

CHILD'S ENTRY RECORD

Child's Name		Known as:- preferred name	
Date of birth:	Sex: M / F	Religion:	Ethnic origin:
Child's first language:		SEN Yes / No	
Any other language spoken:		Details of additional requirements:	
Immunisations to date		Name, address and phone number of GP	
Name and age of any siblings		Health visitor name and phone number	
Name of parent/carer 1 (main contact)		Name of parent/carer 2	
Parent/carer 1 date of birth		Parent/carer 2 date of birth	
Home address of parent/carer 1: Landline Tel no: Mobile Tel no: (for nursery text message service) Email address: (to be used for invoices and any nursery emergency correspondence)		Home address of parent/carer 2: Landline Tel no: Mobile Tel no: Email address:	
Work Address:		Work Address	
Work Tel no:		Work Tel no:	
Work Mobile no:		Work mobile no:	

Parent /carer 1:	Parent/carer 2:
Nat Insurance number:	Nat Insurance no:
Occupation:	Occupation:
Regimental no:	Regimental no:

If we are unable to contact parents/carers in an emergency please give contact details of anyone who will be able to collect your child

Name	Relationship to child	Contact phone number

I give permission for my child to receive medical treatment that is needed urgently (please specify any exceptions).

Signed (parent/carer) _____ Date: _____

The relationship between a child's parents/carers and a setting is crucial to the child's well being. The welfare, safety and protection of your child are at the heart of everything we do. To this effect we are officially required to ask for information to be provided to us. Please understand that there are sound reasons why we are required to ask these questions. We want to help your child to stay safe; it is not just that we are curious. Thank you for your co-operation.

Name of person holding Parental responsibility: _____

I understand that any carer, who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to the Social Services Department.

Signed (parent/carer): _____ Date: _____

Is your child or has your child been on the Child Protection Register?
YES / NO

If yes please state dates: _____

Confirmation the child's Birth Certificate has been checked to verify name and date of birth.

Signature of person checking certificate: _____

Town of birth _____

Are there any relevant court orders in place including those which effect any person's access to your child: e.g.

Residence Order YES / NO

Contact Order YES / NO

Care Order YES / NO

Injunctions YES / NO

Any other please state:

Is there any information from these orders that our setting needs to be aware of which will help us to care for your child? YES / NO

If yes please state:

Are there any other factors, which may impact on the safety and welfare of your child
YES / NO

If yes please give details:

Details of any professionals who have contact with your child/family and their contact details:

e.g. Speech and Language therapist

Occupational therapist

Physiotherapist

Social worker

Details of any previous settings your child has attended:

I give permission for staff to seek any records or evidence of any orders etc. including agreement for change of name, from a previous setting.

Signature of parent/carer:

Is there any further information you would like to share with us which will assist us to make your child's stay with us a happy and positive time?

Nursery copy Terms & Conditions

The Nursery is open 51 weeks of the year, excluding bank holidays and Christmas week. Places are allocated on a reserved place basis.

Nursery places are limited so to comply with our registration, once a place is taken, it becomes the individual child's place every week throughout the duration of the child's time at Nursery, and it must therefore be paid regardless of attendance.

Extra sessions can be booked in advance subject to availability, five working days notice is required to cancel previously booked extra sessions to incur no charge.

Credits are not given for any sessions missed due to short-term illness/absence/holiday.

Refunds are not given for bank holidays, as it is a legal requirement to pay our staff.

Refunds are not given for unforeseen acts of God or circumstances beyond our control.

Credits are given for Christmas week.

Any changes to sessions originally booked require one month's notice to amend.

One month's written notice by either party is required for children leaving the nursery or one month's fees in lieu of notice. Fees are paid monthly in advance by standing order, cash or debit card, vouchers are also accepted. Due to increased bank charges we are unable to accept cheques.

All invoices not paid will incur a £50.00 overdue account fee and children will be excluded from nursery until full payment has been received, all fees are to be paid at the start of each month for said month.

We reserve the right to hand over any late or outstanding payments to Darling and Stephenson Solicitors. Who act as our debt recovery agent.

Any late collection of children after 6pm (when nursery is officially closed) will incur a further £20.00 surcharge and £1.00 per minute until collection.

I agree to update any and all information as required e.g. changes of phone numbers, address/contacts etc.

I agree to abide by Little Learners sickness policy (copy attached)

We reserve the right to alter regulations at any time.

In signing this form I agree to and will abide by the terms and conditions stated above and in the Little Learners Prospectus. I confirm I am the legal parent/guardian and will be responsible for payment of any and all fees.

Signed:

Date:

Disclaimer: The Nursery is not insured to take children before 7.30am or after 6pm.

I understand that a registration fee of £25 is payable, this covers administration fees as well as an initial settling in session. Any further settling in sessions can be arranged according to individual needs. Please tick sessions required (minimum of 2)

Start date:

Nursery:- (If your child is entitled to a funded place an additional attendance form will be given)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (7.30 - 12.45)					
Afternoon (1.15 - 6.00)					

Full time Mon - Fri
(7.30 - 6.00)

Before School and After School club:-

	Monday	Tuesday	Wednesday	Thursday	Friday
Before school club					
After school club					
Name of School to be collected from					
Holiday club only					

Photography

In line with the EYFS we do regularly take photographs of the children carrying out various activities, these are used for wall displays, to display in various play areas, to make special gifts for home, for observation and record keeping in individual personal development files, and for registration/identification of pegs and trays. We also use photographs on our nursery website of children carrying out their natural play. At no time will any child be named either in full or by initials.

I give permission for nursery staff/students to take photographs of my child whilst at nursery.

Signed (parent/carer) _____

Date _____

Privacy Notice - Data Protection Act 1998

We Little Learners Nursery Centre Ltd are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from previous settings and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care

This information includes your contact details, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the setting without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority, North Yorkshire County Council and the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact us.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.northyorks.gov.uk/schoolrecords>

and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy if this information. Please contact North Yorkshire County Council or DfE as follows:

Data Management Officer

North Yorkshire County Council,

County Hall,

NORTHALLERTON, North Yorkshire

DL78AL website: www.northyorks.gov.uk email: datamanagement.officer@northyorks.gov.uk

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London SW1P 3BT

Website: www.education.gov.uk

Telephone: 0370 000 2288

email: <http://www.education.gov.uk/help/contactus>

Sick Children Policy

Sick children should not be brought into nursery, particularly if there is any chance that they might be infectious or if you do not know the cause of the illness.

This needs to be adhered to comply with the law and to avoid the spread of infection amongst a vulnerable age group.

The main responsibility for these precautions rests with the child's parents. If a child becomes ill at nursery we will endeavour to contact the parents at the first opportunity. Minimum exclusion periods for the most common childhood illnesses are detailed below;

Tummy upsets - 48 hours after symptoms of vomiting and/or diarrhoea have stopped

Chicken Pox- 5-6 days after the onset of rash or when last spot has scabbed over

Shingles- 6 days child can return once all the spots are dry and child is feeling well again

Measles- 4 days after the onset of the rash. NOTIFIABLE

German measles-7 days after the onset of the rash. NOTIFIABLE. Please refrain from entering nursery because of the likelihood of women in early pregnancy whose babies are very much at risk

Glandular fever-until recovered from symptoms. (May continue to feel tired and unwell for weeks but can attend)

Mumps- 9 days after the onset of swelling. NOTIFIABLE

Scarlet fever- 24 hours after starting appropriate antibiotics and when clinically well

Streptococcal-24 hours after starting appropriate antibiotics and when clinically well

Conjunctivitis- until treatment has started

Ringworm- until treatment has started

Scabies-until treatment has started. NOTIFIABLE

Whooping cough- 7-10 days after starting treatment. NOTIFIABLE

Impetigo- until treatment has started and lesions have dried

Verrucae- no exclusion

Head lice- parents will be contacted to advise of the head lice. either during the day or at pick up. Once treated your child may return

Cold sores- no exclusion

Hand foot and mouth viruses, parvovirus (slapped cheek or fifth disease)- only whilst unwell and is highly contagious

If any illness is NOTIFIABLE then the child's doctor must be informed. In the case of a communicable disease such as meningitis or swine flu then the Communicable Disease control unit must be informed. 0845 055 2022

If your child has been prescribed an inhaler then it must be brought in whenever your child attends nursery (as long as the prescription remains operational).

If your child requires an EPIPEN or any other life saving medication this must be brought in whenever your child attends nursery. Parents must ensure that staff are fully briefed (trained by medical professionals as necessary) in order for us to care for your child and keep them safe. The child may only attend if suitably trained staff are on site.