

Registration Contract & Parental Agreement

Child's Surname: _____ Male / Female Date of Birth: _____

Forename: _____ Known as: _____

Address: _____

Postcode: _____ Email: _____ Start Date: _____

Birth Certificate or Passport Evidenced. Documented by: _____ Date: _____

To access 15/30 hours of funding from Lancashire County Council we require a National Insurance number and date of birth of the parent who will be claiming the funding.

National Insurance Number

*Or 30 hour eligibility code if applicable
(11 digit number)*

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Parents Date of Birth: _____

Proof of parent/carer ID (e.g. Passport/Driving Licence). Documented by: _____

1st CONTACT Name: _____ Relationship to child: _____

Address: _____

Daytime Contact No. _____ Mobile No. _____

2nd CONTACT Name: _____ Relationship to child: _____

Address: _____

Daytime Contact No. _____ Mobile No. _____

Which of these parents does the child normally live with & who has parental/legal responsibility? _____

Names & relationship of any other person(s) living in the family home: _____

Name and relationship of any other person who does not have legal access to the child: _____

EMERGENCY Contact Numbers (must be different from above)

1st CONTACT Name: _____ Relationship to child: _____

Daytime Contact No. _____ Mobile No. _____

2nd CONTACT Name: _____ Relationship to child: _____

Daytime Contact No. _____ Mobile No. _____

Person who will normally collect your child (must be over 16 years of age)

Relationship to child: _____

Child's personal password (used when someone different is collecting) _____

Please indicate sessions required with a tick

i.e. 8.30am until 12noon for a morning session; 12 until 1.00pm chargeable lunch; 1.00pm until 4.00pm for an afternoon session; full day 8.30am until 4pm.

Please fill in required session times	MON	TUE	WED	THUR	FRI	Total weekly hrs
a.m. 8:30 - 12:00						
Lunch 12 - 1:00						(Lunch hrs)
p.m. 1:00 - 4:00						

Places will be confirmed the month before start date

Name of any other setting or childminder your child attends and hours of funding claimed at this setting.

Name of setting/childminder: _____

Hours of funding claimed: _____

The term after a child turns 3 they will qualify for 15 hours of funded child care a week for 38 weeks a year. Some 3 year old children may qualify for 30 hours of funding a week please visit:

<https://childcare-support.tax.service.gov.uk/par/app/extendedentitlement/>

Some 2 year old children may be eligible for funding please visit:

<https://www.gov.uk/helpchildcare/free-childcare-and-education-for-2to4year/>

If I register my child for 2 year funding and my child is found not to be eligible, I understand that I will be liable for the full cost of the placement.

Does your child have any special needs or disabilities? Yes / No (delete)

Details: _____

Are any of the following in place for the child?

Early Years Action? Yes / No (delete)

Early Years Action Plus? Yes / No (delete)

Statement of special educational needs. Yes / No (delete)

What special support will he/she require in our setting?

Details: _____

Please inform staff if any shared information is confidential or becomes confidential.

Information Sharing and Parental Consent

'Integrated review at 2'. This will be done by your health visitor. With your permission record, the outcomes of the check on a Consent to Share Information form, will be placed in the red book. This sheet needs to be shared with the setting and brought in with your child's registration form.

The two year progress check will be done by your child's keyperson. This will be given to parents and information only shared with Health Visitors if there is a concern. Parents give permission for information to be shared with other settings or a childminder.

Early Years Pupil Premium

From April 2015, nurseries, schools and childminders will be able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care.

In addition I also agree that the information I have provided can be shared with Lancashire County Council to enable the provider to claim the Early Years Pupil Premium (EYPP) on behalf of my child.

Disability Access Fund (DAF)

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving free early education are eligible for the Disability Access Fund (DAF). DAF is paid to the childcare provider where the child attends as a fixed annual rate of £615 per eligible child per financial year.

I understand that the funding is a one-off lump sum payment and is not transferable if my child moves to a different provider part way through the financial year.

Is your child eligible and in receipt of Disability living allowance (DLA)	Yes / No (delete)
Copy of DLA letter kept on file	

Declaration

I (Name) _____ of above address, confirm that the information I have provided is accurate and true. I understand and agree to the conditions set out in this document and I authorise Inskip Pre-School to claim free early education funding as agreed above on behalf of my child. In addition I also understand and agree that the information I have provided can be shared with Lancashire County Council (LCC) and Department of Education who will access information from other government departments to confirm my child's eligibility.

Parent/carer with legal responsibility

Signed: _____

Print name: _____

Date: _____

Childcare Provider

Signed: _____

Print name: _____

Date: _____

Privacy Notice

At Inskip Pre-School we take our privacy responsibilities seriously and as such we will only use your personal information to manage our obligation towards your child – all personal information will only be used in accordance with this goal. From time to time, we will need to get in touch with you, either via email or telephone to update you about the Pre-School, any generic developments and to inform you of any issues relating to your child's health and wellbeing. We will manage this data in a professional, ethical and secure way to maintain integrity of our records – so that we can run the Pre-School accordingly.

Please sign to confirm that you have read and understood the privacy statement: _____

Once a registration form has been returned to Pre-School, we will register the child's name on our records and acknowledge receipt of it. Unfortunately due to staffing ratios we cannot guarantee the place until a month before the child is due to start.

Any changes to confirmed bookings must be put in writing giving one months' notice.

Personal Health Details and Permission for Staff to Access Emergency Medical Treatment

Child's surname: _____

Child's first name: _____

Address: _____

Date of birth: _____

Parent's contact numbers: _____

Emergency Contacts *(name & contact number)*

Contact 1 _____

Contact 2 _____

GP's Name: _____ Phone number: _____

Address: _____

Health visitor name: _____ Phone number: _____

Address: _____

This is needed for 2 year progress check.

MEDICAL CONDITIONS or ANY KNOWN ALLERGIES *(e.g. nuts, bees, strawberries, dairy produce etc.)*

Additional Information

Please be aware that some of the foods we provide at snack time/baking or cooking activities may contain one or more of these allergens. As we occasionally do cooking activities please inform us of any dietary requirements your child may have.

The fourteen major allergens are: Cereals containing gluten, Crustaceans i.e. prawns etc, Eggs, Fish, Peanuts, Soyabeans, Milk, Nuts such as Almonds, Walnuts etc, Celery and Celeriac, Mustard, Sesame, Sulphur dioxide found in dried fruit, Lupin and Molluscs ie, Clams, Mussels etc.

Please inform staff if your child is allergic to any of these products.

Dietary / health requirements i.e. health/religious/cultural: _____

Details of any medication required on a regular basis: _____

Details of any special equipment / resources needed: _____

Agencies your child has contact with: _____

Any other information regarding your child's health: _____

In case of emergency I give permission for any staff member to seek emergency medical treatment or advice for my child.

Print Parent/guardian name: _____

Parent/guardian signature: _____ **Date:** _____

Ethnicity

How would you describe your child's ethnicity or cultural background? _____

What is the main religion in your family? _____

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

What language(s) is spoken at home? _____

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes / No (delete)

If so, discuss and agree with the key person how you will support your child when settling in.

Online Safety

I have read the Online Safety policy 1.6 and give permission for my child to access the internet with a staff member, for the purpose of promoting their learning.

Inskip Pre-School has a Facebook business page. This is updated weekly so parents can see photographs of their children in various activities within the setting.

I will not download or alter images from Inskip Pre-School's Facebook page.

Please delete and sign accordingly:

YES I give permission for my child's photographs to go on Facebook signature: _____

NO I do not want my child's photograph to go on Facebook signature: _____

Parents signed understanding and approval for the following:

- As a parent I understand that photographs may be taken of myself and my child throughout their time at pre-school. These will be taken at any time both inside and outside by any member of the staff team. These are used as part of the observation process and may be included in the child's 'learning journey' file. They may also be used on display within the pre-school setting or celebrating a success in the local press, where the child's name may be mentioned. Some images may be stored on the business computer for use at Open Days and may be displayed on our website.
- Parental consent will be sought for the individual use of video cameras, mobile phones and cameras by parents when we have an occasion such as our Leavers concert, prior to the day of this event. If we have a situation whereby a parent objects to photos/videos being used, then unfortunately no-one will be allowed to photograph or video the event. Parents must not download or share any images of other children from Tapestry, Facebook and the website.
- See our policy on the use of Technology (ICT, Mobile Phones) and our photography policy for more detail.
- Our children's Safeguarding and Welfare policy is in our policy file, please take a moment to read it.
- I understand that Inskip Pre-school is duty bound to inform the appropriate services if they feel it is necessary.
- Our policies and procedures file is available to view at any time, it is your responsibility as parents/carers to ensure that you are familiar with these policies. To view these please ask a member of staff.
- I can confirm that I have read the letter regarding Sun Safe Nurseries and understand the importance of sending my child to nursery with an appropriate hat and quality sun screen to help protect my child from over exposure to UV during out door play during nursery hours.
- During summer months I give permission for sun protection cream to be applied to my child, should they attend for full day sessions.
- I give permission for my child, on some occasions, to take part in nature walks etc. on our site.
- As a parent I understand that the pre-school operates an open access to information policy and I am more than welcome, during normal opening hours, to see our policy and procedure file under which we operate.
- I also understand that I am more than welcome to discuss any issues of concern about my child, view my child's Learning Journey file and any records kept.
- Information sharing and parental consent for the EYFS progress check at age 2years - the progress check is a statutory requirement of the EYFS and therefore we seek the consent of parents to share information from the development check directly with relevant professionals. We also share information with teachers when they visit for the school transition meetings.
- The Data Protection Act/GDPR requires Inskip Pre-School to obtain permission from you (as parent/carers) to share information with other childcare professionals and Lancashire County Council. Information may be shared with external agencies i.e. with regards to special needs or transition to school and in some circumstances may be shared without your consent i.e. child protection. Records will be retained for a reasonable period of time after children have left the provision, in accordance with Early Years Foundation Stage welfare requirements.

- If we do have to close due to any unforeseen circumstances e.g. Severe weather conditions, flooding or a power failure etc, unfortunately, we will not be able to offer refunds. However if your child qualifies for the Nursery Educational Grant we will try to offer you an alternative session, if possible, at a later date.
- Any time parents/carer's are on Inskip Pre-School premises, they must assume responsibility for their own children.
- Parents give permission for staff to share information with a responsible adult at pickup time regarding their child. This could be an accident or incident occurring at Pre-School.

Print Parent/guardian name: _____

Parent/guardian signature: _____ **Date:** _____

10.14 Parents Privacy Notice

Inskip Pre School, Unit 2, Nightjar Way, Higham Side Road, Inskip, Preston, PR4 0TF

Our Data Controller is: **Kate Bolton**

Inskip Pre School's Privacy Notice

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for funded childcare as applicable.

Personal details that we collect about your child include:

- Child's name, date of birth, address, health and medical needs, development needs, and any special educational needs, doctor and health visitor details.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, emergency contact details, and family details, phone numbers and invoice details.

This information will be collected from you directly on the registration form.

If you apply for up to 30 hours funded childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours funded childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services
- the Local Authority (where you claim up to 30 hours funded childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes.

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Storing all data either on the computer, protected by Bit defender anti-virus software or in our office filing cabinets. These are all secured in a locked office.

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and by Tapestry, an online learning journey. These records are made available to you to download, throughout your child's time with us. When your child leaves the setting you will be informed that these online records are still available for you to download for a period of time, after which they will be destroyed.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

Subject access request

This is an individual requests for any information held by us.

Subject access request should be made by email addressed to the data controller at info@inskip-preschool.com

Individuals will be charged £10 per subject access request. The data controller will aim to provide the relevant data within 14 days. The data controller will always verify the identity of anyone making a subject access request before handing over any information.

Right to be forgotten

Inskip Pre-School will destroy any data held about you, after the required period of time.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or www.ico.org.uk

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

You may contact Inskip Pre-School at any time by email at

info@inskip-preschool.com or by phone 01772 690294

Print Parent/guardian name: _____

Parent/guardian signature: _____ Date: _____

