

# 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 .....</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 .....</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 PLAYDAY'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)

**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/SEND/CO/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.....

# BRETONS 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 .....

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 .....

## New Child Registration and Parental Declaration Form

- This form is solely for the use of the early education and childcare provider to gain the required information to complete census claims for early education and childcare offers for 9 months to four year olds. Information on this form will be submitted online to the Local Authority via a secure online Provider Portal to allow them to claim funding for your child.
- The provider will confirm how the information will be held securely for the period of the funding claim
- One form to be completed per child in BLOCK CAPITALS by the adult with parental responsibility.

### Step 1 - Your child's details

<b>Child's Surname(s):</b>	
<b>Child Forename(s):</b>	
<b>Name by which the child is known (if different from above):</b>	
<b>Date of Birth:</b>	
<b>Gender:</b>	
<b>Address:</b>	
<b>Postcode:</b>	

Your chosen provider will need to see proof of your child's date of birth.

### Step 2 - Your details (parents/carers)

<b>Parent / Carer 1</b>	<b>Parent / Carer 2</b>
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
NI or NASS Number:	NI or NASS Number:
Occupation:	Occupation:

### Step 3: Your child's eligibility

To be completed with assistance from your chosen provider(s) if needed.

<input type="checkbox"/> 2-year-old application (for disadvantaged children) Further information: <a href="https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds">https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds</a>	<input type="checkbox"/> Working parent entitlement for children from the age of 9 months and above application Further information: <a href="https://educationhub.blog.gov.uk/2023/04/14/how-to-apply-for-30-hours-free-childcare-and-find-out-if-youre-eligible/">https://educationhub.blog.gov.uk/2023/04/14/how-to-apply-for-30-hours-free-childcare-and-find-out-if-youre-eligible/</a>
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Disadvantaged 2-year-olds are eligible for 15 hours of free early years provision if their parents meet the eligibility criteria. All 3- and 4-year-olds are entitled to 570 hours a year (universal entitlement) and some 3- and 4-year-olds from working families may be entitled to an additional 570 hours (30 hours entitlement) a year. The free childcare available will be extended to eligible working parents of children from the age of 9 months:

- From September 2024, the 15-hour entitlement for children from the age of 9 months of eligible working parents
- From September 2025, the 30-hour entitlement for children from the age of 9 months of eligible working parents

If your child is receiving the free entitlement and is receiving child Disability Living Allowance, they are eligible for the Disability Access Fund (DAF).

**Is your child eligible for and in receipt of Disability Living Allowance (DLA)?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Step 4: Document check**

Documentary proof of Dob Type (e.g. birth certificate, Passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Eligibility code: (e.g. 12345678912)	
2-year old eligibility code (if eligible):	

**Step 5: Setting and attendance details**

You need to agree and complete this declaration form with each setting your child attends for their free entitlement in order to ensure that funding is paid fairly to each of them.

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

My child is attending the following settings:

Setting Name(s)	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
	Mon	Tue	Wed	Thur	Fri		
A							
B							
<b>Total Daily Funded Hours Attended</b>							

**If your child is**



**splitting their free entitlement across two or more settings please nominate the main setting where the local authority should pay the DAF:**

## 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.

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

In collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see notes 1 - 3), London Borough of Havering is exercising the function of a government department.

London Borough of Havering is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. 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 privacy

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 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/>