



COTTON BUDDIES NURSERY & PRE-SCHOOL REGISTRATION FORM (Please complete in block capitals)

DETAILS & HISTORY OF CHILD			
First Name:			Surname:
Date of Birth:		<input type="checkbox"/> Male <input type="checkbox"/> Female	Languages:
Child's Home Address:			Ethnic Background:
			Religion:
MEDICAL HISTORY	<u>INFECTIOUS DISEASES:</u> Please advise if your child has been vaccinated against the following: <div style="display: flex; justify-content: space-between; font-size: small;"> <div> <i>Tetanus:</i> YES / NO <i>Chicken Pox:</i> YES / NO <i>Poliomyelitis:</i> YES / NO <i>HIB (Meningitis):</i> YES / NO </div> <div> <i>Diphtheria:</i> YES / NO <i>Whooping Cough:</i> YES / NO <i>MMR:</i> YES / NO </div> </div>		
	Has your child had any serious illnesses or injuries?		
	Does your child have any dietary needs? (i.e. halal, vegetarian, no dairy etc.) <i>Allergies:</i> <i>Intolerance:</i> <i>Religious/Cultural/Personal:</i>		
	Does your child have any other allergies? (i.e. plasters, animals, medication etc.)		
	Does your child have any medical conditions?		
	Does is your child on any on-going medication? (i.e. Asthma pump, epipen etc.)		
	Details of any birth marks that your child has?		
	Has the Health Visitor carried out the 2 year old developmental check on your child, if yes are you willing to share a copy: YES / NO (Please attach)		
	Details of any concerns raised at 2 year 4 month development check		
	Health Visitor Name, address and telephone number:		
	Does your child see any other professionals? (i.e. Speech Therapist, Occupational Therapist/Physiotherapist)		
	Are any other agencies involved with you or your child? (i.e. Social Services, Early Help etc.)		
Doctor	Name:		Address:
	Telephone:		

MOTHER/GUARDIAN DETAILS

Parent full name	
Parental responsibility? <i>Yes / No</i>	
Home telephone number	
Mobile telephone number	
Home Address	
Email address	
Work details including telephone number	
Date of Birth	National Insurance Number

FATHER/GUARDIAN DETAILS

Parent full name	
Parental responsibility? <i>Yes / No</i>	
Home telephone number	
Mobile telephone number	
Home Address	
Email address	
Work details including telephone number	
Date of Birth	National Insurance Number

Parents claiming the EEE for two year olds and the Early Years Pupil Premium / 30 hours funding must provide their Date of Birth and National Insurance Number (NINO) or National Asylum Seekers (NAS) Number.

EMERGENCY CONTACT DETAILS (Must be over 16)

EMERGENCY CONTACT NUMBERS (other than Parent / Guardian)		
CONTACT 1	Name:	Tel No:
	Relationship to Child:	Address:
CONTACT 2	Name:	Tel No:
	Relationship to Child:	Address:

Please set a **Password** for authorised collection _____

SESSIONS AND DAYS REQUIRED

	<i>Full-time (£57) 8am - 6pm</i>	<i>Extended full day (£60) 7.30am - 6.30pm</i>	<i>Morning without lunch (£22.50) 9am- 12pm</i>	<i>Morning with lunch (£30) 9am - 1pm</i>	<i>Afternoon without tea 1pm - 4pm (£22.50)</i>	<i>Afternoon with tea 1pm - 5pm (£30)</i>	<i>Add hour (£7.50)</i>	<i>Funded Hours required</i>
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Other info Start Date	Term-time / stretched / 3 -4 year old 15 hours / 2 year old 15 hours / 30 hours / Paid lunch/tea £2.50 each							

Permissions	Signature Parent/Guardian	Date
Play in Cottons Park I agree to allow my child to participate in play in the adjacent park (Cottons Park). This will include going for walks, using the grass areas and ramps and the play equipment of swings, slide and climbing frame etc.		
Local outings I agree to allow my child to participate in any small, local nursery outings, to the library, market, shops, soft play area in Romford (Large outings will require specific consent).		
First aid I agree to allow my child to receive first aid treatment by a qualified first aider at the nursery should this be necessary.		
Emergency medical treatment I agree to allow my child to receive emergency medical treatment should this be necessary. The nursery will try to contact the emergency contacts prior to arranging transport to a local hospital.		
Emergency non prescribed medication I agree for my child to be given liquid paracetamol in case of a high temperature and if the nursery cannot make contact with the parents.		
Sun cream I consent to sun cream being applied to my child on hot days. I confirm that a clearly named bottle of sun cream has been supplied.		
Nappy cream I agree to allow a member of nursery staff to apply nappy cream if required. I confirm that a clearly named bottle of nappy cream has been supplied.		
Photographs - (delete as applicable) I agree to allow photographs to be taken of my child: <ul style="list-style-type: none"> - for use on displays in the nursery - Where incidentally the photos may also picture my child and other children playing together and these may be shared with the parents via email, through day-sharing and in records of achievements. - for use on the nursery website - for use on the nursery social media pages (i.e. Facebook) - for use in nursery publicity - by other parents at events e.g. Christmas nativity, graduation day - for students work experience 		
Observations I agree to allow observations to be made of my child by nursery staff and students on training. I understand that there may be group photographs that incorporate images of my child and other children. I agree that these photographs may be used in other children's records of achievements.		
CCTV We have CCTV in and around the nursery, this is to protect our premises, protect the children and staff. The recordings may be used if required for the safety of all children, staff, and parents. Please sign to confirm you have read this.		
Sharing records with other settings I agree that a copy of my child's records may be passed on to their next school/nursery.		

Help with childcare costs (Please visit www.childcarechoices.gov.uk for further information)

Tax free childcare -If you're a working parent with children under 12 (or under 17 for disabled children), you can open an online account to pay for registered childcare. The government will top-up the money you pay into the account. For every £8 you pay in, the government will add an extra £2. You can receive **up to £2,000 per child per year** - that's up to £500 every three months. If you have a disabled child, you can receive up to £4,000 per child - that's up to £1,000 every three months.

15 hours free early education for eligible 2 year olds - For families in England, receiving some forms of support with 2-year-old children. 15 hours of free childcare or early education for 38 weeks or 11 hours free childcare for all year round. To be able to take up 15 hours of free early education for your two-year-old you must meet the eligibility criteria. www.haverling.gov.uk/earlyyears

15 hours free early education for all 3 to 4 year olds - For all families in England with 3 and 4-year-old children. 15 hours of free childcare or early education for 38 weeks or 11 hours free for all year round.

30 hours free early education for eligible 3 and 4 year olds - For working families in England with 3 and 4-year-old children. 30 hours of free childcare or early education for 38 weeks or 22 hours free childcare all year round. You, and any partner, must each expect to earn (on average) at least £125 per week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible. You can't get 30 hours free childcare if either you, or your partner, each individually expect to earn £100,000 or more.

Universal credits for childcare - For working families claiming Universal Credits with **children under 17**. You may get 85% of eligible childcare costs, up to a cap. You, and any partner, must be working, or you're due to start work, and are claiming Universal Credit. Whether you can claim will depend on where you live and your personal circumstances.

Early Years Pupil Premium for eligible 3 & 4 year olds- EYPP money helps by improving the facilities, equipment and learning experiences to benefit the growth and development of eligible children. It's designed to help disadvantaged pupils of all abilities perform better, and close the gap between them and their peers. **Please tick below which may be applicable to your family so that the correct funding may be claimed for your child.**

Entitlement (please tick at least one from the list that applies to you)

1. Income support
2. Income-based Jobseeker's Allowance (JSA)
3. Income-related Employment and Support Allowance (ESA)
4. Universal Credit - if a parent is entitled to Universal Credit they have an annual net earned income equivalent to and not exceeding £15,400, assessed on up to three of the parent's most recent Universal Credit assessment periods
5. Tax credits and they have an annual income of under £16,190 before tax
6. Guaranteed element of State Pension Credit
7. Support through part 6 of the Immigration and Asylum Act
8. Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
9. Has a statement of special education needs (SEN)
10. Has an Education, Health and Care (EHC) plan
11. Is in receipt of Disability Living Allowance (DLA)
12. Is looked after by a Local Authority
13. Is no longer looked after by a Local Authority as a result of an adoption order, a special guardianship order or a child arrangements order

Office use only

Proof of Address	Seen by
30 hour code	Local authority Eligibility check start date
2 year old reference	Date eligible from
Registration fee paid £50	Deposit paid £

Nursery Start date
Settling in details
Further information regarding sessions (stretched offer, term time only, lunch, tea)

Other children in family?		
Child 1 Name:	DOB:	School:
Child 2 Name:	DOB:	School:
Child 3 Name:	DOB:	School:

TERMS AND CONDITIONS

I confirm that I have read and understood the full terms and conditions and have noted the following.

- **Please give a term's notice in writing if your child is leaving, or you wish to reduce his/her sessions. If adequate notice is not given, fees for the outstanding portion of the notice period are payable.**
- **Sessions missed because of illness or holidays or any other reason, are non-refundable and non-transferable.**

FEES

- Fees should be paid termly in advance unless otherwise agreed.
- Fees not paid by the date specified on the invoice are liable to a late charge of £10 per week that the fee remains outstanding. After 2 weeks, we will not be able to guarantee your child's place, which may be terminated with no notice.
- Please give a term's notice in writing if your child is leaving, or you wish to reduce his/her sessions. If adequate notice is not given, fees for the outstanding portion of the notice period are payable.
- Sessions missed because of illness or holidays or any other reason, are non-refundable and non-transferable.
- Sessions cancelled due to adverse weather conditions are non-refundable.
- A non-refundable registration fee of £50 is payable to secure your child's place.
- Sibling discount of 5% is given to the eldest sibling attending the same nursery. Discount ceases when government funding is received (term after eldest sibling turns 3 years).
- Fees are increased annually in line with the rate of inflation and where costs have increased to the nursery. A review is carried out each year. And if it is necessary to increase fees a minimum of one months' notice is given.
- We are closed for all UK bank holidays and from Christmas Eve to 1st January, reopening on the 2nd January. However the normal charges still apply.

GOVERNMENT FUNDING

- Parents who qualify for funding will have this amount deducted from the invoice. Any fees not covered by a subsidy are the parents' responsibility and are payable on the first of each month in advance. There is a Local Authority form which needs to be completed for funding each term. And your details will be added to the Local Authority's census collection, this is so the nursery can get the funding for your child.

POLICIES

The nursery operates in accordance with a range of policies and procedures including the following:

- Safeguarding and Child Protection
- Health and Safety
- Special Educational Needs
- Promoting Positive Behaviour
- Parental Partnership

These must be reviewed at your registration visit. If you require a copy of any of the policies or procedures then please visit our website. Some of the important points are as follows:

HEALTH

- Any child feeling ill and/or suffering from any infectious illness, including colds should be kept at home.
- If a child with an infectious illness had been in the nursery, we will inform you.
- Children suffering from sickness and/or diarrhoea, should be kept at home for 48 hours after the first solid stool, or after the last bout of vomiting.
- Children should be kept at home for 48 hours after suffering a raised temperature.

- We only administer prescribed medicines. Paracetamol will not be administered on a routine basis. It will only be used in an emergency situation where a child is suffering from a very high temperature and the parent/carer is unable to collect their child. Parents are asked to sign a consent form at registration.
- You must notify the nursery if your child suffers from, or you suspect he/she suffers from, any kind of allergy or illness.
- Please see the *Health and Safety Policy* for more details.

COMPLAINTS

- If you have any concerns or a complaint to make about the nursery then please speak to us in the first instance. In the unlikely event that we are unable to resolve any issue, then there is a formal complaints procedure to follow (see the *Complaints Policy*).

SAFEGUARDING CHILDREN

- We are obliged by the Havering Safeguarding Board to pass on any significant concerns regarding a child in our care.
- If your child is going to be off from nursery you need to notify us via telephone, in person, text, email. If you fail to do so we will endeavour to contact you, however, if we are unable to reach you we will have to inform the relevant agencies who will check on the safety of your child.
- The Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available.
- In the event that a parent agrees with a member of staff that a member of staff undertakes any babysitting arrangement, it is to be clearly understood that this is not upon the recommendation of the Nursery but is an arrangement made directly between the parent and the employee of the Nursery.

DATA

- Any information given to the nursery as part of this application/registration form will be treated with the strictest of confidence. Any Data collected will be, fairly and lawfully processed, for limited purposes, adequate, relevant and not excessive, accurate, not kept longer than is necessary, processed in accordance with the data's subjects rights, held securely and not transferred to other organisations unless required to do so by Ofsted, Safeguarding, health and safety legislation or other legal obligations.
- We use a secure database to record your details, send emails through and make observations on.

SAFE COLLECTION

- Only those people named on your registration form, with their password, are authorised to collect your child.
- Please notify us in advance if someone other than the person who usually collects your child will be collecting them.
- On no account will your child be allowed to leave the premises without this procedure being adhered to. (See the *Safeguarding and Child Protection Policy*)

LATE COLLECTION

- Parents will be charged a rate of £5 per 15 minutes this is to cover the extra expense staffing

OUTINGS

- Parents are asked to sign consent above allowing their child to go on outings. This refers only to small, local trips, such as a nature walk round the park, Play Park, local shops and markets.
- Parents will be notified of larger outings in advance with full details of the trip and an invitation for them to join us. Parents will be asked to sign a separate, specific permission slip for these outings. A full outing-specific risk assessment will be carried out in advance of each trip.

CONFIDENTIALITY

- All details of staff, children and their families are kept confidential.
- Parents are asked to sign a permission slip allowing us to pass on their child's records of achievement to their next school when they register.

EQUAL OF OPPORTUNITY

- At our nursery no-one (child, parent, staff, volunteer or anyone else) is discriminated against on *any* grounds and specifically on grounds of age, ability, gender, nationality, race, religion, culture, special educational needs, sexual orientation or social situation.
- We operate a policy of inclusion for all.
- Please see our specific *Equal Opportunities and Special Educational Needs Policies*.

ACCIDENT/INJURY

- In the case of an accident or injury, a form setting out the details of the incident and any first aid given and action taken will be completed and signed by the member of staff dealing with it. Parents will be asked to sign it on collection of their child.
- Head injuries will be reported to parents via a telephone call straight away.
- Please see the *Health and Safety Policy* for the procedure in the event of a serious accident/injury.

CLOTHING AND SUNCREAM

- Parents are asked to apply sun cream to their children before they arrive at nursery during the summer months.
- If it is a particularly hot day we will reapply sunscreen lotion to children in the afternoon (full time children) the children before going outside. Parents should supply a clearly named bottle of sun cream.
- Parents are asked to provide a complete change of clothes in case of an accident for their child for each session. They are also asked to bring a sun hat during summer months and wellies and warm clothes during the winter.
- Shoes must be suitable for playing on the outdoor equipment.

POTTY TRAINING

- We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training.

BEHAVIOUR MANAGEMENT

- If a child's behavior is seen to endanger others and all routes according to our Behavior policy have been adhered to The Nursery will take advice from the local authority and arrange a meeting with the parents to discuss the options available.
- If a parent does not support the nursery in gaining help and advice from outside agencies then the Nursery reserves the right to terminate the parent's contract and will no longer provide care for that child.

MOVING ROOMS

- We move children in consultation with parents and guardians when they reach the age or development stage of the next room. We offer the children settling in visits with their new key person before they start their new room

CHILDREN'S DETAILS

- These must be kept up to date in case of emergency. Parents should inform the nursery immediately of any changes to their children's details, such as emergency phone numbers, change of a parent's workplace etc.

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

- Personal information (such as name, date of birth, address, relevant medical information)
- Characteristics (such as ethnicity, language, nationality)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Child's development information
- Information about any special educational need
- Parental information (such as name, date of birth, address, email address, NI number)

Please ensure that the information we collect, hold and share is accurate by informing us of any changes.

Why we collect and use this information

- to support pupil learning
- to monitor and report on pupil progress, both internally and to the Local Authority
- to provide appropriate care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)

The lawful basis on which we process this information

We collect and use pupil information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2018).

Collecting information

Whilst the majority of pupil information you provide to us is statutory, 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 data

We will keep all information secure, protecting against unauthorised change, damage, loss or theft. All information collected in paper format is kept in lockable storage and our computer and tablets are password protected. We hold pupil data for the record retention periods as specified by our policies after which it is disposed of securely.

Who we share information with

We routinely share pupil information with:

- settings and schools that the pupil's attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- the Local Multi-Agency Safeguarding Hub

Why we share information

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

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 file, contact the nursery 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, we request that you raise your concern with us in the first instance.

Agreement

I agree to abide by the terms and conditions and policies and procedures of Cotton Buddies Limited.

Parent 1 Sign: _____

Print: _____

Date: _____

Parent 2 Sign: _____

Print: _____

Date: _____