



Registration Form

Please ensure that you give as much detail about your child as possible, if you would prefer to fill in the form in discussion with us, then please ask – it won't be a problem!

CHILD'S FULL NAME:	Male/Female
CHILD'S DATE OF BIRTH:	DD/MM/YYYY
CHILD'S HOME ADDRESS (INCLUDING POSTCODE):	Postcode:
PARENT/GUARDIAN (1) DETAILS:	Name: Address: Contact Number: Email Address: Parental Responsibility: Yes/No Occupation:
PARENT/GUARDIAN (2) DETAILS:	Name: Address: Contact Number: Email Address: Parental Responsibility: Yes/No Occupation:
COUNTRY OF BIRTH:	
LANGUAGE SPOKEN AT HOME:	
RELIGION/BELIEF:	
ETHNICITY:	
PLEASE PROVIDE DETAILS OF TWO PEOPLE WHO CAN COLLECT AND HAVE YOUR AUTHORITY TO ACT IN AN EMERGENCY FOR YOUR CHILD (must differ from parent details):	Name: Contact no.: Relationship to child: <i>I am happy for Bretons to contact me in the event of an emergency concerning the child named above</i> <i>Signed:</i> Name: Contact no.: Relationship to child: <i>I am happy for Bretons to contact me in the event of an emergency concerning the child names above</i> <i>Signed:</i>
PASSWORD FOR COLLECTION OF YOUR CHILD BY AN ADULT UNFAMILIAR TO NURSERY STAFF:	
NAME, ADDRESS AND TELEPHONE NO. OF DOCTOR:	
IMMUNISATIONS UP TO DATE:	YES/NO

DOES YOUR CHILD HAVE ANY MEDICAL CONDITIONS WE SHOULD BE AWARE OF (E.G. ASTHMA, ECZEMA ETC): If yes to the above please provide details and advise us if special training is required to meet your child's medical needs	YES/NO
DOES YOUR CHILD HAVE ANY ALLERGIES OR FOOD INTOLERANCES (If yes please provide details and reactions/symptoms to look out for)	YES/NO
DOES YOUR CHILD HAVE ANY DIAGNOSED SPECIAL NEEDS AND/OR NEED ANY ADDITIONAL SUPPORT? (If yes, please provide details)	YES/NO
ARE THERE ANY OTHER PROFESSIONAL INVOLVED WITH YOUR CHILD? E.G. SPEECH THERAPIST, PAEDIATRICIAN, SOCIAL WORKER ETC. (If yes please provide details)	YES/NO
WILL YOUR CHILD BE ATTENDING ANY OTHER CHILDCARE SETTING AS WELL AS BRETONS PRESCHOOL? E.G. ANOTHER NURSERY, CHILDMINDER OR NANNY? (If yes please provide details)	YES/NO
HAS YOUR CHILD PREVIOUSLY ATTENDED A CHILDCARE SETTING? (If yes please provide details)	YES/NO
ANY OTHER INFORMATION OR CONCERNS (PLEASE USE OTHER SIDE IF REQUIRED)	

I, THE PARENT/GUARDIAN OF WISH TO ENROL MY SON/DAUGHTER AT BRETONS PRESCHOOL STARTING FROM

I AGREE THAT I WILL PAY ANY FEES, INCLUDING CONSUMABLES BY THE DATE STATED ON THE INVOICE AND THAT 4 WEEKS NOTICE WILL BE GIVEN IN THE EVENT OF MY CHILD LEAVING OR REDUCING SESSIONS AGREED.

I UNDERSTAND THAT STAFF WILL SHARE PROGRESS DATA WITH THE LOCAL AUTHORITY.

I UNDERSTAND THAT STAFF WILL RAISE SAFEGUARDING CONCERNS WITH THE LOCAL SAFEGUARDING CHILDRENS BOARD AND UNDERSTAND THAT STAFF MIGHT DECIDE TO DO THIS WITHOUT MY KNOWLEDGE IF THEY WERE SUFFICIENTLY CONCERNED ABOUT MY CHILD.

I GIVE MY PERMISSION FOR THE CHILD TO ATTEND HOSPITAL WITH A MEMBER OF BRETON'S STAFF IN AN EMERGENCY AT THE MANAGERS DISCRETION.

I HAVE READ, UNDERSTOOD AND AGREE TO THE PRESCHOOL POLICIES AND PROCEDURES AND PARENT CODE OF CONDUCT.

Parent/guardian's signature:.....

Full Name of parent/guardian signing and enrolling child:..... Date.....

We are updating our records to comply with the new data protection standard. We will only use your personal information in relation to our childcare service.

We would like to keep sending you information about our preschool by email/phone/Facebook/ other (as applicable) but we need to be sure we have your permission to do so. We keep your details so that you can receive important updates and information. These will be kept securely and will never be shared except if required to do so by law.

By ticking the box, you are consenting to us holding and processing your data and sending you information.

You can unsubscribe or change your contact preferences at any time.

SIGNED

DATE

Staff use –

Date of birth verified: yes/no

start date :

(very important)

CLAIRE.LAKIN1@BTOPENWORLD.COM / 07595 603498

Permissions (please answer all statements)

CCTV I DO / DO NOT (Please delete) give permission for my child to be recorded on the CCTV cameras in the building for the purposes as described in the CCTV Policy (if applicable)

Food I DO / DO NOT give permission for my child to eat food at Preschool which has been provided by the preschool. I understand that any food preferences or allergies will be actioned by the staff prior to my child being offered the food.

Learning Journey I DO / DO NOT give permission for my child's key person/SENDCO/Manager to take home their learning journey / paperwork to update as required. I understand that the paperwork will be taken straight home and that confidentiality will be upheld at all times.

Photographs During your child's time at preschool we would like to take photographs of the children learning and playing. These photos will be for use within the setting and for our records only – they will not be used externally, they may be shown to the Local Authority or Ofsted as required. I DO / DO NOT give consent for photographs to be taken by pre-school staff.

Outside Agencies I DO / DO NOT give consent for staff and other agencies such as Ofsted, Area Senco, Health Visitor to carry out and record observations on my child for the purposes of developmental assessment.

Outings I DO / DO NOT give consent for my child to be taken off site for short walks or to the park/library/post box etc. as part of our nursery activities. I understand that additional consent will be requested for major outings.

Video I DO / DO NOT give consent for the nursery/parent audience (please delete as appropriate) to record public show events such as Christmas/Easter/Sports Day etc on video.

Facebook I DO / DO NOT give permission for my child's photo (without name) to be used on the settings Facebook page, website, newsletter and/or local newspaper (please delete as required).

Sunscreen I DO / DO NOT give consent for sunscreen to be applied to my child when necessary.

Changing Clothes It may be necessary to change your child's clothing as a result of messy play, wet/soiled clothing etc. I DO / DO NOT give permission for the preschool to change my child's clothing as required.

Nappies I DO / DO NOT give permission for the setting to change my child's nappy and apply nappy cream as and when required.

Plasters I DO / DO NOT give permission for nursery staff to put a hypoallergenic plaster onto a minor wound if necessary to keep a wound clean

Medicines I DO / DO NOT give permission for infant paracetamol (Calpol) and/or antihistamine (Piriton) to be given in a medical emergency to reduce the chances of a febrile convulsion or anaphylaxis.

Transitions To support smooth transitions between ourselves and your child's next setting or a setting they currently attend, it is important to share relevant information such as observations, photos, reports and data. I DO / DO NOT give permission for this information to be passed on.

Tooth Brushing I DO / DO NOT give permission for my child to take part in the Tooth Friendly Nursery Scheme by brushing their teeth whilst at preschool. I understand that they will have their OWN toothbrush and all health and hygiene requirements will be carried out by the staff at the Preschool who have undertaken training to support this.

Child's Name Parents Signature Date.....

BRETTONS PRESCHOOL PRIVACY NOTICE

Data Protection Act 1998

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use the data to:

- support learning;
 - monitor and report on progress;
 - provide appropriate pastoral care;
- Assess how well we are doing, and
- to comply with the law regarding data sharing.

Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Special educational needs information
- Relevant medical information

Collecting pupil information

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

Storing pupil data

We hold pupil data for 7 years

Who do we share pupil information with?

We routinely share pupil information with:

- our local authority
- the Department for Education (DfE)
- Police

Why we share pupil information

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

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

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>.

Requesting access to your personal data

Under data protection legislation, parents and pupils 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 the Preschool Manager.

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/>

By ticking the box below, I confirm that I have read, understand and agree to the terms and conditions of the Privacy Notice above

Print Name

A rectangular box with a dark blue double-line border, intended for a handwritten signature.

Signature:

Date:

Parent & Carer's Code of Conduct

It is the aim of Bretons Preschool to provide a friendly and respectful environment for all children, staff and families. The preschool staff have a duty to respect the staff code of conduct and in turn we would like parents and carers to take note of their responsibilities as a parent or carer to ensure our ethos is continued. We are committed to ensuring that all children are safeguarded whilst in our care, and so with this in mind, you can help us to maintain our responsibilities in the following ways:

- Collect your child on time- if you are going to be unavoidably late then please call the preschool to let them know. If you are repeatedly late a late collection fee will be charged.
- Ensure that you safely transport your child to and from preschool using appropriate car seats if driving and make sure your child is always accompanied to preschool.
- Discuss any worries, concerns or complaints with your child's key person, the manager or deputy.
- Respect decisions regarding exclusions of children due to illness
- Adhere to the arrival times. If you are going to be late or not attending please call the preschool by 10.00am

Please refrain from:

- Shouting at, smacking or physically punishing your child(ren) or any other child whilst in the preschool, this may lead to an incident report being made by our Designated Safeguarding Lead.
- Using inappropriate language or displaying aggressive or intimidating behaviour towards the staff, children or other parents/carers either in person, by phone or in writing.
- Collecting your child from preschool if you have consumed alcohol, medication or other substances that have affected your judgement or responses.
- Posting any information about the preschool staff, children or families on any social media sites. This includes slandering or "bad mouthing" the setting or staff.
- Using your mobile phone whilst in the preschool and garden
- Smoking or Vaping on the preschool premises

Failure to adhere to any of the above may place your child's place at the preschool in jeopardy although this action will only be taken if other avenues have been explored and the management feel it is the only possible course of action left open to them.

We reserve the right to refuse entry to any parent or carer who does not follow this code of conduct. The police and Social Services will be called in the event of any violent or aggressive behaviour towards the staff, children or any other parent/family.

Signature..... Print Name Date.....

Signature..... Print Name Date

Free childcare entitlements parental declaration form

Step 1: Your child's details - parents/carers to complete

Child's Surname(s):	
Child Forename(s):	
Name by which the child is known (if different from above):	
Child's Date of Birth: You will need to show your childcare provider evidence of your child's date of birth.	
Sex:	
Ethnicity:	
Address (including postcode):	
Registered GP Name and Address:	
Name and Contact Details of Social Worker (if not applicable, please state none)	
Name and Contact Details of Health Visitor:	
Do you have a red medical book?	
Are vaccinations up to date for child's age?	

Step 2: Your details - parents/carers to complete

Parent / Carer 1	Parent / Carer 2
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):
Email Address:	Email Address:
Contact Number:	Contact Number:

Step 3: Your child's eligibility - parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

- Entitlement for children from 2 years old in families receiving additional forms of support:
 - If parents/carers live in England and are in receipt of certain benefits,
 - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- Working parent entitlement for children from 9 months – four years old.
- Universal entitlement for 3- and 4-year-olds.

Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

- Yes No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit or any other income related benefits?

- Yes No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

- Yes No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

- Yes No

Step 4: Document check - provider to complete

Documentary proof of DOB Type (e.g. birth certificate, passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Working parent eligibility code: (e.g. 12345678912, if applicable)	
2-year-old voucher code (for families receiving additional support, if applicable):	

Step 5: Setting and attendance details - parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38,45,51)
Total funded entitlement hours attended per day								
Total extra (chargeable) hours per day								
Total daily hours attended								
Child start date at setting								

To fill in if your child attends more than one setting:

Total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name:						
Setting name:						

To note: the maximum number of funded hours your child can receive is:

- 1) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year. An additional 15 hours (for a total of 30 hours per week) can be accessed by eligible working parents.
- 2) for 2-year-olds in families receiving additional forms of specific support: 15 hours a week for 38 weeks of the year.
- 3) for 2-year-olds of eligible working parents: 30 hours a week for 38 weeks of the year **OR** 15 hours a week for 38 weeks of the year if you also meet the criteria for families receiving additional forms of specific support for a total of 30 hours per week.
- 4) for children aged from 9 months of eligible working parents: 30 hours a week for 38 weeks of the year.

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting (the main setting will also be allocated DAF and EYPP funding if applicable):

Main setting name:

Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables per day - £1.00 per Day – 50p for snack and 50p for non-food	£	£	£	£	£	£

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

Consumable List:

Any food, snacks or drinks
 Extra-Curricular Activities – for example Sports Cool or Robot Reg
 Emergency Spare Clothes
 Sun Cream
 Tissues, wipes and nappy sacks

Step 6: Parent/Carer/Guardian with legal responsibility declaration

Declaration: I (name)

of (address)

confirm that the information I have provided above is accurate and true. I understand

and agree to the conditions set out in this document and I authorise (Name of Provider/s)

.....
 to claim free entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

The London Borough of Havering is collecting your data for the purposes of checking your eligibility for the free early education childcare entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024.

Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or the London Borough of Havering. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

Consumables Charge

We are required by the Government to clearly break down any charges made for your childcare with us.

Government Funding is to cover the Basic Early Years Foundations Stage provision which includes such things as: -

- Small world figures, role play, puzzles, books and basic craft supplies
- Sand and water play
- Loose parts and construction toys
- Staffing levels that meet the minimum Government ratios.

The government funding does NOT include.

- Any food, snacks or drinks
- Extra-Curricular Activities – for example Sports Cool or Robot Reg
- Emergency Spare Clothes
- Sun Cream
- Tissues, wipes and nappy sacks

You will need to sign to say you either opt in or opt out of our Consumables Change.

Opt IN -

I am happy to pay the Consumable Charge - £1.00 per day – 50p for food and 50p for non-food

..... Date

Opt OUT -

If you choose to opt- out you will be able to receive you basic government provision of 15 or 30 hours free of charge only on selected sessions. We will also supply you with a list of everything you will need to bring in for every session your child attends.

Also please be aware that some sessions/days will need to be changed throughout the year, depending upon when our enhanced provision sessions are, we will give you a list of dates each half term that will need to be changed.

I confirm that I will adhere to the above and wish to Opt Out of the Consumable Charge

..... Date