**Jet’s Nursery Registration Form**

**Please tick box if you require the following.**

**Term-time only (39weeks) or All year round (50 weeks)**

|  |  |
| --- | --- |
| Child’s Full Name |  |
| Preferred or Familiar Name |  |
| Date of Birth |  |
| Religion |  | Ethnicity |  |
| First Language |  | Other Language |  |
| Password for Your Child |  |
| **Parent/Carer 1** | Relationship to the child |  |
| Parental Responsibility | Yes | No |
| Full Name |  |
| NI Number |  | Does the child live at this address?  **Yes No** Address if different?Is your child entitled to funding? |
| Address(Including Postcode) |  |
| Email Address |  |  2 yr old 3&4 yr oldFunding code: |
| Telephone Number | Mobile |  | Home |  |
| Place of Work |  | Number |  |
| **Parent/Carer 2** | Relationship to the child |  |
| Parental Responsibility | Yes | No |
| Full Name |  |
| NI Number |  |
| Address(Including postcode) |  |
| Email Address |  |
| Telephone Number | Mobile |  | Home |  |
| Place of Work |  | Number |  |

|  |  |  |
| --- | --- | --- |
| Do Any Other Individuals Have Legal Responsibilities for Your Child | Yes | No |
| If Yes, Please Provide Details of Individuals and Relevant Documents |  |

**Emergency Contact Details For Other Family/Friends**

|  |  |
| --- | --- |
| Contact Number 1 |  |
| Full Name |  | Relationship |  |
| Address |  |
| Telephone Number | Mobile |  | Home |  |
| Please sign to confirm you have consent from this individual for J.E.Ts to store this data |  |
| Contact Number 2 |  |
| Full Name |  | Relationship |  |
| Address |  |
| Telephone Number | Mobile |  | Home |  |
| Please sign to confirm you have consent from this individual for J.E.Ts to store this data |  |
| Names of Any Adults Not Authorised to Collect Your Child From Nursery**(If this person is the parent of the child, the legal document stating they are not permitted access must be provided).** |  |

**N.B FOR SECURITY REASONS YOUR CHILD WILL ONLY BE ALLOWED TO LEAVE NURSERY WITH NAMED PERSONS, UNLESS YOU HAVE INFORMED US OTHERWISE. ALL PERSONS WILL BE REQUIRED TO STATE THE PASSWORD, WHEN COLLECTING YOUR CHILD FROM NURSERY.**

**Health Information**

|  |  |
| --- | --- |
| Doctors Name |  |
| Address(Including Postcode) |  |
| Telephone Number |  |
| Health Visitors Name |  |
| Address(Including Postcode) |  |
| Telephone Number |  |
| Has Your Child Had Their Two-Year Check? | Yes  |  | Date |  | No |   |  |
| (Please provide some details E.G How it went or why it never happened) |
| Does your Child Have Any Health Requirements? E.G Sight, Hearing etc |  |
| Does Your Child Have Any Known Allergies or Dietary Requirements? E.G Plasters, Preferences to Food |  |
| Are All Your Child’s Immunisations Update? |  |
| Does Your Child Have Any Toileting Needs? |  |
| Has Your Child Had Any Serious Illnesses or Times in Hospital? |  |
| Is There Anything Else We Need to Know About Your Child’s Health? |  |
| Permission to Contact Any Other Medical or Educational Professional? |   Yes No  |

|  |
| --- |
| Are There Any Other Services Involved With The Child or Family? |
| Social Worker | Details: Name, Number, information |
|  Yes |  No |
| Speech And Language | Details: Name, Number, information |
|  Yes |  No |
| CAHMS  | Details: Name, Number, information |
|  Yes |  No |
| Family Nurse | Details: Name, Number, information |
|  Yes |  No |
| Any Other Services | Details: Name, Number, information |
|  Yes |  No |

|  |  |
| --- | --- |
| Sessions1. 7.45am – 6.00pm – Full Day
2. 7.45am – 9.00am – Breakfast
3. 9.00am – 3.00pm – Midday
4. 9.00am – 12.00pm – AM
5. 12.00pm – 3.00pm – PM
6. 3.00pm – 6.00pm – Nursery Late
 | On Which Days Will Your Child Attend 1. Mon Tues Weds Thurs Fri 2. Mon Tues Weds Thurs Fri 3. Mon Tues Weds Thurs Fri 4. Mon Tues Weds Thurs Fri 5. Mon Tues Weds Thurs Fri 6. Mon Tues Weds Thurs Fri  |

**N.B Holiday club is booked as and when, using a different form**

**Consent Form**

|  |  |
| --- | --- |
| Please sign to give your consent for: | Signature: |
| I give permission for my child to be taken out on local trips E.G shops, park, beach etc |  |
| I give permission for my child to be taken on public transport or hired vehicles with Jets staff E.G bus, train, mini bus, coach etc |  |
| I give permission for Jets to sharing information with other professional E.G School, Health Visitor, Speech Therapist |  |
| I give permission to use photographs for in house use – including displays, observations Etc |  |
| I give permission to use photographs for public advertising – including Jets internet sites, Tapestry, Facebook, newsletters Etc |  |
| I give permission for Jet’s staff to administer emergency First Aid treatment |  |
| In the unlikely event of an emergency, I consent for my child to be escorted to hospital and for necessary treatment to be undertaken (J.E.Ts will contact you immediately should this situation arise) |  |
| I give permission for Jet’s staff to apply a plaster  |  |
| I give permission for Jet’s staff to administer Calpol  |  |
| I give permission for Jet’s staff to administer an Inhaler (only if one is prescribed from their doctor) |  |
| I give permission for Jet’s staff to apply sun cream factor 30+. I understand that it is my responsibility to provide sun cream, hats, wellies and appropriate clothing during each season |  |
| I give permission for my email address to be used by J.E.Ts to contact me regarding my child and for monthly fee statements to be sent |  |
| I give permission for my email address to be used by J.E.Ts to send newsletters, questionnaires and updates about the setting/organisation |  |

**Parent/Carer Contract**

* I consent for my child to attend J.E.Ts. I understand that the Nursery has policies and procedures and parent/carer guidelines (which are available for reference at the centre), and that there are expectations and obligations relating both to the Nursery, myself and my child, and I agree to abide by them.
* I understand that J.E.Ts is a Nursery setting and that whilst my child is there, J.E.Ts is legally responsible for him/her.
* My child will be provided with a snack and drink whilst at Nursery unless otherwise requested.
* Once my child arrives at J.E.Ts he/she will be in the care of J.E.Ts until collected and signed out by an authorised person.
* It is my responsibility to keep the Nursery informed of any alterations to the information regarding my child (e.g contact details, medical conditions, etc).
* I accept that my child may take part in messy activities while at J.E.Ts. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
* I understand that the Nursery has a set closing time. If, due to unforeseen circumstances, I am going to be late, I will contact J.E.Ts head office as soon as possible.
* If I do not collect my child by the given closure time, I will pay any additional costs that may be incurred.
* If I do not collect my child within 30 minutes of the closing time, and the Nursery has been unable to reach me or any of my emergency contacts, I understand that J.E.Ts will follow its **Uncollected Children Policy** and contact Social Care.
* Whilst J.E.Ts tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child’s property whilst at Nursery.
* I have read the Nursery’s **Behaviour Management Policy** and agree to its terms.
* If there are any accidents or incidents at J.E.Ts involving my child, I will be informed.
* If my child has an accident at Nursery, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from J.E.Ts will sign any consent forms necessary for treatment on my behalf, as stated on the Nursery’s Consent Form.
* Information held by J.E.Ts regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the Nursery has a legal duty to pass certain information on to other agencies, including Police, Social Care and Health Care professionals.
* I understand that aggressive and abusive behaviour towards staff will not be tolerated.
* I agree that I will not use a camera, mobile phone or other mobile device on the premises.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature:

Date:

**Nursery Fee Agreement between Parent / Carer and J.E.Ts**

Childcare to start on (date): / /

**Fees**

We do require a **£25.00** deposit to secure your place within the Nursery, this will be returned to you at least 4 weeks of your child attending their permanent sessions.

Will be paid Monthly in advance. Please contact the Accounts Depart

Days booked must be paid for regardless of whether your child/ren attends, and all fees must be paid in advance or your child’s place will be suspended and payment policy will be followed.

If you no longer require your child’s place, four weeks’ written notice must be given.

J.E.Ts accept all childcare vouchers, payments through the Tax Free Childcare scheme or payments can be made via standing order:

Account Name: JETS CENTRE

Bank: HSBC

Account Number: 71470884

Sort Code: 40-29-17

Data Protection: I agree to information regarding fees being held on computer for accounting purposes only.

Signed: (Parent / Carer)

Parent/Carer’s Name: Date: / /

**Privacy Notice**

This notice explains what personal data (information) we hold about you and your child/ren, how we collect it, and how we use and may share information about you and your child/ren during your child/ren’s time at J.E.Ts and after they have left. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you and your child/ren.

**Who collects the information?**

At J.E.Ts we respect the privacy of the children attending our settings and the privacy of their parents or carers. J.E.Ts is a ‘data controller’ and gathers and uses certain personal information. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

**Data protection principles**

We record, process and keep personal information about you and your child/ren in accordance with Article 6 of the General Data Protection Regulation (GDPR, May 2018)

Any information that you provide is kept secure. Data that is no longer required is erased after your child/ren has ceased attending J.E.Ts.

It is a requirement of our registration with the Information Commissioners Office (ICO) to provide you with information about the details we keep about you and your child/ren.

This requirement applies to information we collect in relation to:

* Online data processing
* Paper data processing

**Records we hold about you and your child/ren:**

**Developmental records (for children within the EYFS) including:**

* Information from you
* Details about your child/ren’s learning and development
* Observations of your child/ren’s learning
* Regular progress summaries

**Personal records including:**

* Personal details required by the statutory frameworks
* Contractual details including attendance registers and fees information
* Emergency details including your contact details and records of your child/ren’s health and care needs
* Safeguarding and child protection records
* Any records required to support your child/ren such as shared information from other agencies and professionals

**Why we collect this information and how we use it**

We hold this information about you and your child/ren to allow the organisation to comply with the Early Years Foundation Stage (EYFS 2017) and the Childcare Register (2016). Some of the data we process relates to the Early Years Inspection Handbook (2016). Most of the information we collect about you and your child is statutory; when information is optional, we will let you know that you have a choice whether to share it with us or not.

This information is used to ensure that we are able to meet the needs of your child/ren whilst in our care.

To keep your child/ren safe (food allergies, emergency contact details etc).

We will use the contact details you give us to contact you via phone, email and post, so that we can send you information about your child/ren, J.E.Ts and other relevant news, and also so that we can communicate with you regarding payment of our fees.

**How we collect the information**

Before your child/ren starts to attend J.E.Ts provision you will be required to complete a registration form. We will also then request that you complete an update of details form annually or as and when your personal details change.

We may request additional information from other agencies and professionals who may also be supporting your child/ren, to ensure we are able to meet your child/ren’s needs, however we will always seek your permission before this information is requested.

We may also request you provide additional personal information, from time to time, but will always outline the reason for this and obtain your consent for the information to be use appropriately and stored if necessary.

**How we may share your information**

We are required to ensure the information we collect about you and your child/ren is treated confidentially and only shared when there is a need for it to be shared, ideally with your permission in advance of sharing, for example:

* with other settings or agencies involved in your child/ren’s care – we are required to do this by the EYFS
* have a safeguarding concern about your child/ren - we are required to by government bodies or law enforcement agencies
* when requested, your invoices and payments with HMRC and tax credits

**Your rights to correct and access your information and to ask for it to be erased**

Under the GDPR we are required to keep data about you and your child/ren up-to-date and to ensure it is accurate. We will do this regularly and ask that you also keep us up-to-date with any changes to personal details. You have the right to ask to see the data that we have about yourself or your child/ren, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

* we will not be able to continue to care for your child/ren if we do not have sufficient information about them
* even after your child/ren has left our care, we have a statutory duty to retain some types of data for specific periods of time, so cannot delete everything immediately.

**How long we keep your data**

We do need to retain certain types of data (such as records of complaints, accidents, and attendance), but we delete as much personal data as we can as soon as possible. Please see J.E.Ts Retention Policy for further details

**Where information may be held**

**Online data processing**

Computer and laptop security including regularly updated antivirus software and secure password protection (regularly changed).

**Electronic equipment** – we have computers within our head office and portable laptops which are used for business purposes. Information is stored on the computer and accessed through the computer and Microsoft OneDrive on laptops.

**Visiting J.E.Ts website** – J.E.Ts does not collect or use internet log information or details of visitor behaviour patterns. Our website may contain links to other websites: we cannot be held responsible for links that do not work or the accuracy of the information contained in the websites.

**Emails** – A copy of your email address is kept on the computer within J.E.Ts head office to allow us to process emails quickly. We do not gather statistics or monitor any information.

**Text messages** – J.E.Ts use business mobile phones within each setting, to make and receive calls, and to send and receive texts. We may keep a copy of your mobile phone number on the phone to be able to contact you quickly.

**Paper data processing**

Paper documents relating to you and your child/stored within locked cupboards in the setting and within J.E.Ts head office.

Paper data includes:

* Registration forms
* Attendance registers
* Your child’s learning and development information (if applicable)
* Documents for HMRC including receipts and fee payment forms
* Safeguarding forms relating to your child’s health and safety
* Emergency contact details

Please see J.E.Ts Data Audit for full details.

**How we delete your data**

Online deletion – files held in relation to child/ren and their families on the computer are deleted when no longer required.

Paper deletion – files held in paper format, including photos of children, are either handed to parents when the child leaves or confidentially destroyed when no longer required.

**Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

**How you can make a complaint**

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to:

Ofsted – enquiries@ofsted.gov.uk – 0300 123 1231

Piccadilly Gate, Store Street, Manchester M1 2WD

The Information Commissioner’s Office (ICO). <https://ico.org.uk/for-organisations/report-a-breach/>

**Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.**

**If both parents have parental rights and responsibilities but are not living in the same household, we will need both parents’ signatures and names below.**

Parent One Signature: Date:

Parent One Name:

Parent Two Signature: Date:

Parent Two Name: