 **Enrolment** **form**

 Please return this form to the pre-school with **both copies of the child’s Birth Certificate.**

If you need any assistance with completing the form please contact pre-school.

**Section 1 – Child’s details**

|  |  |
| --- | --- |
| Child’s full name |  |
| Date of birth |  |
| Gender  | Female |  | Male |  |
| Address and postcode |  |
| Telephone no. |  |
| E-mail address |  |
| Religion |  |
| Ethnic origin |  |
| Child’s first language |  |
| Other languages |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has your child attended any parent & toddler groups, another pre-school or nursery in the past? | Yes |  | No |  |
| Please detail any other child care setting currently attended: |
|  |

**Section 2 – Medical information**

|  |  |
| --- | --- |
| Doctor’s name |  |
| Surgery address and postcode |  |
| Telephone no. |  |
| Child’s NHS Number |  |

|  |
| --- |
| I consent to any emergency medical advice and treatment necessary during the running of Roundabout pre-school. I authorise the staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child’s health and safety. |
| **Yes** |  | **No** |  | **Signature**  |  |

**Section 2 – Medical information cont’d**

|  |
| --- |
| Has your child been immunised against the following? |
| Diphtheria | Yes |  | No |  |
| Whooping Cough | Yes |  | No |  |
| Polio | Yes |  | No |  |
| Measles | Yes |  | No |  |
| Tetanus | Yes |  | No |  |
| HIBS | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has your child had a hearing test? | Yes |  | No |  |
| If yes, the result was: |  |
| Has your child been referred for speech therapy? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does your child have any birthmarks? If so please detail below | Yes |  | No |  |
|  |  |  |  |  |

|  |
| --- |
| Does your child suffer from any of the following (If you answer Yes, we will ask you to complete a Health Care Plan & discuss your child’s needs with us) |
| Hay Fever | **Yes** |  | **No** |  |
| Other allergies | **Yes** |  | **No** |  |
| Asthma | **Yes** |  | **No** |  |
| Diabetes | **Yes** |  | **No** |  |
| Epilepsy | **Yes** |  | **No** |  |
| Heart Condition | **Yes** |  | **No** |  |
| Any other medical condition | **Yes** |  | **No** |  |
| Requirement to take regular medication | **Yes** |  | **No** |  |

|  |
| --- |
| I give my permission for a plaster to be applied where necessary |
| **Yes** |  | **No** |  | **Signature**  |  |

|  |
| --- |
| I agree to provide sun cream for my child in a named bottle and I give my permission for the pre-school staff to assist my child with applying sun protection when necessary |
| **Yes** |  | **No** |  | **Signature**  |  |

|  |
| --- |
| I give my permission for baby wipes to be used on my child for toilet ‘accidents’ |
| **Yes** |  | **No** |  | **Signature**  |  |

**Section 3 – Special Needs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does your child have any special needs (If you answer yes, we will work with you to try and ensure that opportunities are available for participation in activities and any assistance that is needed is provided.) | **Yes** |  | **No** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is your child subject to a court order? (If yes, please attach a copy) | **Yes** |  | **No** |  |

**Section 4 – Confirmations**

|  |
| --- |
| I give my permission for photographs/digital images of my child to be taken and used in administration, displays, training, pre-school website/blog, portfolios, leaflets, marketing and newspapers. I understand that I have the right to withdraw my permission at any time, and would do so in writing.  |
| **Yes** |  | **No** |  | **Signature**  |  |
| The Early Years Foundation Stage requires settings to ensure effective continuity and progression by sharing information about a child’s achievements in the form of the Learning Journey. At Debenham Roundabout Preschool we use a secure online Learning Journey provided by Tapestry and the Early Years Foundation Stage Forum. This enables parents/carers to view their child’s progress throughout their time with us. If/When your child changes setting we will share information with the new provision to ensure your child’s social, emotional and educational needs are addressed appropriately during transition process. I give my permission for my child’s achievements and Learning Journey to be shared with other childcare settings as required. |
| **Yes** |  | **No** |  | **Signature**  |  |
| Tapestry Online Learning Journey PermissionFailure to abide with number 2 will result in your child’s online learning journey being suspended1. I agree to my child having a Tapestry Online Learning Journey.
2. I agree not to post any content from my child’s Learning Journey on any social networking site, e.g. Facebook.
3. I give permission for my child’s image to appear in photographs/videos in other children’s learning journey.
 |
| **Yes** |  | **No** |  | **Signature**  |  |

|  |
| --- |
| I have read the pre-school’s policies and agree to adhere to them. |
| **Signature**  |  |

|  |
| --- |
| We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates if it is in the public interest. That is when:* it is to prevent a crime from being committed or to intervene where one may have been or to prevent harm to a child or adult; or
* not sharing it could be worse than the outcome of having shared it.
 |
| **Signature**  |  |

|  |
| --- |
| I would like to receive pre-school information and updates by email. You can opt out at any time by contacting pre-school. |
| E-mail address |  |
| Signature  |  |

**Section 5 – Parent(s)/Carer(s) details**

|  |  |
| --- | --- |
| 1. Title and full name
 |  |
| Address and postcode |  |
| Home telephone no. |  |
| Mobile telephone no. |  |
| Work telephone no. |  |
| Relationship to child |  |
| Does this person have legal responsibility for the child? (ie is this person named on birth/adoption certificate?) | **Yes** |  | **No** |  |

|  |  |
| --- | --- |
| 1. Title and full name
 |  |
| Address and postcode |  |
| Home telephone no. |  |
| Mobile telephone no. |  |
| Work telephone no. |  |
| Relationship to child |  |
| Does this person have legal responsibility for the child? (i.e. is this person named on birth/adoption certificate?) | **Yes** |  | **No** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you claim Family Tax Credits? (Some funding for two year olds is available, please ask pre-school or children’s centre for details) | **Yes** |  | **No** |  |

**Section 6 – Emergency contacts** (Please give details of any other person we can contact in an emergency or who may collect your child from pre-school.)

|  |  |
| --- | --- |
| 1 Full name (and relationship to child) |  |
| Address and postcode |  |
| Home telephone no. |  |
| Mobile telephone no. |  |
| Work telephone no. |  |

**Section 6 – Emergency contacts cont’d**

|  |  |
| --- | --- |
| 1. Full name (and relationship to child)
 |  |
| Address and postcode |  |
| Home telephone no. |  |
| Mobile telephone no. |  |
| Work telephone no. |  |

|  |  |
| --- | --- |
| 3 Full name (and relationship to child) |  |
| Address and postcode |  |
| Home telephone no. |  |
| Mobile telephone no. |  |
| Work telephone no. |  |

**You must let us know if you have asked someone else to collect your child. Please inform us immediately of any changes to these details.**

|  |
| --- |
| Please provide a password. For your child’s safety, we will not allow them to leave pre-school with anyone who cannot give us the password.  |
| Password  |  |

**Section 7 - Declaration**

**I confirm I will inform pre-school immediately of any changes to the details on this form.**

|  |  |
| --- | --- |
| Signature  |  |
| Print  |  |
| Date  |  |

**Payment contract**

Fees are:

Morning session - £13.00

Afternoon session - £13.00

Full day - £26.00

* Fees will be billed for each half term and are payable within two weeks of receipt. We are a charity with limited funds and rely heavily upon bills being paid promptly. For this reason, payments online would be preferable, (account number and sort code will be stated on your bill) however, cheques will also be accepted.
* Fees continue to be payable if a child is absent without notice for a short time. In cases of prolonged absence, parents should consult the pre-school about fee payment.
* Each child’s attendance at the group is conditional upon continued payment of any necessary fees.
* We try to remain flexible should you need to amend the sessions your child attends once the term has started. However, if you decide to withdraw your child from any sessions part way through the term you will have to pay for any sessions attended; and you may be required to pay for all the sessions that you no longer wish to take up for the term.
* If your child attends the school nursery in the mornings and then the pre-school in the afternoons, only the school nursery morning sessions will be fully funded by the government. Parents will be liable to pay for all afternoon sessions attended at the pre-school.

Name of child: ………………………………………………………..................................................................………….

Address: ……………………………………………………………....................................................................……………

…………………………………………………………….........................................................................………………………

I agree to the above payment contract (parent/carer signature): ………………...................................…..

Printed name of parent/carer: …………………………………………………………..

Date of commencement of the contract: …………………………………………..

**Pre-school and Home Communication Agreement**

We recognise that parents/carers are a child’s most important educators and we welcome you into our pre-school community.

To help us fulfil our legal requirements as set out in the Early Years Foundation Stage (EYFS) Framework, it is very important that families and pre-school work as a ‘partnership’ to help keep children safe, healthy, motivated and inspired so they can achieve their full potential.

Successful relationships develop into partnerships when there is two-way communication and when parents/carers and practitioners really listen to each other and value each other’s views. Working together in partnership can have long lasting and beneficial effects on children’s learning and overall well-being helping to achieve the best possible outcomes.

We will initiate this partnership from the start and we welcome your feedback at any time so we can develop this further. The staff and Committee will send out regular newsletters, notices and blogs to keep you informed of our topics, activities and upcoming events.

If your child is not able to attend pre-school for any reason, we ask that you let us know. We appreciate this can be difficult especially if people are poorly, however, this helps us to maintain good safeguarding procedures. If your child is not in for a session, we will make contact with you via the telephone numbers you have given us just to make sure everything is OK. This is because we believe the safety of the children in our care is paramount.

We will keep you informed about your child’s learning and development. We will invite you to regular parents evenings and we also welcome and encourage different forms of communication from you (eg, emails, photographs, phone calls, face to face chats) so you can share news, updates or to tell the key person something. We will use your contributions to provide resources and to plan activities and the learning environment so that we can offer effective learning opportunities for your child.

Should we have any concerns with your child’s development we believe that offering support at the earliest opportunity is vital. We will talk to you if we have any concerns with your child’s behaviour or development at the first opportunity. We may offer for you to join us for a meeting so we can discuss this further and to share ideas in a private and supportive environment. Where necessary and with your consent we will make links with outside agencies and may offer to help you to access additional support services if needed.

Once again, we welcome you to our pre-school, we hope that you and your child will have many wonderful times with us!

Please sign below to show you are in agreement and have read the above.

**Signed** Debenham Roundabout Pre-school

**Signed (Parent/Carer) ................................................................... Dated .….......…………………….**

**Privacy Notice**

Debenham Roundabout Pre-school School Corner, Aspall Road, Debenham, Suffolk, IP14 6PL
Tel: 01728 861769 e-mail: debenhamrps@btinternet.com

**Introduction**

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

**What personal data do we collect?**

We collect personal data about you and your child to provide care and learning that is tailored to meet your child’s individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

* your child’s name, date of birth, address, health and medical needs, development needs, and any special educational needs.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

* your name, home and work address, phone numbers, emergency contact details, and family details.

This information will be collected from you directly in our enrolment form.

If you apply for up to 30 hours free childcare, we will also collect your national insurance number or unique taxpayer reference (UTR), if you’re self-employed.

We may also collect your national insurance number or other information regarding any benefits and family credits that you are in receipt to secure additional funding for your child.

**Why we collect this information and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

* contact you in case of an emergency
* to support your child’s wellbeing and development
* to manage any special educational, health or medical needs of your child whilst they are within our care
* to carry out regular assessment of your child’s progress and to identify any areas of concern
* to maintain contact with you about your child’s progress and respond to any questions you may have
* to process your claim for up to 30 hours funded childcare
* to secure additional funding (eg, EYPP, DAF)
* to keep you updated with information about our service

We will also record your child’s activities and maintain their individual Learning Journey. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to any other early years provider that your child currently attends or the school that your child will move on to when they leave our pre-school.
 **Who we share your data with**

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

* Ofsted – during an inspection or following a complaint about our service
* the Local Authority (e.g., for funded early years childcare arrangements)
* the government’s eligibility checker (for 2 year old funding and 30 hour funding arrangements)
* any other early years provider that your child currently attends and the school that your child will be attending

We will also share your data:

* if we are legally required to do so, for example, by law, by a court or the Charity Commission;
* to enforce or apply the terms and conditions of your contract with us;
* to protect your child and other children; for example by sharing information with, professionals, social care or the police;
* if it is necessary to protect our rights, property or safety
* if we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes.

**How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by keeping your child’s enrolment form in a locked cabinet in the staff office, the office is also locked when not in use. Some details are also stored on our laptop which is password protected and locked away at night and at weekends.

**How long do we retain your data?**

We retain your child’s personal data and development records for up to 3 years after your child no longer uses our setting, or until the next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child’s Learning Journey is maintained by us and handed to you when your child leaves or if they transition to Sir Robert Hitcham Primary School, Debenham we will pass it on to the Reception Teacher at the end of the term before your child leaves us.

In some instances (eg, child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

**Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making.

**Your rights with respect to your data**

You have the right to:

* request access, amend or correct your/your child’s personal data
* request that we delete or stop processing your/your child’s personal data, for example where the data is no longer necessary for the purposes of processing; and
* request that we transfer your, and your child’s personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)

**Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate. Most importantly, if you have any questions, please do come and talk to us.

**Signed ………..………………………………….. Printed …………..………………………………..**

**Date ………………..…………………….……….**