

Ducklings Pre-School Registration Form

Full Name of Child

Date of Birth:

Sex: Male/Female

Prefer Not to Say

Home Address:

.....

Mobile No:.....

Parent 1 Name:

Occupation:

Email Address:

I consent to Ducklings Pre-School
sending information to me by email

Mobile No:

Work Tele No:.....

Parent 2 Name:

Occupation:

Email Address:

I consent to Ducklings Pre-School
sending information to me by email

Mobile No:

Work Tele No:.....

Which parent(s) does the child normally live with?

Name of Parent 1's Next of Kin:

Mobile No:.....

(required in case we are unable to contact either parent/emergency contact)

Name of Parent 2's Next of Kin:.....

Mobile No:

(required in case we are unable to contact either parent/emergency contact)

Security Password:

(when a child is collected by a third party)

In case we are unable to contact either parent/carer:

Emergency Contact 1: Name Relationship to child

Emergency Contact Telephone No

Emergency Contact 2 Name Relationship to child

Emergency Contact Telephone No

I confirm that I have obtained all above contacts permission to share this information with you

Preferred Days (please circle):

Monday	9am - 12pm	9am - 3pm	12pm - 3pm
Tuesday	9am - 12pm	9am - 3pm	12pm - 3pm
Wednesday	9am - 12pm	9am - 3pm	12pm - 3pm
Thursday	9am - 12pm	9am - 3pm	12pm - 3pm
Friday	9am - 12pm	9am - 3pm	12pm - 3pm

(Note: As per Surrey County Council's guidance, all pre-school children must attend for their funded entitlement of 15 hours. We recommend that a pre-school child should attend for at least one full day as well as morning or afternoon sessions)

If attending for 15 hours per week at least one session must be an afternoon session.

An additional cost of £8.00 per hour is applicable if extended sessions are not included in your funded hours (fees are reviewed each July).

Date you wish to commence placement:

FEET Code:

30 Hours Code:.....

15 Hours working parent's entitlement code

Payment method: $\frac{1}{2}$ termly/Monthly by standing order
(please circle one)

Current toileting arrangements: Nappies: Pull Ups:..... Dry:

Birth Certificate - Original to be sighted by Manager/Deputy Manager for FEE funding. Original seen? YES/NO (to be completed by Manager/Deputy Manager)

I am happy for staff to provide intimate care for my child - YES/NO
(We will assist if your child needs help with any aspect of their toileting, such as changing wet or soiled clothing or wiping themselves after going to the toilet)

Do you wish to receive correspondence by email?

Parent/Carer signature:

Date:.....

Record of Information

Who is named on the birth certificate? Mother: YES/NO Father: YES/NO

Who has legal contact with the child?

Who does the child live with?

Record of Information (continued...)

Is the child in the care of the local authority? YES/NO

If No, has the child previously been in care and did they leave care through adoption, a child arrangements order or a residence order? YES/NO

Is a Social Worker involved with your family? YES/NO

If yes, please provide name and telephone number of Social Worker

.....

Does your child have any Special needs or disability?: YES/NO

If yes, please give details (including any other professionals/agencies involved, eg speech therapist, portage, physiotherapist, occupational therapist)

Individual needs:

.....

.....

.....

Specialist equipment:

.....

Details of medication required:

.....

I consent for my child's medicine to be kept in the fridge in a locked box

(please note that Ducklings Pre-School are not the only fridge users)

Is your child known to any other agencies? YES/NO

If yes, please state reason and which agencies:

.....

.....

In order to establish positive relationships with your child and the parents/carers, we will carry out a home visit. This may take place prior to your child starting the pre-school, however, when notice to start the pre-school is short we will arrange to visit within two weeks of your child starting Ducklings Pre-School.

Health

NHS number:

Doctor's Name and Address:

Doctor's Telephone Number:

Health Visitor's Name and Address:

Health Visitor's Telephone Number:

Is your child up to date with the immunisations recommended in their Red Book? Yes/No

Any special dietary requirements, preferences (foods/fluids not allowed to ingest) or allergies:
YES/NO

If yes please state:

.....

Is your child allergic to plasters? YES/NO

Does your child have any special health requirements? YES/NO

If yes please state:

.....

Does your child have a dummy? YES/NO

Does your child have any birth marks? YES/NO - If yes, please state where they are positioned

.....

The following information is optional

Birth weight:..... Normal Delivery: YES/NO Caesarean Section: YES/NO

Premature birth: YES/NO (if yes: how many weeks premature was your child?)

History of Glue Ear - Has your child ever had glue ear or ear infections? YES/NO (if yes, is this being monitored by GP/audiology?)

Family History of Speech and Language difficulties YES/NO If yes, please provide details

.....

Is there a history of either parent having postnatal depression? YES/NO

PERMISSION TO SEEK ASSISTANCE FOR EMERGENCY TREATMENT

In an emergency, when a parent's attendance cannot be immediate, it is sometimes necessary to administer a paracetamol based medicine or an antihistamine medicine. We may also be required to obtain treatment for a child from a Doctor or the Casualty Department of a Hospital. As delay in these circumstances is highly undesirable, we would ask that you give your consent on the attached form in case such an emergency should unfortunately arise.

In the event of sudden illness or accident affecting my child, if recommended by a Doctor, I consent to Emergency Treatment and/or Administration of a General Anaesthetic to my child.

Signed: (Parent/Carer)

Name of Parent/Carer:

Name of Child:

Date of Birth:

Address:

.....

Telephone No:

Mobile No:

Date:

Terms and Conditions

Opening times:

Ducklings Pre-School is open term time only. We are closed for school holidays and bank holidays.

Fees:

Fees are reviewed annually and any change will take effect from the start of the Autumn term in September.

We aim to be flexible, so fees can be paid in advance on a weekly, monthly, half termly or termly basis by standing order. Ducklings Pre-School will also accept childcare vouchers. Please ask for further details.

Late payment of fees will incur a charge of £2 per day, unless prior agreement has been given by the management. If fees are over one week late, your child will not be allowed to attend the pre-school until the arrears have been cleared.

Refunds cannot be made for any reason, including sickness and holidays.

Notice of a child leaving the Pre-School or decreasing sessions - post starting date:

We require written notice, given at least half a term in advance, if you intend to withdraw your child or reduce their sessions at Ducklings Pre-School. Such changes can only take effect from the first day of a new term.

For example, notice must be submitted at the beginning of a term for the change to apply within that same term. Failure to provide adequate notice will result in a charge of half a term's fees.

Ducklings Pre-School reserves the right to terminate a child's place with immediate effect if fees remain unpaid.

If you wish to cancel a place prior to your child's start date, please refer to our Cancellation Policy.

THIS CONTRACT TERMINATES WHEN YOUR CHILD LEAVES FOR PRIMARY SCHOOL UNLESS WRITTEN NOTICE IS GIVEN AS PER THE NOTICE PERIOD STATED.

1stParent/Carer Signature:

Name:

2ndParent/Carer Signature:

Name:

Cancellation prior to your child starting the pre-school

It may be that due to unforeseen circumstances your child is not able to attend Ducklings Pre-school before starting, eg already completed the registration form. Ducklings Pre-school has to manage the necessary staffing levels and availability of places. If you do have to cancel, please do so as soon as possible. Cancellation charges are as follows:

Notice Period Given

Three months +
One to three months
Less than one month

Fees payable

no charge
½ terms fees (max. 7 weeks) (excluding any grant)
1 terms fees (max. 14 weeks) (excluding any grant)

Children's Behaviour

The owners of Ducklings Pre-School reserve the right, at their discretion, to terminate any contract or refuse renewal of any contract for a further term, should any child in our opinion be consistently behaving in an aggressive or unreasonable manner, the parent/carers may be required to seek alternative care.

The pre-school reserves the right to make a charge if the child damages property through inappropriate behaviour.

Collection of children

The security password will be asked for when the main guardian is unable to collect their child. No child will be allowed to go with an adult who is unable to give the correct collection password and is unknown to us.

Children must be collected promptly. If you are going to be late in collecting your child a fee of £1 per minute will be payable, unless prior arrangement has been made. We will not charge this fee for unforeseen circumstances within our discretion.

If your child is not collected by 1.15pm and we are unable to contact any of the named contacts, then Social Services will be contacted to determine the appropriate course of action. (Please find attached a copy of our Non-Collection of Children Policy for your information).

Sickness

Children should not attend the Pre-School for 48 hours following sickness, such as vomiting, diarrhoea, an infectious illness or have any unspecified rashes not diagnosed by a doctor. The parents/carer are to telephone the pre-school on the first day of sickness.

If a child becomes ill while at the Pre-School, the parents/carer will be telephoned immediately. If the parents cannot be contacted, then the emergency contacts will be telephoned. If necessary, the child's GP will be called. In the event of an emergency, a senior member of staff, who will act as a guardian until the parent arrives, will take the child to the nearest hospital if advised to do so by Emergency Services (999).

No medication will be given at the Pre-School except for self-medicating e.g. inhalers, EpiPen etc.

1stParent/Carer Signature:

Name:

2ndParent/Carer Signature:

Name:

The Pre-School reserves the right at any time to refuse entry to or send home any child if considered necessary or in the best interest of the child and any other children and staff at the Pre-School.

Notifiable Diseases

It is essential that you contact the Pre-School immediately should your child be diagnosed with a Notifiable disease. A list of these is available on request.

Food

In view of the fact some children have serious allergies to certain foods, we are unable to allow children to bring food into the Pre-School. This also includes siblings.

Jewellery

We have a no jewellery policy at the Pre-School. This is in place for the safety of the children. If, for religious reasons a child is required to wear jewellery, you will be required to sign a disclaimer. In doing this you are accepting responsibility for any accident or injury caused to their child or another child caused by the wearing of jewellery.

Clothing

Ducklings Pre-School requires all the children to wear a Ducklings Pre-School t-shirt/polo shirt or sweatshirt. This is compulsory uniform. Children are required to wear sensible skirts/trousers. We cannot be held responsible for any loss or damage to any clothing which your child may wear, although every effort is made to ensure that no damage occurs.

We ask that the children wear comfortable indoor shoes, such as black plimsolls or slippers. The parents are required to provide a change of clothes for their child should they be required.

If no change of clothing is available, Ducklings Pre-School will provide suitable replacements which must then be returned within 48 hours fully laundered. In order that we can identify clothing and footwear we ask the parents to label their child's clothing. We do not accept any responsibility for items lost or damaged.

T-shirts/Polo shirts/sweatshirts with the Ducklings Pre-School's logo are available. Please see order form at the back of this pack.

Emergency Closure of the Pre-School

In the event of emergency closure of the pre-school we reserve the right to charge for the session. Emergency closure will occur in cases of gas/flood/fire, safety issues or government decree.

Policies and Procedures

I/we are aware that Ducklings Pre-Schools policies and procedures are held on the premises and are available to view at all times. I/we are aware that copies are available upon request.

Payments

Payments are to be made by BACS - Account Details: Ducklings Pre-School, 20-24-64, 40286354. We no longer accept payment by cash or cheque.

1stParent/Carer Signature:

Name:

2ndParent/Carer Signature:

Name:

Holidays/Time off

I/we are aware that when claiming the Free Early Education (FEE) or Free Early Education for Two Year Olds (FEET) that I/We are obliged to inform Ducklings Pre-school if my child will be absent from the pre-school for any reason. I/We understand that failure to inform the pre-school about an absence may result in the FEE/FEET being reclaimed by the relevant authorities and I/we will be liable to reimburse the pre-school for the lost revenue.

I/we understand that if we take time off during term time then we will still be charged at the full rate for any sessions we do not attend (for those not FEE/FEET funded). Ducklings Pre-School are under no obligation to arrange alternative dates that my child can attend due to them being absent.

Sharing of Information

I/We are aware that if I/we have a child with additional needs, the pre-school has a duty to pass on information regarding my/our child's learning and development with outside agencies and involves sharing information with their next setting or school.

I consent to the sharing of information with outside agencies?

Zero Tolerance

Our staff are entitled to carry out their job without feeling threatened or being verbally abused. If a member of staff feels that they have been treated in this way the offending person will be escorted from the building and the police may be called. They may also not be able to enter the pre-school again. We thank you for your consideration.

Rude, aggressive or abusive behaviour against any member of staff, parent or child will not be tolerated. The nursery reserves the right to terminate a child's place immediately if this occurs. Fees will still be charged.

Consumables

In order for us to provide the large range of activities your children will enjoy, we would ask that you pay voluntary contributions into our bank account (details above).

If your child attends on a Wednesday afternoon we would appreciate a voluntary contribution of £15 per term to enable them to take part in cooking activities.

I have read the Terms and Conditions and agree to fully abide by them.

I hereby enclose the registration fee of £30.00 or £20.00 for siblings (if not FEET or FEE funded) (bank transfer only please)

PLEASE ENSURE THAT YOU TAKE A COPY OF THESE TERMS AND CONDITIONS FOR YOUR REFERENCE.

1stParent/Carer signature: Date:
Name.....
Relationship to child:

2ndParent/Carer signature: Date:
Name.....
Relationship to child:

Please note that all parties with parental responsibility are required to sign and date

UNIFORM ORDER FORM

Child's name

Item:	Size	Quantity	Total
Polo Shirt £13.00 each	1-2yrs 3-4yrs 5-6yrs		
T-Shirt £8.00 each	1-2yrs 3-4yrs 5-6yrs		
Sweatshirt £13.00	1-2yrs 3-4yrs 5-6yrs		
(Please circle the size that you require)		Total Cost	

Payments made by BACS - Account Details: Ducklings Pre-School, 20-24-64, 40286354.

Parent/Carer signature: Date:



Outings Permission Slip

It would be appreciated if we could have your permission for us to take your child out on outings locally, as part of our planning.

There may be occasions when we would require some parent/carer assistance in order that we have enough supervision for all of the children.

Please indicate below whether you are happy for us to take your child out locally, on foot.

*I am happy for you to take (name of child) on outings locally

*I am not happy for you to take (name of child) on outings locally

(*please delete as applicable)

Signature Date

N.B. We have a 1:2 adult to child ratio on all outings.

Ducklings Pre-School
HOME SCHOOL AGREEMENT

Ducklings Pre-School aims to inspire happiness and the love of learning through play. We believe that a partnership between Ducklings Pre-School, the parents and children helps each child to take full advantage of all that the pre-school has to offer.

The following agreement supports this partnership in the interests of the children.

TOGETHER WE WILL:

- Promote high standards of behaviour and learning

AS A PRE-SCHOOL WE AGREE TO:

- Provide a balanced and appropriate curriculum
- Provide resources suitable for children's ages and abilities which help them learn and have fun
- Promote good behaviour in line with the pre-school's policy to ensure a safe and caring environment
- Provide effective means of communication between home and pre-school
- Monitor the progress of children and provide advice and guidance
- Let you know if we have any concerns regarding your child

AS A PARENT/GUARDIAN I AGREE TO:

- Let the pre-school know of any concerns about my child
- Let the pre-school know on the first day of absence before 9.30am
- Attend parents consultation meetings to review my child's progress
- Support the pre-school's rules as set out in the pre-school's policies
- Ensure my child attends pre-school regularly and on time and that my child is collected on time

Manager's signature

Parent/Guardian Signature

Name of child Date

**Ducklings Pre-School -Consent Form for using images of children:
Photographs, videos, websites & webcams**

Child's Name: _____

Sometimes we take photographs or videos of children when they are involved in the activities of our organisation. We may use the pictures or video recordings for our own use and to promote the work of the organisation in the media and on our website. To comply with the General Data Protection Regulations 2018 we need your permission to photograph or make any recordings of your child.

Occasionally, the organisation may be visited by the news media (usually local newspapers) to take photographs or film of an event at the school. Pupils will often appear in these images which will be published in local newspapers or even broadcast on television.

Please answer the questions below

1. I consent to Ducklings Pre-School taking photographs of my child and use them (no names will be given):

- In publications
- In pre-school newsletters/Bulletins
- On wall displays in the preschool
- On the pre-school's website
- On Tapestry Learning Journey

(Please note that websites can be viewed throughout the world and not just in the United Kingdom)

I consent to my child being photographed by local newspapers and other news media on the basis that their full names will be published along with the picture

Please note that:

(a) newspapers will be asked to avoid using the child's name if their image is put on the newspaper's own website

(b) this consent will also be taken to apply to television images, provided that your child is not named without your specific agreement.

I consent to my child being photographed/recorded by other parents during any occasions that parent/carers are invited into the pre-school on the understanding that the photographs **must** not be put on the internet or any social media sites.

I have read and understood the organisation's policy. My decision on whether to give consent will remain valid for the duration of my child's attendance at the pre-school unless I notify them in writing of any changes.

Signed _____ (Parent/Guardian)

Date: _____

Ducklings Pre-School Privacy Notice for Child, Parent/Carer

Privacy Notice:

General Data Protection Regulations 2018: How we use your information

Ducklings Pre-School will ensure that we respect the privacy of the children, parents and carers that attend the pre-school. The information collected on your child, parents/carers is only used to provide appropriate care for your child, to maintain our service to you and your child and to enable effective communication with you.

A child is anyone who has not yet reached their 18th birthday (and up to 25 years old for young people with additional needs). 'Children' therefore means 'children and young people'.

We have a legal obligation to obtain the following information on your child:

- Your child's full name and address
- Parents/Carers full name and address
- Parents/Carers home, work and mobile telephone numbers
- Who has legal contact with your child
- Who has parental responsibility
- Name and telephone number of Social Worker, if they are involved with the family
- Emergency contact name and telephone numbers (you must obtain their permission prior to giving us these details)
- Your child's date of birth
- Your family ethnicity and religious beliefs
- Your email address
- Your child's medical conditions, if any
- Any allergies, dietary requirement information
- In some cases, your national insurance number
- Any court order information relating to yourself or your child
- We need to see your child's birth certificate or passport
- Doctors name, address and contact number
- Accident Records (if applicable)
- National Insurance Number (in the case of EYPP)

I consent to Ducklings Pre-School Ducklings Pre-School holding the above information on my child

I consent to Ducklings Pre-School Ducklings Pre-School holding the above information on me as the parent/carer

I can confirm that the emergency contacts have given consent for Ducklings Pre-School to hold their telephone number in case of an emergency

The information kept on your child, whilst they attend Ducklings Pre-School is kept either in the locked filing cabinet or in the register. The information kept in the register is the child's full name and mother's, father's and emergency contact number. This is kept in the register so that we can easily access this if we have an emergency evacuation or medical emergency.

There may be times that we are bound by law to share your information with outside agencies without your permission. Should there be a safeguarding issue raised against you, the Safeguarding of Children overrides the General Data Protection Regulations 2018.

Ducklings Pre-School staff have an obligation to keep development records on your child to ensure that their development is being monitored against the Development Matters document under the EYFS.

If Ducklings Pre-School need to refer your child to one or more of the following agencies we will obtain your consent prior to doing so, unless there is a safeguarding concern. If there is a safeguarding concern we have the right to override your consent under the Working Together to Safeguard Children 2013.

- Paediatrician
- Speech and Language Therapists
- Occupational Therapists
- Health Visitors
- Educational Psychologist
- The Supporting Children Team
- Race, Equality Minority Achievement (REMA)
- GP
- Children's Services

Should you wish to see the information that is held by Ducklings Pre-School on your child, please put your request in writing and we will respond with 3 working days. You are within your rights to request data held on you or your child and to request that any errors are corrected. You are also within your right to request that data is deleted. However, you need to be aware that if you request the data to be deleted we may no longer be able to continue to care for your child if we do not have sufficient and appropriate information about them.

- Even after your child has left the pre-school, Ducklings Pre-School has a statutory duty to retain some types of data for a specific period of time and this timescale depends on the data collected.

Should you have a complaint about how the information which is kept on you or your child is secure, or how we have responded to a request to access, update or erase your data you can make a referral to the Information Commissioners Office at the following web address: <https://ico.org.uk/global/contact-us/> You can ask that no information apart from their child's name, address and date of birth be passed to Surrey County Council by informing Debbie Hickson or Joanne Anderson at Ducklings Pre-School. This right is transferred to the child once he/she reaches the age 18. For more information about services for young people, please go to our local authority website <http://www.surreycc.gov.uk/>

Parent Carer signature Date

Name of child:



Dear Parent/Carer

TAPESTRY - AN ONLINE LEARNING JOURNAL

We have chosen to use an online system of recording your child's learning development whilst they are with us at Ducklings Pre-School.

Tapestry is a website which can be accessed on a computer, laptop, tablet or smartphone or by using any Apple or Android device. We have chosen this company for their excellent security and feel this is a really exciting and up to the minute way of keeping track of your child's development during their time with us.

Instead of using the old paper folder style of recording, we will be able to instantly upload photos, videos and observations of your children. You will then receive an email to alert you that something new has been added to your child's learning journal and can log on and view what your child has been up to. A massive advantage to this system is that you can instantly add your own comments to the entries and can show your child's online journal to member of the family who would not usually have access.

As ever, the safeguarding of our children is very important to us. Everything is added to Tapestry through our pre-school account and can only be viewed by staff and yourself, using your own private login password and PIN. You will only have access to your own child's journal which cannot be seen by other parents. Also it is of paramount importance that you do not share photos or videos from your child's journal through any social media or other online platforms. Any incidents where confidentiality is breached will be dealt with very seriously and will result in access to the system being withdrawn.

We are very excited about introducing the system to pre-school and would like you to find out more about it too. You will find attached some Frequently Asked Questions about the system and we would also like to signpost you to <https://eyfs.info/tapestry.html/>.

Also attached to this letter is a permission and information slip to allow us to set up a Tapestry account for your child. Please sign and return it to Debbie or Jo as soon as possible so that we can get the system up and running and your account details to you.

If you have any further questions please do not hesitate to contact us.

Kind regards
Debbie & Jo

**TAPESTRY - AN ONLINE LEARNING JOURNAL
PERMISSION SLIP**

Child's Name:

- I agree to Ducklings Pre-School maintaining an online Tapestry Learning Journal for my child.
- I agree to my child's photo appearing in any group photo's used in Tapestry Learning Journals.
- I agree that I will not electronically share, by social media or any other platforms, any part of my child's Learning Journal.
- I agree to keep my login details secure.
- I agree to Ducklings staff members working on my child's Learning Journey at home via a secure Ducklings Pre-School tablet device and in line with our Staff User Agreement.

Parent/Carer 1 email address:.....

Parent/Carer 2 email address:.....

Parents/Carer Names:

Parents/Carer Signatures:

Date: