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CHILD, PARENT/CARER & FAMILY INFORMATION.



CHILD DETAILS:

Surname

First Name

Known as (if different)

Religion

Languages Spoken (other than English)

HOME DETAILS:

Address

Post Code

Home Landline No.

PARENTS/CARERS WHO THE CHILD LIVES WITH:

Parent A or Primary Carer A:

Surname

First Name

Relationship to Child? Mother / Father / Legal Guardian / Other:

Does this parent/carer have parental responsibility? Yes / No

Mobile Phone No.

Other Phone No.

Email

Occupation

Parent B or Primary Carer B:

Surname

First Name

Relationship to Child? Mother / Father / Legal Guardian / Other:

Does this parent/carer have parental responsibility? Yes / No

Mobile Phone No.

Other Phone No.

Email

Occupation

PARENTS WHO DO NOT LIVE WITH THE CHILD:

Surname

First Name

Relationship to child? Mother / Father

Does this parent have parental responsibility?..... Yes / No

Does this parent have legal access to the child? * Yes / No

Is the Meadows Centre permitted to give any information to this parent? * Yes / No

*The children's act 1989 makes it impossible for the centre to deny access to a child or to withhold information about a child with its natural parents unless there is a court order forbidding contact. **If this applies to this child, please show the centre such an order.**

*The centre will not pass any address information to a separated/divorced partner but **if this is a special problem for the child/parent please ensure we know.**

Home Address

Post Code

Home Landline No.

Mobile Phone No.

Email
 @

CHILD'S ETHNIC GROUP:

THE INFORMATION THAT IS GIVEN BELOW WILL BE KEPT STRICTLY CONFIDENTIAL BUT IS HELPFUL IN AVOIDING UPSET (ETHNIC DATA IS OFTEN REQUIRED BY THE DFES FOR MONITORING PURPOSES). Please tick one. Ethnic Data information is voluntary.

White	Mixed	Black / Black British	Asian / Asian British	Other
<input type="checkbox"/> British	<input type="checkbox"/> White / Black Caribbean	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Indian	I do not wish the category to be recorded <input type="checkbox"/>
<input type="checkbox"/> Irish	<input type="checkbox"/> White / Black African	<input type="checkbox"/> African	<input type="checkbox"/> Pakistani	
<input type="checkbox"/> Traveller (Irish Heritage)	<input type="checkbox"/> White / Asian	<input type="checkbox"/> Any Other black background	<input type="checkbox"/> Bangladeshi	
<input type="checkbox"/> Gypsy / Roma	<input type="checkbox"/> Other Mixed Background		<input type="checkbox"/> Other Asian background	
<input type="checkbox"/> Other			<input type="checkbox"/> Chinese	

MEDICAL INFORMATION.

DOCTORS INFORMATION:

Is the child registered at the George Clare Surgery, Chatteris?..... Yes / No

If No, please give details of the Doctors Surgery where registered...

Surgery Name

Address

Post Code.....

Telephone No.

Name of Doctor (if known)

OUTSIDE AGENCIES INVOLVED WITH THE CHILD:

Speech & Language Therapist Social Worker PORTAGE Health Visitor

Other

Name of individual.....

OTHER MEDICAL INFORMATION:

General Health:

Does your child have any underlying health conditions? Yes / No

- PLEASE INCLUDE AND ADDITIONAL NEEDS OR DISABILITIES.

If yes, please give details ...

Allergies:

Does your child have any allergies? Yes / No

If yes, please give details ...

EMERGENCY CONTACT INFORMATION.

Should a medical or other emergency situation occur at The Centre it is sometimes necessary to contact a parent/carer. Please provide details of the preferred contact details and usual daytime location for each parent/primary carer listed on page 3. Depending on the severity of the medical or other emergency situation, daytime location may be taken into account when determining which parent/primary carer to contact.

Note: Daytime Location - Please DO NOT give usual daytime location as 'Home' or 'Work', etc. Please enter City, Town or Village. If no fixed location, please state 'various'.

Parent A or Primary Carer A:

Surname

First Name

Daytime Location
Village, Town, etc.
NOT HOME or WORK.

Mobile Phone No.

Other Phone No.

Parent B or Primary Carer B:

Surname

First Name

Daytime Location
Village, Town, etc.
NOT HOME or WORK.

Mobile Phone No.

Other Phone No.

Alternative Emergency Contacts:

In all instances, we will initially contact the parents/primary carers however, if we are unable to contact these individuals we will contact other trusted individuals. Please provide details of two persons who you authorise The Centre to contact in these circumstances and authorise these persons to collect the child from The Centre if required.

Note: Emergency Contacts - These persons MUST be over the age of 16 years old and not a Parent/Primary Carer.

Alternative Emergency Contact A:

Name

Daytime Location
Village, Town, etc.
NOT HOME or WORK.

Mobile Phone No.

Other Phone No.

Alternative Emergency Contact B:

Name

Daytime Location
Village, Town, etc.
NOT HOME or WORK.

Mobile Phone No.

Other Phone No.



PERSONS AUTHORISED TO COLLECT CHILD.



We understand that it is not always possible for parents/primary carers to collect their child from The Centre, as such with the authorisation of the parents/primary carers, we will allow the child to be collected by other individuals.

In addition to the parents/primary carers and emergency contacts listed on the Emergency Contacts page, please provide details of other individuals who you authorise to collect your child from The Centre. Please include the names of any Childminders and their staff if applicable.

If required, we will also make use of a password to be used by collecting person prior to releasing the child. **Note: These persons MUST be over the age of 16 years old.**

Individual A:

Name

Relationship to child Grandparent / Aunt / Uncle / Extended Family / Family Friend
Childminder (or member of their staff)

Mobile Phone No.

Individual B:

Name

Relationship to child Grandparent / Aunt / Uncle / Extended Family / Family Friend
Childminder (or member of their staff)

Mobile Phone No.

Individual C:

Name

Relationship to child Grandparent / Aunt / Uncle / Extended Family / Family Friend
Childminder (or member of their staff)

Mobile Phone No.

Individual D:

Name

Relationship to child Grandparent / Aunt / Uncle / Extended Family / Family Friend
Childminder (or member of their staff)

Mobile Phone No.

Individual E:

Name

Relationship to child Grandparent / Aunt / Uncle / Extended Family / Family Friend
Childminder (or member of their staff)

Mobile Phone No.

Password (to be used by ALL individuals except parents/primary carers, if required):

Password.....

Child's Details...

Surname

First Name

Date of Birth / / 20

Address

Post Code

Emergency treatment consent:

In the unlikely event that my child will need emergency medical treatment, I give permission for the Centre staff to contact the appropriate emergency service on my behalf in my absence. I understand that every effort will be made to contact the parents/primary carers on the emergency contact numbers which I have provided with details of the accident.

I further authorise the Centre Nursery Manager, or her/his designate, to sign any written form of consent required by the medical authorities in the delay in getting my signature is considered by the Doctor/medical staff to endanger my child's health and safety.

Signed by a Parent/Primary Carer: _____ If you consent PLEASE SIGN

Print Name.....

Date / / 20

First Aid treatment consent:

I hereby give permission for a member of the Centre staff who is first aid qualified to provide First Aid is necessary.

Signed by a Parent/Primary Carer: _____ If you consent PLEASE SIGN

Print Name.....

Date / / 20

Sun protection:

I hereby agree that I will apply sun protection onto my child before the start of their day at nursery and also provide a labelled bottle of sun protection every day throughout the summer months. I will also provide a suitable sunhat for my child. I understand that this is my responsibility.

Signed by a Parent/Primary Carer: _____ If you agree PLEASE SIGN

Print Name

Date..... / / 20

Child Protection Statement:

As a day care setting registered with Ofsted and Cambridgeshire County Council, we are required to follow the child protection procedures agreed through the Cambridgeshire & Peterborough Safeguarding Partnership Board. We will try to share with you any concerns we may have, however, we do have a duty to refer to Social Services where there is *evidence or reasonable cause to believe* that a child may be suffering or at risk of suffering significant harm. **Our first concern will always be the welfare of the child.**

You are able to find-out more information at www.safeguardingcambspeterborough.org.uk . You may also refer to our Safeguarding & Child Protection Policy, as well as our Information Sharing and Data Protection policies in the Centre Office, or on our website at www.meadowscare.org .

Agreement to Child Protection Statement:

I have read and understand the contents of the Child Protection Statement above. Furthermore, I understand that information may be shared without my consent should it be necessary in the interests of the welfare of the child.

Signed by a Parent/Primary Carer: _____



If you agree
PLEASE SIGN

Print Name.....

Date / / 20

Observations and Photography consent:

I understand that in line with Ofsted requirements, my child will be observed and monitored as part of their development planning. This will include the taking of photographs and occasional use of video. All records will be kept strictly confidential. All images will be stored securely on Centre owned devices, the Cloud, and on the Online Learning Journal site Tapestry.

I give permission for my child to be observed, photographed and/or videoed as part of their development monitoring. I also give permission for photos of my child to be used in/on internal display boards and other activities related to the running of the nursery.

Signed by a Parent/Primary Carer: _____



If you agree
PLEASE SIGN

Print Name.....

Date / / 20

Photography and Video Recording at nursery special events consent:

I understand that the nursery will give permission to parents/carers to take photos and videos of their children at special events throughout the academic year.

I understand that if my child attends such events, I allow them to attend with the knowledge that other parents/carers might be taking photos/videos of their own child.

I understand and agree that all images/videos taken will be for my personal use only, will be kept securely and used appropriately in line with the Centre's Data Protection policy. I agree that any images will not be posted on any social media site.

Signed by a Parent/Primary Carer: _____



If you consent
PLEASE SIGN

Print Name.....

Date / / 20

Additional Photography consent:

In addition to routine observations, photographs may also be used for other purposes including promoting the Centre and nursery, for example on our website, through local media and promotion material including the Parent Booklet and other advertising material.

The Centre has adopted the following safeguard in order to minimise any risk to your child:

- We will avoid the publication of your child's name with any image used in local media.
- We will not publish your child's name with any image used on our website, Parent Booklet or other advertising materials.
- Only appropriate images will be taken; i.e. Children will always be fully dressed and in designated areas.
- The images must be kept securely and destroyed after their required time.
- Any external photographer (or similar) will have the validity of their organisation checked.
- Appropriate levels of supervision will be undertaken at all times.

I consent to the following (please sign as appropriate):

Use of my child's photo on the Centre website...

Signed by a Parent/Primary Carer: _____



If you consent
PLEASE SIGN

Print Name.....

Date / / 20

Use of my child's photo in local media...

Signed by a Parent/Primary Carer: _____



If you agree
PLEASE SIGN

Print Name.....

Date / / 20

Use of my child's photo in the Parent Booklet...

Signed by a Parent/Primary Carer: _____



If you agree
PLEASE SIGN

Print Name.....

Date / / 20

Use of my child's photo in promotional materials...

Signed by a Parent/Primary Carer: _____



If you agree
PLEASE SIGN

Print Name.....

Date / / 20

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come from such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

Who are we?

The Meadows Day Care Centre (the "MDCC") is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

Categories of personal information that we collect, hold and share include:

Child attending the Centre:

- Personal information (such as name, date of birth, and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and funding eligibility [local authority or other third party])
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Special Educational Needs (SEN) and disability information
- Court orders relating to the parental care of the child
- Outside agencies involved with the child (such as SALT, Social Care, and Health visitor)
- Relevant medical information including GP details
- Languages spoken

Parent/guardian and family of children attending the Centre:

- Personal information (such as name, contact details, and NI number)
- Names, addresses, contact numbers, and daytime location for emergency contacts
- Family circumstances (such as who the child lives with and who has 'parental responsibility' for the child)

The Centre is required to hold and use this personal data in order to comply with the statutory framework for England, Ofsted, the Department for Education and the Centre's local authority early years team.

What is the legal basis for processing your personal data?

Child attending and parent/guardian of child attending the Centre:

- Consent: The individual gives clear consent for the Centre to process personal data for specific purposes.
- Contract: The processing is necessary for a contract the Centre has with the individual, or because the individual has asked the Centre to take specific steps before entering into a contract.
- Legal obligation: The processing is necessary for the Centre to comply with the law (not including contractual obligations).
- Vital Interests: The processing is necessary to protect someone's life.
- Legitimate interests: The processing is necessary for the Centre's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Where the Centre requires consent, the Centre will provide a way for the individual to positively make a decision about the information that the individual makes available and how this is shared.

We use your data for the following purposes:

- to support the learning of the child;
- to monitor and report on the developmental progress of the child;
- to provide appropriate pastoral care;
- to assess how well the Centre is doing;
- to share information about activities in our setting;
- to share with other professionals in accordance with legislation;
- to enable us to contact the parent/carer in a non-emergency or emergency situation;
- to enable us to obtain funding for a child from the local authority or other relevant body/organisation;
- to maintain our own accounts and records;
- to enable a contract of service is delivered and maintained;
- to administer membership records;
- to fundraise and promote the interests of the charity;
- to enable us to fulfil the Aims of the Charity as set-out in our constitution;
- to comply with the law regarding data sharing.

Our data processing also includes the use of CCTV systems for the prevention of crime.

Who do we share your personal data with?

Your personal data will be treated as strictly confidential, and will only be shared with recipients in the following categories.

Child attending and parent/guardian of child attending the Centre:

- our local authority;
- HM Revenue and Customs (HMRC)
- the Department for Education (DfE);
- healthcare professionals/service providers involved with the child;
- other childcare settings/schools when the child leaves;
- the local safeguarding children's board or Social Services Referral and Assessment Team if the Centre ever has concerns about the safety of a child;
- other agencies involved with the child;
- regulatory bodies (e.g. Ofsted); and
- third party organisations (non-local authority) providing funding for the child.



DATA PRIVACY NOTICE (continued).

Why do we share information?

The Centre does not share information about the data subject with anyone without consent unless the law and our policies allow us to do so.

The Centre needs to share child and parent/guardian information with our local authority and the DfE on a statutory basis. This data sharing enables the Centre to process the parents/guardians Nursery Education Funding claim and other forms of funding.

How long do we keep your personal data?

The Centre will keep your personal data for no longer than reasonably necessary for the following periods:

Child attending and parent/guardian of child attending the Centre:

- Accident records - for a period of no more than 3 academic years after the child leaves.
- Safeguarding records - for a period until the child becomes 21 years and 3 months old.
- Other records - for a period of no more than 7 academic years after the child leaves.

Your rights and your personal data.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the MDCC holds about you;
- The right to request that the MDCC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the MDCC to retain such data.
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller; known as the right to data portability; where applicable;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where applicable;
- The right to lodge a complaint with the Information Commissioners Office.

Transfer of Data Abroad.

The Centre does not anticipate any data will need to be transferred abroad. Should it become apparent that your data need to be transferred abroad, the Centre will seek consent on an individual basis.

Automated Decision Making.

The Centre does not use any process of automated decision making.

Further processing.

If the Centre wishes to use your data for a new purpose, not covered by this Data Privacy Notice, then the Centre will provide you with a new notice explaining the new use prior to commencing the processing and setting out the relevant purpose and processing conditions. Where and whenever necessary, the Centre will seek your prior consent to the new processing.

Contact Details.

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer at:

The Meadows Day Care Centre,
Farriers Gate,
Chatteris.
Cambridgeshire. PE16 6QP.
Email: info@meadowsdaycare.org
Tel: 01354 696261

You can contact the Information Commissioners Office on 0303 1231113 or 01625 545745,

via email <https://ico.org.uk/global/contact-us/email/> or at:

Information Commissioner’s Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire. SK9 5AF.

I acknowledge I have received a copy of the above Data Privacy Notice as printed in the Parent Booklet...

Signed by a Parent/Primary Carer: _____



To acknowledge
PLEASE SIGN

Print Name.....

Date / / 20

This is a contract between the Management Committee and Management of The Meadows Day Care Centre (referred to as 'The Centre') and the Parent(s) or legal Guardian (referred to as the Parent) of a child (or children) that is registered at the Centre.

The Meadows Nursery and Lunch Club: -

1. Are part of The Meadows Day Care Centre, a charity registered with The Charity Commission (Registration Number 1069714), run in accordance with its constitution by a Management Committee and its staff.
2. Will be known as 'The Meadows Nursery' will operate from The Meadows Day Care Centre, Farriers Gate, Chatteris. PE16 6QP. Tel: 01354 696261. Fax: 01354 69249.
3. Are registered with OFSTED as part of The Meadows Day Care Centre's Full Day Care registration and operate within their regulations, guidelines and rules. Their Inspectors regularly visit the Centre and conduct regular inspections to ensure the appropriate standards of care & education are being provided.
4. Nursery Contract:
 - a. In line with the Local Education Authority (LEA) Parental Contract, the minimum contract period is for an academic term.
 - b. Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 4 weeks written notice, to reduce or cancel your child's normal booking.
 - c. Increasing your booking is subject to availability. If requiring an increase in funded sessions, this must be done before set cut-off dates. These dates vary termly due to the LEA head-count dates. If you are wishing to do this, in all circumstances please ask in the office.
 - d. The minimum number of nursery core sessions that can be booked is two per week (equivalent to 5 hours). Only under very special circumstance can a child be registered requiring less than this number.

Centre Fees.

a. Nursery:

Any agreed weekly pattern of booked hours will be deemed as forming part of this contract and fees will be charged for all contracted hours which exceed any funded hours claimed on your behalf from the LEA.

The Centre operates a monthly advance invoicing system for regular nursery fees and a weekly invoicing system for one-off nursery fees and other charges incurred.

Fees must be made in full, preferably in advance, on the first day of each month or the first day of attendance. We do operate various payment methods.

When the nursery is closed for training days or public holidays, etc. monthly invoice will be adjusted to take account of these closures.

During the academic year the nursery may invite all children to attend certain sessions. In such circumstances these sessions may be provided free of charge and monthly invoices will be adjusted to take account of these free sessions.

If, due to an unforeseen emergency, the nursery is forced to close we will offer a credit for the sessions which have previously been invoiced.

Unless the Centre is in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds or credits will be given for sessions missed due to sickness, holidays or other absences.

b. Fees Structure and amounts:

Nursery fees will be published in the Registration Pack and are available from the Centre Office. The Centre reserves the right to review the fees annually with any increases being implemented in the September term. Notices will be issued to parents prior to any fees increase.

c. Late or non-collection of Children:

The Centre reserves the right to make an additional charge for children who are not collected on time at the end of the session. Charges will be applied for repeated failure to collect on time.

d. Failed Payment Costs:

The Centre reserves the right to recover costs associated with failed payments provided by parents, including any bank charges incurred.

e. Unpaid fees and other charges:

The Centre reserves the right to charge interest on any outstanding invoices, and may seek to recover any outstanding amounts owing to The Centre, and any costs incurred, through the correct legal channels.

Should an account not be settled sufficiently, the Centre reserves the right to withdraw the provision of all fee incurring nursery childcare.

f. Payment methods:

Forms of payments accepted are Cash, Card, direct transfer to our Bank Account, or via PayPal. Further details can be obtained from the office.

Funding.

a. Early Years funding.

The Centre accepts children who are entitled to government funding but we do not offer 'free places'. The Centre will apply to the LEA for Nursery funding on the parents behalf and any funding received is used to offset against and Nursery fees. A child becomes eligible for government funding on a specific date after their 3rd birthday.

- i. 15 hours universal offer:

All 3 and 4 year old children are entitled to 15 hours of nursery education for 38 weeks of the year.
- ii. 30 hours extended offer:

Some 3 and 4 year old children may be entitled to 30 hours of nursery education for 38 weeks of the year. Eligibility is decided by HMRC and parents will be issued a code. This code must be provided to the Centre and must then be verified with the LEA. Parents must re-confirm eligibility every 3 months.
- iii. 2+ Childcare Funding Scheme:

Some 2 year old children may be entitled to 15 hours of nursery education for 38 weeks of the year.

Please note that the Centre is unable to determine eligibility for 30 hours childcare or funded 2 childcare.

Where a child has been given a place and is attending the nursery prior to a 30 hours code being verified by the LEA, the parent will remain liable for any nursery sessions should that code be refused by the LEA.

Funding can only be claimed if a parent completes the County Council Funding Agreement.

b. Early Years Pupil Premium:

EYPP is additional funding which the nursery may receive to improve the education which is provided for disadvantaged 3 and 4 year olds.

EYPP is assessed by the LEA from information supplied by the parent on the County Council Funding Agreement.

c. Early Years Access :

EYAF is intended to help the nursery meet the needs of pre-school children over 2 years old who have additional needs or disabilities who need extra support.

All funding award decisions are made by the County Council and are not made by the Centre.

d. Other sources of funding:

The Centre is happy for other agencies or third parties to provide funding for children attending the Centre.

Where funding is offered, the parent or agency should inform the office and the agency or third party will need to complete a funding agreement covering invoicing and payment arrangements.

Any amounts received from any funding source cannot and will not be passed to the child's parent.

General.

a. Centre Policy Documents

The policy documents of the Centre form part of the Contract. Parents will be given the opportunity at the time of registering their child to study our Policy Statement Documents, they will also be available at all times when the Centre office is open.

Therefore, it is accepted that the Policy Statement Documents have been read and understood by all parents.

b. The Centre Registration Pack.

The registration pack forms part of the Contract. All parents are given a copy of the Centre Registration Pack before registering their child, further copies are always available. Therefore, it is accepted that the Centre Registration Pack has been read and understood by all parents.



OTHER CHILDCARE SETTINGS.



PREVIOUS CHILDCARE SETTINGS:

Is your child transferring to The Meadows Centre from another childcare setting/childminder?..... Yes / No

If Yes, please provide the following details...

Name of Provider..... [grid]

Name of Key Worker..... [grid]

Address [grid]

Post Code..... [grid]

Telephone No. [grid]

Do you consent to The Centre contacting the setting for information on your child to ensure continuity of care? Yes / No

CURRENT ADDITIONAL CHILDCARE SETTINGS:

Does, or will, your child be attending another childcare setting/childminder while also attending The Centre? Yes / No

If Yes, please provide the following details...

Name of Provider..... [grid]

Name of Key Worker..... [grid]

Address [grid]

Post Code..... [grid]

Telephone No. [grid]

Do you consent to The Centre contacting the setting for information on your child to ensure continuity of care? Yes / No

Do you consent to The Centre sharing copies of all progress reports and other relevant documentation to this setting? Yes / No

Signed by a Parent/Primary Carer: _____ If completed PLEASE SIGN

Print Name..... [grid]

Date [grid] / [grid] / 20 [grid]