepared and stored the food at home in the correct and hygienic way.

**We do not re-heat cooked rice*

Parent/Carer Signed:

Date:

Sharing Information:**Yes / No**

As part of the Early Years Foundation Stage requirements, we need your permission to share information about your child's needs, interest, development with childcare providers sharing the care of your child i.e. childminder, other pre-school/nurseries or school.

Details of additional setting:

Parent/Carer Signed:

Date:

Sharing Information (Cont)

Yes / No

I give my permission for the nursery to share information with other professionals (Health Visitors – integrated check, Speech Therapist etc.)

Parent/Carer Signed:

Date:

Emergency contact Numbers - Must cover the whole time the child is at the Nursery/Pre-School.

1. Full Name: Tel:

Relationship to child

2. Full Name: Tel:

Relationship to child

3. Full Name: Tel:

Relationship to child

Who Can Collect your Child:

Please give the names of responsible adults over the age of 18 years that can collect your child.

PLEASE PROVIDE PHOTOGRAPHS:

1

2

Is there any other information that you think we should be aware of?

*** Do you have any talents/skills you could share with the children as part of our Parent Partnership Scheme i.e. Playing a musical instrument, drawing/painting etc.**

*** Do you have any interesting pets you would be happy to bring in and show the children?**

If so, please speak with Emma to arrange a suitable time to visit us.

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Parental Contract

_____ (child's name) will be taking up an offer of a space at Little Squirrels Community Nursery.

Their start date will be _____

The hours that I wish to book are:

Monday –

Tuesday –

Wednesday –

Thursday –

Friday –

I am aware that my first invoice must be paid prior to my child starting (in lieu of a deposit) and that my future invoices will be received a month in advance and must be paid by the 25th of the month of issue to avoid late payment penalties and the removal of my childcare spaces.

I am aware that we require 20 working days notice to make changes to booked hours and that this must be requested in writing.

I have downloaded and read a copy of the full policy document.

Available from: www.knlchildcare.co.uk

PLEASE TICK TO CONFIRM

I HAVE READ AND UNDERSTOOD THE KNL CHILDCARE LTD POLICIES AND AGREE TO ABIDE BY ALL OF THEM.

SIGNED:

PARENT/CARER'S NAME:

PARENT / CARER OF:

Date



Dear Parents/carers

Thank you for requesting to set up an online Learning Journey account for your child.

Tapestry is a GDPR compliant company using secure servers in the UK to store data, further information regarding the security of tapestry is available, a copy will be added to the policies and procedures folder in the parent information box or a copy can be emailed by request to the manager.

We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage, this will compliment other forms of observing and assessing already in place. You will be able to access your child’s Learning Journey from a computer via <https://tapestryjournal.com> or by using the ‘Tapestry’ App on mobile devices, you will only be able to access this by using the log in details that you set up yourself once we have sent you a link via email. This will only give you access to your own child’s Learning Journal, other family members can be given access on your request. The only people in pre-school with access to your child’s Learning Journal will be the Manager, Deputy Manager, your child’s key person and if applicable SENCO or DSL who will be responsible for managing your child’s Learning Journey. Staff will only be able to log in to their own key children’s Learning Journey’s via a log-in pin code, and only on devices provided by the pre-school, they will not be able to log in on any other devices away from the setting. The manager is required to log in on all devices using a secure username and password before staff can log in using their pin codes.

Many of the most meaningful photographs taken in pre-school show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not shared publicly or uploaded onto any social media websites, this is in line with our ‘Social Networking’ and ‘Mobile phone/camera’ policies (both are available to view in pre-school or via www.little-squirrels.co.uk) failure to comply with this request will result in the suspension of your child’s online Learning Journey.

We hope that this system will prove to be a positive step in sharing information, as well as viewing our contributions, you will also be able to add comments, photos and video. Please provide us with your email address in order to receive your link.

Little Squirrels Community Nursery Tapestry Online User Agreement

Childs name:

- I agree to Little Squirrels Community Nursery using Tapestry to create an online learning journey for my child. **Yes/No**
- I agree to uphold the Nursery’s request not to share or upload any photographs showing other children. **Yes/No**
- I agree to my child appearing in group photographs that may be included in other children’s Learning Journey’s. **Yes/No**
- I agree to keep my log in details secure. **Yes/No**

Please circle Yes or No for each statement. The manager will contact you to discuss the steps we will take to adhere to your wishes if you have selected ‘No’ to any of the statements.

Parents name:

Signature:

Date:

Email address:

Additional information:

Each year we are asked for more information about our parents for National Statistics, if you are happy to give this information, please fill out the form below.

Please note: this page contains no names and all information is anonymous.

Ethnicity (please tick one of the options below)					
White British	<input type="checkbox"/>	Mixed: White and Black African	<input type="checkbox"/>	Asian or Asian British. Any other Asian background	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Mixed: White and Asian	<input type="checkbox"/>	Black or Black British Caribbean.	<input type="checkbox"/>
Traveller of Irish heritage	<input type="checkbox"/>	Mixed: any other mixed background	<input type="checkbox"/>	Black or Black British African	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>	Asian or Asian British, Indian	<input type="checkbox"/>	Black or Black British. Any other Black background	<input type="checkbox"/>
White: any other white background	<input type="checkbox"/>	Asian or Asian British, Pakistani	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed: White and Black Caribbean	<input type="checkbox"/>	Asian or Asian British, Bangladeshi	<input type="checkbox"/>	Any other ethnic background	<input type="checkbox"/>
Do not wish to be recorded	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Benefits

Are you claiming any of the benefits listed below:

Child Tax credits	<input type="checkbox"/>	Housing Benefit	<input type="checkbox"/>	Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>	Working Tax Credits	<input type="checkbox"/>	The Guarantee element of State Pension Credit	<input type="checkbox"/>
Incapacity Benefit	<input type="checkbox"/>	Job Seekers Allowance	<input type="checkbox"/>	Income Support	<input type="checkbox"/>

You are under no obligation to complete this information should you not wish to.

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Privacy Notice – General Data Protection Regulation (GDPR) 2018

Effective from 25th May 2018 the General Data Protection Regulation (GDPR) will replace the current Data Protection Act 1998.

The Isle of Wight Council Local Authority is the Data Controller for the purposes of the GDPR. They collect information and may receive information about your child from your Early Years Setting. They hold this personal data and use it to:

- ☑ Support your child's teaching and learning;
- ☑ Monitor and report on their progress;
- ☑ Provide appropriate pastoral care;
- ☑ Deliver our statutory duties, including financial & sufficiency planning;
- ☑ Carry out statistical analysis; and
- ☑ Assess how well your Early Years Setting is doing.

This information includes your child's contact/address details, date of birth, attendance for funding allocations, Foundation Stage Profile results and personal characteristics such as your child's gender, ethnicity, first language and special educational needs.

They will not give information about you to anyone outside the IW Council without your consent unless the law and our rules allow them to. They are required by law to pass some of your information to the Department for Education (DfE). If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please look at the following websites:

Isle of Wight Council:

Isle of Wight Local Authority
County Hall
Newport
Isle of Wight PO30 1UD

<https://www.iwight.com/Council/OtherServices/Data-Protection/Introduction>

The Department for Education:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
www.education.gov.uk

Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Information Commissioner's Office (ICO)

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

<https://ico.org.uk/for-organisations/guide-to-data-protection/>