**The Chase Holland Park Registration Pack**

**[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRw&url=http://www.thechasenursery.co.uk/&ei=XUtvVaHhItKu7AbZ3ILwBA&psig=AFQjCNGS_53OuaM-xEwf3owd_JVGGOT4cQ&ust=1433443530694872)**

**The Chase Holland Park Nursery**

|  |  |
| --- | --- |
| **To be completed by Management:** | |
| Added to main register |  |
| Added to Tapestry | Add child  Add relative  Assign to group  Assign to a Room  Assign booking pattern |
| Added to Xero |  |
| 1st invoice completed and sent |  |
| Funding?  2 year/ 30 hours |  |
| Other |  |

**Holland Road**

**Clacton-On-Sea**

**Essex**

**CO15 6NG**

**Contact Number : 01255 425899**

**Manager: Daisy**

**Email:** [**hollandpark@thechasenursery.co.uk**](mailto:hollandpark@thechasenursery.co.uk)

**Website: www.thechasenursery.co.uk**

**Welcome To The Chase Nursery Holland Park**

Dear Parents/ Carers,

Welcome to The Chase Nursery. We look forward to your child starting with us.

Please could you provide your child with the following each day:

* A named bag with nappies, nappy bags, wipes and any cream that your child may require during the day.
* We recommend a few changes of clothes for the day.
* A pre-made lunch in a labelled container and same for tea if needed.
* Pre-sterilized bottles with portioned milk/breast milk in suitable containers.

We provide children with a constant supply of water throughout the day, and milk during our snack times. Please remember not to include any nut products within their lunch. We have a **‘Nut Free’** policy as many children can be allergic to them. Any special dietary needs will be met. Your child will be offered a light snack during the morning and again in the afternoon.

Fees are due on your child’s first day. If you are paying by cheque, this needs to be in an envelope with the amount and name of your child clearly on the front. Alternatively you may set up a standing order with your bank or place a direct payment as follows:

SORT: 60 05 33 ACCOUNT: 23460741

ACCOUNT NAME: The Chase Nursery Holland Park

BANK: Natwest

Cheques are to be made payable to ‘The Chase Nursery Holland Park’. We apologise but we can’t accept cash payments.

Many thanks for your support and we will endeavour to ensure your child has a smooth transition into nursery.

See you soon,

**Nursery Manager,**

**Daisy Hampshire.**

**Conditions and Acceptance of Placement**

Dear Parent/Carer,

We are happy to confirm your child’s place at our nursery and we look forward to getting to know you. Enclosed is all the information you need to know, please fill out all the relevant forms and send them back as soon as possible. Anything else you wish to know, please do not hesitate to call us.

**Please note the following conditions are to help us with the care of your child:**

1. The nursery’s full day opening hours are from 8:00am-5.30pm Monday-Friday. We are open for 48 weeks of the year, with the option of alternatively attending for 45 weeks of the year Our session times are as follows:

**Baby Room:**

Monday – Friday

AM SESSION - 845AM-1145PM

PM SESSION – 1145AM – 315PM

ALL DAY SESSION – 845AM – 315PM

**Full day rate at a discount**

We also offer a full day rate (8am-530pm) at a discounted price please ask for details.

Please ask if you require alternative sessions **within the baby room only**.

**2/3 Year Room:**

Monday – Friday

AM SESSION - 830AM-1145PM

PM SESSION – 1145AM – 315PM

ALL DAY SESSION – 830AM – 315PM

**3 / 4 Year Room:**

Monday – Friday:

ALL DAY SESSION – 830AM – 3PM

**Breakfast Club Option: (Also available for babies)**

8am start

**Later Finishing time Option:**

4.30 pm or 5.30pm

2. Fees to be paid by the 1st of every month by bank transfer to the bank listed on your child’s invoice, if you ever need this confirming please check with Daisy and this can be provided. Fees must be paid on time, so please ensure all amounts are paid and within the nursery bank account by the 1st. You will receive your invoice before the start of each term and you will need to click into the invoice to see the monthly breakdown of payments required.

Fees are also payable during sickness and holidays. An administration fee of £25.00 will be charged for every week fees remain outstanding.

3. We would ask that you discuss with Daisy (manager) if your child has a problem or concern.

4. No child should attend the nursery if they are ill (infections, sickness). At least 48 hours must have passed to ensure that your child is clear of infection. Only medication prescribed by your Doctor may be given to your child during nursery.

5. No child will be allowed to leave on their own. They must have an adult/responsible person above the age of 18 picking them up.

6. Unacceptable behaviour will not be tolerated and is noted within the Behaviour Policy.

7. We recommend a few changes of clothing every day for your child including nappies clearly named.

8. No shoes are to be worn indoors so you may want to provide your little one with a pair of slippers or nice warm socks. For outdoors please provide suitable footwear.

9. If you wish to alter your child’s sessions once they have been accepted we will endeavour to do so but cannot guarantee we can change them.

12. Funded hours available are 15 hours for **entitled** 2 year olds. 15 hours available for all 3-4 year olds (term after child’s 3rd birthday), 30 hours available for **entitled** 3-4 year olds. Please check online to see if you qualify for 2 year funding or 30 hour 3-4year funding.

13. Half a terms notice must be given if your child is leaving the nursery or to reduce hours.

14. All core policies for the nursery are available to see at any time, allocated on the notice area in the entrance.

Please remember that you are always welcome at any time to discuss your child’s progress with the nursery manager, Daisy or your child’s key worker if required.

I have read, understood and accepted the above conditions.

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REGISTRATION FORM**

**(PLEASE COMPLETE USING BLOCK CAPITALS ONLY)**

**Child’s details:**

Surname:­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Forename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Middle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.O.B.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Proof of identity Birth Cert or Passport) M /F\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide us with an email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parents details Main Carer First**

surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Tel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fathers surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Tel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT NOTICE RE: DIVORCE / SEPARATION**

**Only a proof of a court order can determine who is not allowed to collect your child(ren).**

**Please provide us with a secure password that will be required by anyone collecting your child from nursery if main parent/carer is unable to collect:**

**Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**second parents details:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Contact Numbers in case of an Emergency (grandparents / friends etc)

Name & relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will usually collect the child? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the appropriate table for the sessions for your child: Tick the sessions you prefer but please be prepared to accept others as we do have a waiting list.**

**I would like my child to attend 45 or 48 weeks of the year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I would like my child to begin nursery on the following date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Baby Room**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| AM SESSION - 830AM-1145PM |  |  |  |  |  |
| PM SESSION – 1145AM – 315PM |  |  |  |  |  |
| ALL DAY SESSION – 830AM – 315PM |  |  |  |  |  |
| 8AM-530PM |  |  |  |  |  |
| 8am START |  |  |  |  |  |
| 430PM FINISH /Other time (please insert on day/s required) |  |  |  |  |  |

**2/3 Year Room**

**Does your child receive 2 year funding? YES / NO (If yes please provide code)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| AM SESSION - 830AM-1145PM |  |  |  |  |  |
| PM SESSION – 1145AM – 315PM |  |  |  |  |  |
| ALL DAY SESSION – 830AM – 315PM |  |  |  |  |  |
| 8AM-530PM |  |  |  |  |  |
| 8am start |  |  |  |  |  |
| 430PM FINISH |  |  |  |  |  |
| 530PM FINISH |  |  |  |  |  |

**3/4 Year Room**

**Does your child receive 30 hour funding? YES / NO (If yes please provide code)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| ALL DAY SESSION – 830AM – 3PM |  |  |  |  |  |
| 8am start |  |  |  |  |  |
| 8-530 |  |  |  |  |  |
| 430PM FINISH |  |  |  |  |  |
| 530PM FINISH |  |  |  |  |  |

**Health Information for your child**

Name of Doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick the appropriate boxes if your child has been immunised against any of the following:

Diphtheria Measles Tetanus Polio

Whooping cough MMR Rubella Meningitis

Please tick the appropriate boxes if your child has had any of the following illnesses:

Chicken Pox Rubella Measles Mumps

Whooping cough

Does your child suffer from any **health Conditions?:** (i.e. asthma / eczema. Heart conditions etc)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any **allergies / Intolerances**?: (Dairy, Nuts etc..) If allergy please state symptoms/ reactions and treatments E,g Piriton, Epi Pens etc..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your child had his/her 2year development check with your health visitor? Y / N

Does your child have any Special Educational Needs? Y / N

If yes please give details(i.e. Speech / disabilities) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To enable us to liaise with the appropriate departments, please state if your child is being seen by any Health professionals, i.e. speech therapists.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I / we give the nursery staff permission to authorise the admittance to hospital in

the event of an emergency my child. Y / N

Does your child have any special dietary requirements? Y / N

If yes please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any distinguishing marks (birth mark, raspberry etc)? Y / N

If yes please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Carer’s Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT PLEASE READ CAREFULLY**

I / we give permission for the nursery to pass on our child’s achievements and needs to their future school if requested. Please read Data Protection Fair Processing Letter.

Parent / Carer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Photographs**

I / we give the nursery staff permission to photograph and use any pictures in connection with the nursery of my child i.e. ‘themes’ and to include them if required in the prospectus and on the website.

Parent / Carer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sun creams**

Please provide your child with a suitable high factor sun cream for when the weather gets warmer.

Parent / Carer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Calpol**If it should arise that a child requires and emergency dose of a temperature reducing medicine (such as Calpol, Nurofen etc) a signed consent form must be on file with a child’s registration forms.  
In addition to this requirement, the manager, office manager, or deputy on duty will contact the parent/carer by telephone before administering the dose. This is due to the possibility of previous doses being administered that day.

**Piriton (1 year and older)**

If your child comes into contact with something that could cause a reaction it is advisable to treat the symptoms as soon as possible, i.e. Stings, bites, food allergies and other allergic reactions. PLEASE NOTE under normal circumstances it is not our policy to administer non prescribed medicine by a doctor.

I have read and understood the above policy and agree that my child may be given a temperature reducing medicine or Piriton in a medical emergency.

Parent / Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outings**As we have our own beach hut and mini bus, we are able to take children out on small trips to the local area. We only take small groups with high staff ratio. As and when these educational trips take place we will give you prior notice and ask for additional permission. Please sign to consent that you DO give permission for your child to be included in these trips.

Parent / Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family Information.**

1st Language at home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Any relevant religious or cultural beliefs? Y / N

If yes please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To help us get to know your child better please fill in siblings names and ages

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_\_\_\_\_\_

Does your child attend any other settings? If so please state days and sessions attended.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Collection of your child(ren)**

Please list below those people who **ARE ALLOWED** to collect your child(ren) from nursery (Over 18years only). People who are not on the list will need verbal or written permission from yourself on the day.

Name Tel No Relationship

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important Information**

Please note, unless you have a court order denying a parent access or contact with your child, we have **NO** authority to refuse permission for them to collect and take your child. If you do have any such order, **PLEASE** share this information with us as soon as possible.

Parent/Carer’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please remember to share your password with all who have the authority to pick your child up from nursery. We will not let your child leave the building unless we have heard the correct password. Please understand that this is for the safety of your child only.***

**Working In Partnership With Parents/Carer’s**

**Fees**

These are subject to an annual increase.

Fees must be paid when due on the first day of your child’s attendance.

Payment may be made by either; standing order or Cheque.

Cheque must be given to a member of staff in a sealed envelope with your child’s name and amount clearly written on the front. No refunds are given for sickness/holiday.

**Help with costs**

You may be entitled for help towards childcare costs through your working tax credits entitlement. Please call them directly to check. Tel. 0345 300 3900. Please also ask about 2 year old funding, you may be entitled to it! You may also be eligible for Tax Free childcare, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for more information on this to save 20% of fees.

**Funding**

2 year funding: Please check online to see if you are eligible to 2 year funding. 15 hours of allocated funding to be used within the 45 weeks. We can also stretch this over 48 weeks, however the hours will be reduced if you chose this option.

3/4 year funding: 15 hours of free funding for all 3/4 year olds (the term after their 3rd birthday) to be used within the 45 weeks OR spread over 48 weeks, however the 15 hours will be reduced.

30 hours of free funding is available to some eligible 3/4 year olds. Please check online for the criteria. Can be used over 45 weeks or stretched over 48 weeks reducing the weekly amount of funded hours.

**Completion of Forms**

There will be a charge of £5.00 for the completion of Passports, Council Benefit forms, Tax Credit forms and any other forms. This is due to the length of time it takes to complete the above items.

**Collection of your child(ren)**

Please inform us if someone else is collecting your child either in writing or verbally as we will not take your child’s word for it and we will not allow them to leave without your permission. Whoever is collecting your child MUST know the secure password you have set up.

Children must be collected by a responsible adult, minimum age of 18. All children must be collected on time. There is a £5.00 charge for every 5 minutes over the collected time, unless authorised.

**Absences**

If your child is going to be absent for their session (due to illness or holiday) please inform the nursery at the earliest possible time. If we have not heard from you regarding your child’s absence, we will call you within an hour of the start of their session. If we have no notification and cannot contact you, we will try emergency contact numbers. If we are unsuccessful in any contact, it is our duty of care for your child and yourselves, to contact the relevant outside agencies. Should your child be absent for two consecutive weeks without notification it is the nursery’s policy to write to you. If we do not receive a reply, it is the policy of this nursery to remove your child’s name from the nursery’s register.

**Clothes**

Please note staff cannot be responsible for any loss or damage of your child’s clothing so please make sure all clothing is named to prevent any loss.If your child wishes to take off a jumper, etc, we will remind them to put it on their peg or in their bag.

All children to bring in a named small bag containing at least two changes of clothes as children have access to water, sand, mud, and general messy play throughout the day. This allows staff to change your child should they get wet or dirty whilst playing.

Please bring appropriate indoor and outdoor shoes for your child. We suggest wellies and crocs as these are easy to keep clean and easy for your child to attempt to put on themselves promoting independence.

**Sun Cream/Hats**

We advise you to apply a high factor sun cream on your child before they attend nursery. As a nursery we are unable to apply sun cream on your child unless this is provided from home in a clearly labelled bottle. This is due to allergies and cross contamination. Sun cream Will be kept at nursery for the duration of the Spring/Summer term to ensure it is available at all times.  
Hats must be worn for outside play in the summer. Hats must be clearly named and can be left at nursery alongside the sun cream.

**Named Lunchboxes**

Please provide a balanced diet with NO Sweets or nuts for your child if they are to stay during a lunch session.

**Drinks bottles**As advised by Ofsted, we no longer require you to provide your child with a drinks bottle. We have water dispensers within the nursery and encourage all children to help themselves to water throughout the day. We provide every child with a cup of water/milk during each snack and ensure every child has a drink at lunch time.

We hope that this policy will help to avoid any misunderstandings between parent/carer and staff to ensure we can all work together in harmony.

Parent/Carer’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important Information For Our Records**

Please complete where application prior to your child starting the nursery

Dear Parent/Carer,

Throughout your child’s stay during nursery, your child will be offered healthy refreshments/snacks and water/milk. We will also have planned activities such as cake baking, food tasting, etc. Please could you list any allergies your child has, or any health issues your child may have that will stop your child from participating in such activities.

Allergies/Health issues \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We will be working in close partnership with the local schools, nurseries/providers to ensure we offer the best care to your child. Has your child joined us from a previous nursery/childcare provider or will your child be attending another nursery as well as us? Please state below, name and contact details of other setting below and if they previous attended or will be attending both settings. By signing below you agree to the setting below and ourselves to sharing development/details about your child.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Policy for administering temperature reducing medicines**

If it should arise that a child requires an emergency dose of temperature reducing medicine (such as Calpol), a signed consent form must be kept in our Medical folder.

In addition to this requirement, the manager, deputy manager, or office staff will contact the child’s parent/carer by telephone BEFORE administering the dose unless there causes additional risk by waiting. This is due to the possibility of previous doses being administered that day.

PLEASE NOTE under normal circumstances it is not our policy to administer medicines that have not been prescribed by a doctor. Therefore, if we feel it necessary to administer an emergency dosage to your child, your child will need to be collected from nursery at the soonest possible time.

If you have given your child a dose of any over the counter medicine, you have recognised that your child is poorly. Please ensure they are well enough to be at nursery and will not pass any infection onto other children/staff.

.................................................................................................................................

I have read and understood the above policy and agree that the child named below may be given a temperature reducing medicine in the event that management feel it is potentially a medical emergency.

Child’s Name:............................................................................................

Parent/Carer’s Name: ..............................................................................

Signature: ................................................................................................

Date: .......................................................................................................

Dear Parents,

Tapestry is an Online journal which records all the learning and fun of children’s early years education.

Tapestry allows Practitioners to upload photographs, videos and observations of your children. These are then visible to Parents, and parents are then able to add their own comments as well as photos, videos and observations too.

In preparation for us to get Parents ready to view the online journals, there a few things that we need from you.

If you haven’t already done so, please can you provide the Nursery with your email address as this will allow a link to be sent to your device.

Once received you will need to follow the steps to create your log in details.

We also need to get permissions from you so that we can publish the photographs of your children on their online journals. This may also include some group photographs. Please can you fill in the permission slip below with your preference. By signing the below you agree to your child having a tapestry account with pictures and videos to be published to your online account.

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Carer Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please circle below**

I do / do not give permission for my child to be shown in group activities on Tapestry

I do / do not give permission for my child’s photographs/videos to be displayed on the nursery Facebook page

I do / do not give permission for my child’s photographs/videos to be displayed on the nursery Website page/ advertising documents.

**Privacy Notice - Data Protection Act 1998**

**Early Years Setting The Chase Nursery Holland Park**

We are the Data Controller for the purposes of the Data Protection Act. We collect information about your child and use this personal data to:

* Support your child’s development
* Monitor and report on your child’s progress
* Ensure that parents are aware of the help and support they are entitled to in regards of childcare costs, and the general welfare of their child.

We do not share information about you or your child to any outside agencies without your permission, unless it was a safeguarding issue.

*If you would like to see any information we hold and share about you/your child, then please contact Kerry Boughey (owner).*

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*.............................................................................................................................................................*

**Important**

To enable both parents / carers and staff to work together in providing a stimulating, and safe environment so the children settle in quickly during the transitional period.

The Nursery will always make sure that parents and carers feel able to attend the nursery at any time. Feel able to comment on the working / attitude of the nursery.

**Parents and Carers will make sure they:**

Help support the nut free procedure policy by only having nut free foods at nursery

Keep a sick child at home with 24 hours clear before their return (i.e. colds, head lice)

Hand any medicines to staff with letter confirming instructions of use and sign the medicine form.

Please be advised abusive behaviour/aggressive language will not be tolerated towards staff.

Accept the policies of the nursery (This includes outings and parties during term time).

GDPR Policy

The General Data Protection Regulation is an EU law from May 2018. It requires the nursery to share information with you about data retention after your child has left the setting.

Data we retain about you and your child falls into 3 main categories –

\* Safeguarding and welfare data linked to Ofsted and the Early Years Foundation Stage requirements and the Limitation Act.

\* Financial data retained for HMRC purposes.

\* Funding data retained for Local Authority purposes.

We store data about you and your child in paper format, and also online.

Data relating to the Safeguarding and Welfare requirements of the EYFS To comply with the Limitation Act 1980, we keep Accident, Injury and First Aid Records and Medication Administration Records using the legal basis of ‘legal obligation’ until your child is 21 years and 3 months old and insurance requirements.

Attached to Accident, Injury and First Aid Records and Medication Administration Records, we also retain Parent – Provider Contracts and Attendance Registers using the legal basis of ‘vital interests’ to provide additional evidence of

compliance with the Early Years Foundation Stage.

We keep further data related to Safeguarding and Welfare requirements of the Early Years Foundation Stage and Childcare Register for a ‘reasonable period of time’ (see EYFS requirement 3.71). ICO advice is that this should be retained between Ofsted inspections or within the Ofsted inspection cycle which might be between 3 and 8 years.

Information is kept in paper format and after the required retention period, the documents will be shredded.

Data relating to the Learning and Development requirements of the EYFS To comply with the EYFS, we keep documents relating to your child’s learning and development including photos of your child’s progress, activities and experiences.

We use the legal basis of ‘legal obligation’ when recording your child’s learning, development and progress and ‘legitimate interest’ when taking photos of your child, because we believe it is reasonable for us to process this data to provide you with a good quality service.

We keep the information, including photos online and in paper format, and will pass it onto you when your child leaves the setting or starts school, whichever comes first.

Financial record keeping We keep documentation including your name and payment record for HMRC using the legal basis of ‘legal obligation’. We keep this information both online and in paper format and are required to retain this information by HMRC for 6 years, after which time they are deleted.

Data relating to Local Authority funding forms We keep documentation including your name, address, national insurance number and tracking data for Local Authority Funding forms using the legal basis of ‘contractual necessity’. This data is held in paper format and we are required to retain these forms by the Local Authority, after which time they are shredded.

Personal data

If we close the setting, we will keep documentation for as long as legally required by the purpose for which it was collected. There is no absolute duty to encrypt data stored online, but we will keep it as secure as possible during the retention period.

You have the right to ask for information held about you and your child to be withdrawn. This is called the ‘right to erasure’ in GDPR. However, if we need to keep information because it is legally required then exceptions to the ‘right to erasure’ apply. We will make a decision about each erasure request individually – please discuss this with me for more information.

Please sign to say you have read the GDPR policy and understand how we retain your personal data. During the Summer term we will show you your registration form during parent afternoons, giving you the chance to withdraw any data you no longer wish us to keep. This will also give you the opportunity to update your personal information.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRIVACY NOTICE

This Privacy Notice is written by Kerry Boughey, owner of The Chase Nurseries Ltd (Clacton on Sea, Kirby Cross and Holland on Sea), thechasenursery@hotmail.co.uk

Our principles of data protection

Our approach to data protection is built around a key concept of transparency. We take a human approach on how we process personal data by being open and honest.

As a nursery provider I am required to keep personal data for each child as set out by the Early Years Foundation Stage. This is for both contractual reasons and also for Emergency reasons. I am required to inform you of how I both process and store personal data within my nursery settings.

How we comply with the Data Protection Act of 1998

We treat any personal information (which means data from which you can be identified, including your name, address, e-mail address, etc) that you provide us, or that we obtain from you, in accordance with the provisions of the Data Protection Act. Under this Act, we have a legal duty to

protect any information we collect from you. Any amendments to this policy will continue to be in accordance with the provisions of the Data Protection Act 1998.

The information we collect

In the nursery settings, we have paper based records and data held on the computer which is secure and password protected. All records are stored securely in locked filing cabinets, with most folders and all computers locked securely within the office of the setting. We do provide parents with a closed Facebook group for all news relating to the settings, and we use Xero.com for invoices – emailing this onto parents. Policies are on show at each setting. As a secure nursery setting, no unauthorised people have access to these records and any visitors to the settings sign in and will never be left alone with any confidential information. Please refer to the nursery policies for further information.

How we use your data

We are covered by the ICO for using computers, laptops and tablets within each setting, and also to take photos of your child. Photos are deleted as soon as possible, always within the same day as taken. All computers, laptops and tablets are password protected and are locked in the office when not in use.

Once a child leaves a setting the only data we will keep will be the ones required by law, please see our GDPR Policy. You will take some data away with you and anything else non statutory can be destroyed at your request.

As a childcare provider we must adhere to the Lawfulness of Processing Data, in short any data we need from you must fall into one of the following categories.

1. Consent of the data subject

2. Processing is necessary for the performance of a contract with the data subject.

3. Processing is necessary for the compliance with a legal obligation.

4. Processing is necessary to protect the vital interests of the data subject.

5. Processing is necessary in the public interest or the controller has official authority.

6. Processing is necessary for the purposes of legitimate interests pursued by the controller or a third party.

The data we are required by law to hold for each child is as follows:

Child’s Name

Child’s DOB

Child’s Address and Contact Details

Parent Addresses (if different) and Contact Details including phone number

Parental Responsibility

Legal contact

Emergency Contact Details (2 people not including parents)

Allergies / dietary requirements information

Any other special requirements / needs /medical history details

Names of people who can collect your child if not yourselves

Dr Name and address, and contact number

This is not an exhaustive list.

Why we collect data

As such the above can be collected in compliance with the principles above; we need this data to put a contract together to make it legally binding, and to abide by our OFSTED registration requirements. Therefore the data will be necessary under Points 3 and 4 at the very least.

Storing personal data

The data we ask you for is essential to maintain care for your child whilst at nursery. Although the majority of the data you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Disclosure

Your information held here is secure and held only by the nursery unless we are required to share with a third party such as another childcare setting, health visitor, safeguarding complaint, or Drs in the event of an emergency. Please refer to our policies and permissions for further information.

Retention

When you leave a setting you are entitled to take all data relating to your child’s progress. We are required by law to hold onto some data for a long period of time so we cannot destroy these or pass them over to you. Please ask if you would like further information on the retention timescales. You have the right to request any additional data we may hold is either handed over to you or destroyed at your request.

How we share your data

Sometimes we may need to share information with other settings to ensure your child is getting the best possible and consistent care. However permission is sought for this. Major safeguarding concerns will be the only occasion we may need to share information without permission. Please see our safeguarding policies for further information. Mostly we use the data to enter into a legally binding contract with each family, and also to use in the event of an emergency.

Who we share your information with and why

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

We are required by law to pass some information to Essex County Council as the local authority (LA) and the Department of Education (DFE) through the free early education entitlement headcount and annual early year’s census. We also share information to schools regarding school transitions to help support yourself and your child through this. We collect observations of your child via Tapestry which we will send over to you when your child has finished their final term with us. You will then be able to share this with your child’s new school teacher.

Other agencies we have a legal obligation to share information with includes;

Ofsted LSCB

General Practitioner Health Visitor

Emergency Services HMRC This will be covered by a legal obligation and the information we share will be necessary, proportionate, relevant, adequate, accurate, timely and secure. We also share information to www.xero.com which is necessary for the performance of the contract between us both.

Security

Security is a priority for us when it comes to your personal data. We are committed to protecting your personal data whilst stored within our facilities.

Concerns

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Please contact Kerry Boughey (DPO) thechasenursery@hotmail.co.uk Alternatively you can contact the Information Commissioner’s Office at https://ico.org.uk/concerns/

Special Category Data

Special Category Data in the Early Years sector includes:

. Race

. Ethnic Origin

. Religious or philosophical Beliefs

We can no longer process the 3 categories of data listed above unless explicit consent is given. You must be able to opt in to these questions by signing below each category. Please circle if you give or do not give permission in each instance. Please understand you can withdraw consent for us to hold this information at any time.

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give/ do not give permission for The Chase Nursery to record race.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Race: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give/ do not give permission for The Chase Nursery to record ethnic origin.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Ethnic Origin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give/ do not give permission for The Chase Nursery to record religious or philosophical beliefs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Religious/Philosophical belief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Rights

. Right to access

. Right to rectification

. Right to erasure

. Right to restriction of processing

. Right to objection

. Right to data portability

. Right to lodge a complaint with the Supervisory Authority.