

# 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 <sup>nd</sup> 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 <b>Please write clearly</b>	Your email address will be used in group emails to keep you updated with Pre-School letters and information.	

1 <sup>st</sup> Emergency Contact Name		Telephone
2 <sup>nd</sup> 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](mailto:cherylkelly@nelmesps.co.uk)  
EY460290



**Havering**  
LONDON BOROUGH

# 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 subsidised place?

All children 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 session fees for all children attending are £23.00 (School year 2025 – 2026). Please note that government funding only covers the basic provision during the session. We charge a sustenance fee for each funded session to cover the costs of snack and enhanced activities. (This is approximately £6.10 per session).**

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 Working Families Funding. 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 Nelves 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 £23.00 (School year 2025 – 2026).
- Please note that government funding does not fully cover the cost of the session and the difference will be charged. This is currently £6.10 per session. 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.

I ..... agree to the terms of fee payments outlined above.

(This policy should be signed).

Dated: .....

# ADDITIONAL EDUCATIONAL/MEDICAL NEEDS



At Nelmes Pre-School we aim to work in partnership with parents and carers to meet the needs of each individual child. We acknowledge that some children may require additional support to thrive during their time with us. To be able to provide this, it is extremely important that parents and carers share any diagnosis or concerns that they may have. This will allow us to work together to agree on the best strategies to meet the needs of the child. This may include a medical care plan and/or reduced session times.

If your child has any medical diagnosis OR you have any concerns that they may not be meeting normal developmental milestones OR you have concerns that they may have Special Educational Needs, please provide details below:

*(Please state NONE if applicable)*

If you have completed this page, we will be in contact to arrange a meeting with the Pre-School Manager, prior to your child starting Nelmes Pre-School.

# 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

## Medical Conditions

Please outline any medical conditions that do not have medication treatments:

## 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 Nurofen".

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

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 world 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.

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 Nelves 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 Nelves Pre-School in the first instance.

Alternatively, you can contact the Information Commissioner's Office at [ico.org.uk/concerns](https://ico.org.uk/concerns) .

### **Contact**

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

## Free childcare entitlements parental declaration form

### Step 1: Your child's details - parents/carers to complete

<b>Child's Surname(s):</b>	
<b>Child Forename(s):</b>	
<b>Name by which the child is known (if different from above):</b>	
<b>Child's Date of Birth:</b> You will need to show your childcare provider evidence of your child's date of birth.	
<b>Sex:</b>	
<b>Ethnicity:</b>	
<b>Address (including postcode):</b>	
<b>Registered GP Name and Address:</b>	
<b>Name and Contact Details of Social Worker (if not applicable, please state none)</b>	
<b>Name and Contact Details of Health Visitor:</b>	
<b>Do you have a red medical book?</b>	
<b>Are vaccinations up to date for child's age?</b>	

### Step 2: Your details - parents/carers to complete

<b>Parent / Carer 1</b>	<b>Parent / Carer 2</b>
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):
Email Address:	Email Address:
Contact Number:	Contact Number:

### Step 3: Your child's eligibility - parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

- ☐ Entitlement for children from 2 years old in families receiving additional forms of support:
  - If parents/carers live in England and are in receipt of certain benefits,
  - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- ☐ Working parent entitlement for children from 9 months – four years old.
- ☐ Universal entitlement for 3- and 4-year-olds.

**Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:**

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

☐ Yes ☐ No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

☐ Yes ☐ No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

☐ Yes ☐ No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

☐ Yes ☐ No

## Step 4: Document check - provider to complete

Documentary proof of DOB Type (e.g. birth certificate, passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Working parent eligibility code: (e.g. 12345678912, if applicable)	
2-year-old voucher code (for families receiving additional support, if applicable):	

## Step 5: Setting and attendance details - parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

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

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38,45,51)
Total funded entitlement hours attended per day								
Total extra (chargeable) hours per day								
Total daily hours attended								
Child start date at setting								



To fill in if your child attends more than one setting:

**Total funded entitlement hours attended per day**

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
<b>Setting name:</b>  Nelmes Pre-School						
<b>Setting name:</b>						

To note: the maximum number of funded hours your child can receive is:

- 1) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year. An additional 15 hours (for a total of 30 hours per week) can be accessed by eligible working parents.
- 2) for 2-year-olds in families receiving additional forms of specific support: 15 hours a week for 38 weeks of the year.
- 3) for 2-year-olds of eligible working parents: 30 hours a week for 38 weeks of the year **OR** 15 hours a week for 38 weeks of the year if you also meet the criteria for families receiving additional forms of specific support for a total of 30 hours per week.
- 4) for children aged from 9 months of eligible working parents: 30 hours a week for 38 weeks of the year.

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting (the main setting will also be allocated DAF and EYPP funding if applicable):

**Main setting name:**

.....

## Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
<b>Additional charges for consumables or additional charges per day</b> <i>(please itemise below)</i>	AM or PM £ 6.10 All Day £12.20	AM or PM £ 6.10 All Day £12.20	AM or PM £ 6.10 All Day £12.20	AM or PM £ 6.10 All Day £12.20	AM or PM £ 6.10 All Day £12.20	AM or PM £ 30.50 All Day £61.00

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

**Consumable List:**

- Morning Snack
- Afternoon Snack
- Wipes
- Tissues
- Gloves
- Book bag activities and homework resources
- Scrapbooks
- Celebration resources (Christmas, Easter, Diwali, Eid, Mother's Day, Father's Day)
- Nativity
- Easter Concert
- Sports Day

## Step 6: Parent/Carer/Guardian with legal responsibility declaration

Declaration: I (name) .....

of (address) .....

confirm that the information I have provided above is accurate and true. I understand

and agree to the conditions set out in this document and I authorise (Name of Provider/s)

Nelmes Pre-School .....

to claim free entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed: C. Kelly
Print name:	Print name: CHERYL KELLY
Date:	Date:

The London Borough of Havering is collecting your data for the purposes of checking your eligibility for the free early education childcare entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024.

## Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or the London Borough of Havering. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

Havering Council's Privacy Notice can be found on our website:

[https://www.havering.gov.uk/info/20044/council\\_data\\_and\\_spending/139/data\\_protection](https://www.havering.gov.uk/info/20044/council_data_and_spending/139/data_protection), which outlines your rights and how we collect, use, store, delete and protect your personal data.