



NELMES PRE-SCHOOL

Children must be 2 Years Old to start Pre-School



Child's Full Name		
Child's Preferred Name		
Child's Date of Birth	Please bring birth certificate into setting to be verified by staff.	
Country of Birth		
Ethnic Origin		
Nationality		
Religion		
Home Language Spoken		2 nd Language Spoken
Expected Start Date at Pre-School	Children must be two years old when starting Pre-School.	

Parent Name Mother		
Parent Name Father		
Address		
Postcode		
Home Telephone Number		
Mobile Telephone Number	Mother	Father
Email Address	Your email address will be used in group emails to keep you updated with Pre-School letters and information.	
Please write clearly		

1 st Emergency Contact Name		Telephone
2 nd Emergency Contact Name		Telephone

Child's Doctor's Name		
Doctor's Address		
Doctor's Telephone		
Dental Surgery		
Dental Surgery Address		

Nelmes Pre-School United Reformed Church Hall Nelmes Road, Emerson Park Hornchurch, Essex RM11 3JA	Owner/Manager: Cheryl Kelly: Pre-School Hall: Email Address: Ofsted Registration No:	07708 444473 01708 479613 cherylkelly@nelmesps.co.uk EY460290
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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 two, three and 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.
- A copy of the form will be returned to the parent/carer once signed by the parent and provider.

Section 1 – (Personal Information)

Provider details

Provider Name	Nelmes Pre-School	Postcode	RM11 3JA
Registration date of child details at the provision	____/____/20____	Child's start date at the provision	____/____/20____

Child details

Child's Forename(s) (as shown on birth certificate)		Child's Surname (as shown on birth certificate)	
Ethnicity (refer to list)		Home/First Language	
*Child's Date of Birth (as shown on birth certificate)	____/____/20____	Gender	Male/Female
**Address and postcode (as shown on address proof)			

Parent / carer details

First Name		Surname	
Contact Number		Email Address	
Home address and postcode if different to the child			

Evidence checked – The childcare provider will need to confirm proof of date of birth and proof of address to submit a claim for funding. This information must be seen and not copied.

Proof type	Proof seen	Proof type (please delete as appropriate)	
Child's Date of Birth	Yes / No	*Birth Certificate, Passport, Medical Card	
Parents Address	Yes / No	**dated within last 3 months e.g. Council Tax bill / Gas Bill / Electricity Bill / Water Bill / Bank Statement	
Documents seen by (name of staff member)		Date documents seen	____/____/20____

Section 2 – (Funding Claim)

Children can attend at no more than two providers in a single day, the funded hours and weeks of attendance must be confirmed below. Any hours attend over the free entitlement will be chargeable; your provider will provide you with access to written confirmation of fees and charges.

Provider Name(s)		Early education and childcare hours attended each week						Total hours	Term time/ Stretched
		Mon (hours)	Tue (hours)	Wed (hours)	Thur (hours)	Fri (hours)			
A									
B									
C									

Medical/Special Educational Needs and / or Disability - All funded early education and childcare providers have Special Educational Needs Coordinators who ensure children can access their early education offers based on their needs. Please summarise below any additional needs your child may have that you wish the early education and childcare provider to be aware of.

Disability Access Fund (DAF) Declaration – Three and four year olds only

Three and four year old’s in receipt of Disability Living Allowance (DLA) may be eligible for an additional annual lump sum Disability Access Fund (DAF) payment of £615 per year to support them in the provision.

Is your child in current receipt of Disability Living Allowance (DLA)?	Yes		No	
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Please provide a copy of page one (1) of your child’s DLA award notice as proof of entitlement, this will be sent to the Local Authority to allow the funding to be paid to the provider. You must state the name of the childcare provider you wish to nominate to receive the DAF payment. The payment cannot be transferred or split between providers and is paid directly to the provider.

Nominated Provider for DAF funding	
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30 hours extended childcare and/ or EYPP claims (three and four year olds only)

- Parents must apply for their 30 hour code via the Childcare Service (www.childcarechoices.gov.uk), providers must validate the 30 hour code before offering a childcare place. This slip will be returned to you once the code is validated.
- Providers submit EYPP claims for families who meet the financial eligibility criteria – parents date of birth are required for this check.

30 hours code (11 digits)		
Information required	Parent 1	Parent 2 (as required)
National Insurance Number		
Date of birth (EYPP claims only)		

Parent with legal responsibility - Early Education and Childcare Funding Declaration

This page must not be detached from the main form. A copy of the whole form must be made available to the parent.

Child's Forename		Child's Surname	
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- I have been given a copy of or electronic access to, the parent guide to early education and childcare funding.
- I confirm that the information I have provided above is accurate and true and I have added my initials to page one and two of the form.
- I understand and agree to the conditions set out in this document and I authorise the named early education and childcare provider on the front of this form to claim early education and childcare funding as agreed above on behalf of my child.
- I will pay a registration fee if required and understand that this will be returned to me in full within 4 weeks of my child starting at the provider.
- I agree that the information I have provided can be shared with the Local Authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim the 30 hours extended childcare offer, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child as applicable.
- I confirm that if my circumstances change, I will update my early education and childcare provider at the earliest opportunity.
- I agree that the Local Authority will use the information I provide to process my request for funded early education and childcare and will contact other sources as allowed by law to verify my entitlement and for financial audit purposes.
- I understand that data provided may be used to ensure accuracy of eligibility records for early education and childcare offers across the Local Authority to check against fraud.
- I agree to the Local Authority using this information to enable my child's early education and childcare provider to claim the early years funding for my child.

Parent/Carer/Guardian with legal responsibility consent		Childcare Provider confirmation	
Signed		Signed	
Print name		Print name	CHERYL KELLY
Relationship to child		Job role	OWNER/MANAGER

SESSION REQUIREMENTS / FUNDING ELIGIBILITY

CHILD'S NAME:

START DATE:

£25 Deposit to be paid.

Please be aware that after the September intake **any start dates throughout the year are on a subject to availability basis only.**

Is my child entitled to a government funded place?

All 4 year old's can access an EEE place. Three year old's can access their EEE place from the term following their 3rd birthday, as follows:

Child's Birthday

1st April to 31st August
 1st September to 31st December
 1st January to 31st March

Term Eligible for EEE

Autumn (starts September)
 Spring (starts January)
 Summer (starts April)

SESSIONS REQUIRED – (Please note that sessions fees for all children attending are £21.00 (School year 2023 – 2024). Please note that government funding does not fully cover the cost of the session and the difference will be charged. This is approximately £5.00 per session and will be charged to a maximum of 5 sessions).

Mon am	Mon pm	Tues am	Tues pm	Wed am	Wed pm	Thurs am	Thurs pm	Fri am	Fri pm

We will do our best to accommodate preferred sessions, but preferences cannot always be guaranteed.

I am eligible for the 2 Year Old Offer.

Reference Number:

This number must be supplied to Pre-School before a place can be allocated to you.

I am eligible for Pupil Premium.

Parent National Insurance Number:

Parent Date of Birth:

I am eligible for 30 Hour Free Childcare.

Parent National Insurance Number:

Parent Date of Birth:

Reference Number:

Intended Mainstream School	
Second Pre-School if applicable	

I understand that I should I wish to remove my child from Nelmes Pre-School , I should provide four week's notice in writing, this applies for both funded and fee paying children. The notice period will begin the day after receipt of your notice letter.

Signed: Date:

SCHOOL FEES INFORMATION



Child's Name:

Please take the time to make yourself aware of the fee payment procedure for Nelmes Pre-School.

- To reserve a school place for a future date a deposit of £25 should be paid.
- Sessions fees for **all children attending** are £21.00 (School year 2023 – 2024).
- Please note that government funding does not fully cover the cost of the session and the difference will be charged. This voluntary cost is approximately £5.00 per session and will be charged to a maximum of 5 sessions. This cost will allow us to continue providing a sustainable and enriching environment for the children and covers the cost of food supplied, resources for themed learning experiences, replacement of damaged or broken resources, parties & entertainers, cost of events, book bags, nappies and hygiene consumables, and more. (This list is not exhaustive).
- Please be aware that you are paying for your child's place at Nelmes Pre-School. Therefore, all non-attendance including sickness days must be paid for.
- School fees should be paid within one week of the start of term and by the date indicated on your invoice
- School fees can be divided into **two** payments. These are payable at the start of the term by the dates indicated on your first invoice and immediately after half term break by the date indicated on your second invoice.
- If you do not pay school fees by the required deadline you will incur a weekly £20.00 late payment fee.
- Extra session fees should be paid at the beginning of the session on the day your child is attending. Unless fees are paid your child will not be accepted into setting.
- Any reduction in sessions after the term begins will include the setting's four week notice period.
- Should you wish to remove your child from the setting four week's notice should be given in writing. The notice period will begin the day after receipt of your notice letter. Notice applies to both fee paying and government funded children. Should you be entitled a part refund please be aware that any voucher payments will be returned to the voucher provider.
- All children should be collected from school at the designated end of session time. Failure to collect your child from school on time will result in a late fee of £1.00 per minute after the first five minutes have passed.

I agree to the terms of fee payments outlined above.

(This policy should be signed).Dated:

Immunisations

Please tick if your child has received immunisation for the following.

Tetanus	Whooping Cough	Measles, Mumps, Rubella (MMR)	Polio

On-Going Medication

Condition	Medication

Allergies

COMMON ALLERGIES		FOOD ALLERGIES	
I am allergic to: Please tick as appropriate		I am allergic to: Please tick as appropriate	
Hayfever		Milk	
Penicillin		Eggs	
Bee Stings		Wheat	
Perfume/Soaps		Strawberries	
Latex		Nuts	
Other		Seafood	
		Other	

Special Dietary Requirements :

MEDICATION

Staff will not administer any short-term prescribed medicines ie. antibiotics. If you have given your child any medication before bringing them into Pre-School, it is vital that you tell a senior staff member so it can be recorded. This is in case an allergic reaction occurs while your child is in our care and requires emergency treatment. Staff will not administer any non-prescribed medication such as "Calpol or Neurofen".

There are some instances where staff will administer some medication that is essential to the well-being of the child should the need arise. This is under strict supervision and with a signed individual Health Care Plan in place.

If your child has been sick or has diarrhoea the day/night before attending a pre-school session would you please ensure you keep them home for a minimum of 48 hours.

Should your child obtain a minor injury during the session consent is sought to administer basic first aid.

Parent signature

Cheryl Kelly, Owner

CONSENT TO EMERGENCY TREATMENT

September 2023



Serious accidents are thankfully very rare. However, to ensure the best possible care is taken should such a serious accident occur, we would ask you to sign and return the Consent form below. It is a safeguard for the benefit of your child, to ensure the best and speediest treatment for a serious injury. Please return the Consent form to the Pre-School Manager, as soon as possible.

I/we consent to emergency treatment being given to:

..... (full name of child)

in the event of a serious injury when it has not been possible to contact us as parents/guardians and the life of our child is in danger.

I/we consent to the administering of mouth-to-mouth resuscitation if necessary, but only by fully trained First Aiders.

and

I/we consent to our child being taken to hospital should emergency treatment be required. We understand that throughout any emergency procedure the staff of the Pre-school will continue to try and contact us.

I do not consent to emergency treatment being given to the above named child.

Name of parent/guardian:

Signature of parent/guardian:

Date:

ACCEPTABLE USE OF PHOTOGRAPHS

Photographs are taken and used in the setting in a number of ways as follows:

- practitioners taking photographs of children to evidence and record their development (this will be done on a setting ipad only).
- An external photographer visits the setting twice annually to take photographs of the children. This may include the children dressing up in fancy clothing. This is always supervised by a member of staff and external photographers are required to show their DBS check and evidence of the data protection procedures they follow:
- During our funding raising events such as the 'Easter Concert' and 'Sports Day' parents like to take photographs of their children. These photographs will very likely contain other children as part of the background. Nelmes Pre-School cannot guarantee where these images will be displayed and you should be aware that they may be posted on social media sites and this is out of the control of the setting.

Please provide consent for your child to be photographed in setting:

CHILD'S NAME: I Mr/Mrs/Carer:

- GIVE / DO NOT GIVE permission for my child to be photographed in Pre-School by Pre-School staff using a setting ipad. This images will be displayed in your child's learning journal.
- GIVE / DO NOT GIVE permission for my child to be photographed by an external photographer in setting.
- GIVE / DO NOT GIVE permission for my child to be photographed on special occasions such as the 'Easter Concert' and 'Sports Day' by other parents.
- GIVE / DO NOT GIVE permission for my child's image to be used on the setting website.

Signed: Dated:

ACCEPTABLE USE OF PHOTOGRAPHS CONDITIONS OF USE



This form is valid for the period of time your child attends this school. Your consent will automatically expire after this time.

The school will not re-use any photographs after your child leaves this school without further consent being sought.

The school will not use the personal details or full names of any child or adult in a photographic image on the website or in the school prospectus or in any of our other printed publications.

The school will not include personal e-mail or postal addresses or telephone numbers either on our website, in our school prospectus or in other printed publications.

If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption.

If we use the full name of a pupil in text, we will not use a photograph of that child to accompany the article.

We may include pictures of pupils and teachers that have been drawn by pupils. We may use group or class photographs or footage with very general labels.

We will only use images of pupils who are suitably dressed.

Parents should note that websites can be viewed throughout the worlds and not just in the United Kingdom, where UK law applies.

PRIVACY NOTICES



A new data privacy law is being introduced to United Kingdom in May 2018 (GDPR) General Data Protection Regulation. We have therefore created a new Privacy Notice to inform you on how we will use and protect your information.

September 2023

We will not change the way in which we use your information, this notice is however being shared to inform you of your increased rights in relation to the information held on you, including what information we collect about parents/carers and their children, how we use it and the legal grounds for this.

Privacy Notice (How we will use parents/carers and children's information).

All information that we collect is necessary to meet our contractual and legal requirements as an Early Years Setting from Ofsted the Local Authority and the EYFS. The categories of information that we collect, hold and share include:

- Personal information (such as name, date of birth and address).
- Characteristics (such as ethnicity, language, nationality, country of birth and funding eligibility) for children.
- Attendance information (such as sessions attended, number of absences and absence reasons) for children.
- Relevant Medical information for children.
- Special Educational Needs information for children.
- Assessment information for children.
- Adult Bank Details.
- Proof of identity for adults.
- Birth certificates for funding for children.
- Details of any accidents/incidents/existing injuries.
- Relevant documentation for child protection and safeguarding concerns.

Why we collect and use this information

- To support children's learning.
- To monitor and report on their progress.
- To provide appropriate pastoral 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 Requirements and Ofsted.
- To ensure children are eligible for funding.
- To process nursery fees.
- To ensure children's health, safety and wellbeing.

The lawful basis on which we use this information

We collect and use children's information under the Statutory Framework for the Early Years Foundation Stage given legal force by the Childcare Act 2006). The Limitation Act 1980. By completing and signing the nursery registration form you are giving consent for us to process yours and your child's personal data for the specific purposes of being part of the nursery setting. The processing of the information you have provided about yourself and your child is necessary for the contract you have completed in the registration form. We have a legal obligation to process the information provided we comply with the law.

Collecting Children's Information

Whilst the majority of children's 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 information to us or if you have a choice in this.

Storing Children's Data

We hold children's data such as their registration details, accidents and medication form etc, until each child has reached the age of 21 to 24 years regarding child protection. Learning and assessment will be kept for 3 months after the child leaves.

Who we share children's information with

We routinely share children's information with:

- The local authority funding team.
- Schools that the children attend after leaving us.
- Ofsted.
- Health Visitors.
- Social Workers.
- Inclusion teams, SEN panels, funding etc.
- Local Children's safeguarding boards / LADO
- Other providers that children attend.
- Multi agency professionals working with individual children.
- Area SENCO's.

We do not share information about children with anyone without consent unless we are obliged to as part of a lawful process/investigation.

Company Compliance Officer for Nelmes Pre-School is Cheryl Kelly.

You also have a 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, erase or destroyed; and claim compensation for damages caused by a breach of the General Data Protection Regulations.

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 at Nelmes Pre-School in the first instance.

Alternatively, you can contact the Information Commissioner's Office at ico.org.uk/concerns .

Contact

If you would like to discuss anything in this privacy notice, please contact : cherylkelly@nelmespreschool.co.uk .

Thank you for taking the time to complete our registration form.

Please could you tell us how you heard about Nelmes Pre-School:



- Personal Recommendation

- Siblings previously at Nelmes Pre-School

- Passing By

- Advertising/Flyers

- Web Search / Google

- Other:



SAFE CHILD COLLECTION

Child's Name:

It is very often the case that in an unforeseen emergency, or due to alternative commitments, you may be unable to collect your child from pre-school and would like a relative or responsible adult to do this for you on your behalf.

To conform with our Policies & Procedures we cannot release a child into the care of people we are unfamiliar with.

I would therefore ask you to list below any persons you may like to collect your child on your behalf. A password must be given, and this password should remain confidential between yourself, the nominated person collecting and the pre-school only.

Your child will only be released to the persons detailed on this form. If you wish to update it at any time please let us know.

Please ensure you note the password you have given us in a secure place.

Authorised Password

Name & Contact Number	Relationship to Child

Name & Contact Number	Relationship to Child

Name & Contact Number	Relationship to Child