



**COTTON BUDDIES NURSERY & PRE-SCHOOL REGISTRATION FORM** (Please complete in block capitals)

DETAILS & HISTORY OF CHILD			
First Name			
Surname			
Child's Home Address		Date of Birth	Male / Female
		Gender	
Gender	Home languages	Religion	Ethnicity
Male/Female			
Doctor	Name		Dr's Address
	Telephone		

**MOTHER/GUARDIAN DETAILS**

Parent full name	
Parental responsibility? <i>Yes / No</i>	
Home telephone number	
Mobile telephone number	
Home Address	
Email address	
Work details including telephone number	
Date of Birth	National Insurance Number

**FATHER/GUARDIAN DETAILS**

Parent full name	
Parental responsibility? <i>Yes / No</i>	
Home telephone number	
Mobile telephone number	
Home Address	
Email address	
Work details including telephone number	
Date of Birth	National Insurance Number

Parents claiming the EEE for two-year-olds and the Early Years Pupil Premium / 30 hours funding must provide their Date of Birth and National Insurance Number (NINO) or National Asylum Seekers (NAS) Number.

**EMERGENCY CONTACT DETAILS**\_(Must be over 16)

Please set a <b>Password</b> for authorised collection _____		
<b>EMERGENCY CONTACT NUMBERS (other than Parent / Guardian)</b>		
<b>CONTACT 1</b>	<b>Name</b>	<b>Tel No</b>
	<b>Relationship to Child</b>	<b>Address</b>
<b>CONTACT 2</b>	<b>Name:</b>	<b>Tel No</b>
	<b>Relationship to Child:</b>	<b>Address</b>

**CHILD'S MEDICAL DETAILS**

<p><b>INFECTIOUS DISEASES:</b> Please advise if your child has been vaccinated against the following:</p> <p><i>Tetanus:</i> YES / NO      <i>Diphtheria:</i> YES / NO  <i>Chicken Pox:</i> YES / NO      <i>Whooping Cough:</i> YES / NO  <i>Poliomyelitis:</i> YES / NO      <i>MMR:</i> YES / NO  <i>HIB (Meningitis):</i> YES / NO</p>
<p><b>Has your child had any serious illnesses or injuries?</b></p>
<p><b>Does your child have any dietary needs?</b> (I.e., halal, vegetarian, no dairy etc.)</p> <p><b>Allergies:</b></p> <p><b>Intolerance:</b></p> <p><b>Religious/Cultural/Personal:</b></p>
<p><b>Does your child have any other allergies?</b> (i.e., plasters, animals, medication etc.)</p>
<p><b>Does your child have any medical conditions?</b></p>
<p><b>Does your child have any on-going medication?</b> (i.e., Asthma pump, EpiPen etc.)</p>
<p><b>Details of any birth marks that your child has.</b></p>
<p><b>Has the Health Visitor carried out the 2-year-old developmental check on your child, if yes are you willing to share a copy:</b> YES / NO (Please attach the relevant page from their red book)?</p>
<p><b>Details of any concerns raised at 2-year development check</b></p>
<p><b>Health Visitor Name, address, and telephone number</b></p>
<p><b>Does your child see any other professionals?</b> (i.e., Speech Therapist, Occupational Therapist/Physiotherapist)</p>

**Are any other agencies involved with you or your child?** (i.e., Social Services, Early Help etc.)

**Does your child attend another nursery or school?** (Please give contact details)

Permissions	Signature Parent/Guardian	Date
<p><b>Photographs - (delete as applicable)</b> I agree to allow photographs to be taken of my child:</p> <ol style="list-style-type: none"> <li>1) for use on displays in the nursery</li> <li>2) Where incidentally the photos may also picture my child and other children playing together and these may be shared with the parents via email, through day-sharing on the nursery application and in records of observations.</li> <li>3) for use on the nursery website</li> <li>4) for use on the nursery social media pages (i.e., Facebook)</li> <li>5) for use in nursery publicity</li> <li>6) by other parents at events (i.e., Christmas nativity)</li> <li>7) for students work experience</li> </ol>		
<p><b>Play in Cottons Park</b> I agree to allow my child to participate in play in the adjacent park (Cottons Park). This will include going for walks, using the grass areas and ramps and the play equipment</p>		
<p><b>Local outings</b> I agree to allow my child to participate in any small, local nursery outings, to the library, market, shops, soft play area in Romford</p>		
<p><b>First aid</b> I agree to allow my child to receive first aid treatment by a qualified first aider at the nursery should this be necessary. This may include the use of first aid supplier like plasters etc</p>		
<p><b>Emergency medical treatment</b> I agree to allow my child to receive emergency medical treatment should this be necessary. The nursery will try to contact the emergency contacts prior to arranging transport to a local hospital.</p>		
<p><b>Emergency non prescribed medication</b> I agree for my child to be given liquid paracetamol in case of a high temperature and if the nursery <b>cannot</b> make contact with the parents.</p>		
<p><b>Sun cream</b> I consent to sun cream being applied to my child on hot days. I confirm that a clearly named bottle of sun cream will be supplied.</p>		
<p><b>Nappy cream</b> I agree to allow a member of nursery staff to apply nappy cream if required. I confirm that a clearly named bottle of nappy cream will be supplied.</p>		
<p><b>Face paint</b> I agree to allow a member of nursery staff to do face painting on my child to celebrate a special day at nursery. Face paint will be supplied at nursery</p>		
<p><b>Observations</b> I agree to allow observations to be made of my child by nursery staff and students on training. I understand that there may be group photographs that incorporate images of my child and other children. I agree that these photographs may be used in other children's records and observations.</p>		
<p><b>CCTV</b> We have CCTV in and around the nursery, this is to protect our premises, protect the children and staff. The recordings may be used if required for the safety of all children, staff, and parents.</p>		
<p><b>Sharing records with other settings</b></p>		

I agree that a copy of my child's records may be passed on to their next school/nursery. Or they may be shared with other agencies if required to safeguard my child.		
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**SESSIONS AND DAYS REQUIRED**      **Start Date** \_\_\_\_\_

	Full-time (£64) 8am - 6pm	Extended full day (£70) 7.30am - 6.30pm	Morning without lunch (£22.50) 9am- 12pm	Morning with lunch (£30) 9am - 1pm 8am – 12pm	Afternoon without tea 1pm - 4pm (£22.50)	Afternoon with tea 1pm - 5pm (£30)	Add hour (£7.50)	Funded Hours required
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>								
<b>Other info</b>	Term-time / stretched offer / lunch £2.75 / tea £2.75 <b>There is a consumable charge per day for funded places £1.50 for sessions up to 4 hrs £3 for sessions over 4 hrs</b>							

<b>Other children in family?</b>		
<b>Child 1:</b>	<b>DOB:</b>	<b>School:</b>
<b>Child 2:</b>	<b>DOB:</b>	<b>School:</b>
<b>Child 3:</b>	<b>DOB:</b>	<b>School:</b>

**Help with childcare costs** (Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for further information)

**Tax free childcare** -If you're a working parent with children under 12 (or under 17 for disabled children), you can open an online account to pay for registered childcare. The government will top-up the money you pay into the account. For every £8 you pay in, the government will add an extra £2. You can receive **up to £2,000 per child per year** - that's up to £500 every three months. If you have a disabled child, you can receive up to £4,000 per child - that's up to £1,000 every three months.

**15 hours free early education for eligible 2-year-olds** - For families in England, receiving some forms of support with 2-year-old children. 15 hours of free childcare or early education for 38 weeks or 11 hours free childcare for all year round. To be able to take up 15 hours of free early education for your two-year-old you must meet the eligibility criteria. [www.havering.gov.uk/earlyyears](http://www.havering.gov.uk/earlyyears)

**15 hours free early education for all 3- to 4-year-olds** - For all families in England with 3 and 4-year-old children. 15 hours of free childcare or early education for 38 weeks or 11 hours free for all year round.

**30 hours free early education for eligible 3- and 4-year-olds** - For working families in England with 3 and 4-year-old children. 30 hours of free childcare or early education for 38 weeks or 22 hours free childcare all year round. You, and any partner, must each expect to earn (on average) at least £125 per week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity, or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible. You can't get 30 hours free childcare if either you, or your partner, each individually expect to earn £100,000 or more.

**Universal credits for childcare** - For working families claiming Universal Credits with **children under 17**. You may get 85% of eligible childcare costs, up to a cap. You, and any partner, must be working, or you're due to start work, and are claiming Universal Credit. Whether you can claim will depend on where you live and your personal circumstances.

**Early Years Pupil Premium for eligible 3- & 4-year-olds**- EYPP money helps by improving the facilities, equipment and learning experiences to benefit the growth and development of eligible children. It's designed to help disadvantaged pupils of all abilities perform better and close the gap between them and their peers. **Please tick below which may be applicable to your family so that the correct funding may be claimed for your child.**

**Office use only**

<b>Proof of Address dated within last 3 months</b>	<b>Seen by</b>
<b>30 hour code</b>	<b>Local authority Eligibility check start date</b>
<b>2 year old reference</b>	<b>Date eligible from</b>
<b>Registration fee paid £50</b>	<b>Deposit paid £</b>

**Funding Claim – Must be completed by all who are claiming the 15 or 30 hour Government funding**

Provider Name(s)		Early education and childcare hours attended each week						Term time or Stretched
		Mon	Tue	Wed	Thurs	Fri	Total	
<b>A</b>	<b>Cotton Buddies Nursery</b>							
<b>B</b>								

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

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

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

<b>Nominated Provider for DAF funding</b>	
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**Parent with legal responsibility - Early Education and Childcare Funding Declaration**

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

**TERMS AND CONDITIONS**

I confirm that I have read and understood the full terms and conditions and have noted the following.

- Please give a months’ notice in writing if your child is leaving, or you wish to reduce his/her sessions. If adequate notice is not given, fees for the outstanding portion of the notice period are payable.
- Sessions missed because of illness or holidays or any other reason, are non-refundable and non-transferable.

**FEES**

- Fees should be paid monthly in advance unless otherwise agreed.
- Fees not paid by the date specified on the invoice are liable to a late charge of £10 per week that the fee remains outstanding. After 2 weeks, we will not be able to guarantee your child’s place, which may be terminated with no notice.
- Please give a term’s notice in writing if your child is leaving, or you wish to reduce his/her sessions. If adequate notice is not given, fees for the outstanding portion of the notice period are payable.
- Sessions missed because of illness or holidays or any other reason, are non-refundable and non-transferable.
- Sessions cancelled due to adverse weather conditions are non-refundable.
- A non-refundable registration fee of £50 is payable to secure your child’s place.
- Sibling discount of 5% is given to the eldest sibling attending the same nursery. Discount ceases when government funding is received (term after eldest sibling turns 3 years).
- Fees are increased annually in line with the rate of inflation and where costs have increased to the nursery. A review is carried out each year. And if it is necessary to increase fees a minimum of one months’ notice is given.

- We are closed for all UK bank holidays and from Christmas Eve to 1<sup>st</sup> January, reopening on the 2<sup>nd</sup> January. However, the normal charges still apply throughout this period. All bank holidays are charged if they fall on your scheduled day.

#### **GOVERNMENT FUNDING**

- Parents who qualify for funding will have this amount deducted from the invoice. Any fees not covered by a subsidy are the parents' responsibility and are payable on the first of each month in advance. There is a Local Authority form which needs to be completed for funding each term. And your details will be added to the Local Authority's census collection, this is so the nursery can get the funding for your child.

#### **POLICIES**

The nursery operates in accordance with a range of policies and procedures including the following, these can be reviewed at your registration visit. If you require a copy of any of the policies or procedures, then please visit our website.

#### **HEALTH**

- Any child feeling ill and/or suffering from any infectious illness, including colds should be kept at home.
- If a child with an infectious illness had been in the nursery, we will inform you.
- Children suffering from sickness and/or diarrhoea, should be kept at home for 48 hours after the first solid stool, or after the last bout of vomiting.
- Children should be kept at home for 48 hours after suffering a raised temperature.
- We only administer prescribed medicines. Paracetamol will not be administered on a routine basis. It will only be used in an emergency situation where a child is suffering from a very high temperature and the parent/carer is unable to collect their child. Parents are asked to sign a consent form at registration.
- You must notify the nursery if your child suffers from, or you suspect he/she suffers from, any kind of allergy or illness.
- Please see the *Health and Safety Policy* for more details.

#### **COMPLAINTS**

- If you have any concerns or a complaint to make about the nursery then please speak to us in the first instance. In the unlikely event that we are unable to resolve any issue, then there is a formal complaints procedure to follow (see the *Complaints Policy*).

#### **LATE COLLECTION**

- Parents will be charged a rate of £5 per 15 minutes this is to cover the extra expense on staffing, if you are persistently late then you will receive a letter and your child's place may be terminated.

#### **SAFEGUARDING CHILDREN**

- We are obliged by the Havering Safeguarding Board to pass on any significant concerns regarding a child in our care.
- If your child is going to be off from nursery you need to notify us via telephone, in person, text, email. If you fail to do so we will endeavour to contact you, however, if we are unable to reach you we will have to inform the relevant agencies who will check on the safety of your child.
- The Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available.
- In the event that a parent agrees with a member of staff that a member of staff undertakes any babysitting arrangement, it is to be clearly understood that this is not upon the recommendation of the Nursery but is an arrangement made directly between the parent and the employee of the Nursery.

#### **DATA**

- Any information given to the nursery as part of this application/registration form will be treated with the strictest of confidence. Any Data collected will be, fairly and lawfully processed, for limited purposes, adequate, relevant and not excessive, accurate, not kept longer than is necessary, processed in accordance with the data's subjects rights, held securely and not transferred to other organisations unless required to do so by Ofsted, Safeguarding, health and safety legislation or other legal obligations.
- We use a secure database to record your details, send emails through and make observations on.

#### **SAFE COLLECTION**

- Only those people named on your registration form, with their password, are authorised to collect your child.
- Please notify us in advance if someone other than the person who usually collects your child will be collecting them.

- On no account will your child be allowed to leave the premises without this procedure being adhered to. (See the *Safeguarding and Child Protection Policy*)

## **OUTINGS**

- Parents are asked to sign consent above allowing their child to go on outings. This refers only to small, local trips, such as a nature walk round the park, Play Park, local shops and markets.
- Parents will be notified of larger outings in advance with full details of the trip and an invitation for them to join us.

## **CONFIDENTIALITY**

- All details of staff, children and their families are kept confidential.
- Parents are asked to sign a permission slip allowing us to pass on their child's records of achievement to their next school when they register.

## **EQUAL OF OPPORTUNITY**

- At our nursery no-one (child, parent, staff, volunteer or anyone else) is discriminated against on *any* grounds and specifically on grounds of age, ability, gender, nationality, race, religion, culture, special educational needs, sexual orientation or social situation.
- We operate a policy of inclusion for all.
- Please see our specific *Equal Opportunities and Special Educational Needs Policies*.

## **ACCIDENT/INJURY**

- In the case of an accident or injury, a form setting out the details of the incident and any first aid given and action taken will be completed and signed by the member of staff dealing with it. Parents will be asked to sign it on collection of their child.
- Head injuries will be reported to parents via a telephone call straight away.
- Please see the *Health and Safety Policy* for the procedure in the event of a serious accident/injury.

## **CLOTHING AND SUNCREAM**

- Parents are asked to apply sun cream to their children before they arrive at nursery during the summer months.
- If it is a particularly hot day we will reapply sunscreen lotion to children in the afternoon (full time children) the children before going outside. Parents should supply a clearly named bottle of sun cream.
- Parents are asked to provide a complete change of clothes in case of an accident for their child for each session. They are also asked to bring a sun hat during summer months and wellies and warm clothes during the winter.
- Shoes must be suitable for playing on the outdoor equipment.

## **POTTY TRAINING**

- We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training.

## **BEHAVIOUR MANAGEMENT**

- If a child's behavior is seen to endanger others and all routes according to our Behavior policy have been adhered to The Nursery will take advice from the local authority and arrange a meeting with the parents to discuss the options available.
- If a parent does not support the nursery in gaining help and advice from outside agencies then the Nursery reserves the right to terminate the parent's contract and will no longer provide care for that child.

## **MOVING ROOMS**

- We move children in consultation with parents and guardians when they reach the age or development stage of the next room. We offer the children settling in visits with their new key person before they start their new room

## **CHILDREN'S DETAILS**

- These must be kept up to date in case of emergency. Parents should inform the nursery immediately of any changes to their children's details, such as emergency phone numbers, change of a parent's workplace etc.

## **PRIVACY NOTICE** The categories of information that we collect, hold and share include:

- Personal information (such as name, date of birth, address, relevant medical information)
- Characteristics (such as ethnicity, language, nationality)

- Attendance information (such as sessions attended, number of absences and absence reasons)
- Child’s development information
- Information about any special educational need
- Parental information (such as name, date of birth, address, email address, NI number)

Please ensure that the information we collect, hold and share is accurate by informing us of any changes.

**Why we collect and use this information**

- to support pupil learning
- to monitor and report on pupil progress, both internally and to the Local Authority
- to provide appropriate 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 Framework (2017)

**The lawful basis on which we process this information**

We collect and use pupil information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2018).

**Collecting information**

Whilst the majority of pupil information you provide to us is statutory, 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 pupil information to us or if you have a choice in this.

**Storing data**

We will keep all information secure, protecting against unauthorised change, damage, loss or theft. All information collected in paper format is kept in lockable storage and our computer and tablets are password protected. We hold pupil data for the record retention periods as specified by our policies after which it is disposed of securely.

**Who we share information with**

- settings and schools that the pupil’s attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- the Local Multi-Agency Safeguarding Hub

**Why we share information**

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

**Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child’s file, contact the nursery manager.

You also have the 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, erased or destroyed; and
- claim compensation for damages caused by a breach of the 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 in the first instance.

**Agreement I agree to abide by the terms and conditions and policies and procedures of Cotton Buddies Limited.**

<b>Name of parent 1</b>	<b>Name of parent 2</b>
<b>Sign</b>	<b>Sign</b>
<b>Date</b>	<b>Date</b>



## All about Me

Please help us by completing the questions below; this will help us to get to know your child.

<b>Name of child</b>		<b>Date of Birth</b>
<b>Start date</b>	<b>Settling in dates</b>	<b>Attendance pattern</b>

<b>Languages I can understand and speak</b>	
<b>My favourite activity / toy is:</b>	<b>My favourite song is:</b>
<b>My favourite book is:</b>	<b>My favourite TV/Film is:</b>
<b>Things that upset me:</b>	<b>Ways to comfort me: (dummy, blanket, toy)</b>
<b>People that live in my house:</b>	<b>My physical skills are: (cruise holding on to something/crawl/walk)</b>
<b>I need support with:</b>	
<b>I need to have a sleep during the day (sleep times, any special instructions for sleep times)</b>	
<b>Feeding Time (please delete)</b>	
Drinks: I use a Bottle, beaker, or cup to drink from.	
My milk times are:	
Things I cannot eat:	
My favourite foods are:	
<b>I like my food to be (please delete)</b>	
Pureed smooth / Pureed and a little lumpy / Cut into bite sized pieces.	
<b>Toileting Needs:</b>	
I wear a nappy / pull – up / underwear	

<b>Special messages for my keyworker (anything else you want us to know)</b>
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<b>These people live in my house:</b>	<b>The languages they speak:</b>
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