



Please include a £12.00 registration fee and a copy of your child's birth certificate when returning your registration form. Thank you.

Child's name	Date of Birth
Address	
Post Code	
Home telephone number	
Mothers Name	
Occupation	
Work/mobile telephone number	
Address (if different from child's)	
Post Code	
Fathers Name	
Occupation	
Work/Mobile telephone number	
Address (if different from child's)	
Post Code	
Please supply a current e-mail address. This is required to access your child's online learning journal – "Tapestry"	
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Emergency Contact Details: Please supply details different to those already mentioned above.		
Name	Relationship	Telephone number
Name	Relationship	Telephone number
Doctors Details		
Name		
Address		
Post Code		
Telephone Number		
Health Visitors Name		
Health Visitors Telephone Number		
Medical Details (Does your child have any medical problems we should be aware of - please give details)		
Allergies (Please give details)		
In the event of your child becoming unwell at nursery do you give permission for nursery staff at Sodbury Vale Day Nursery to administer Calpol?		
Yes / No	Sign _____	

Does your child have any special dietary requirements?
(Please give details)

Is there any further information related to the care and welfare of your child that we should be aware of?

If you would like us to, we can arrange a **home visit** before your child starts with us. Is this something you would be interested in? YES/NO

Who is authorised to collect your child from Nursery? Your child will only be allowed to leave nursery with the people listed here. Any changes to this information should be given in writing to the nursery manager.

Name	Relationship to child

As an extra precaution you may use a password. Anyone collecting your child should be made aware of this. Please enter this below.

Is there any information that will help us in the care of your child? E.g. How do you deal with difficult behaviour? Do they have any favourite games? If your child has been at a different setting before us, please ask if they can pass on any records.

The Child Act requires that the local authority monitor equal opportunities. To do this they require the following information. We would be grateful if you would complete the following details.

Childs Religion:

Childs Ethnic group:

What is the first language spoken at home?

Does your child attend another setting, including a child minder? If so, please state when and where here:

Booking details: Please tick. If all day, you will need to provide your own healthy packed lunch from home.		
	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Preferred start date		
Permission Details		
Do you give permission for nursery to photograph/video your child for the purpose of their learning journal?		Yes/No
Do you give the nursery permission to seek medical advice in the case Of an emergency?		Yes/No
Do you give the nursery permission to administer first aid?		Yes/No
Occasionally we post photographs on our closed Facebook page. Would you be happy for us to post pictures of your child? Other photograph permissions will be sought separately.		Yes/No
Do you give permission for your child to use nursery sun lotion?		Yes/No
Do you give permission for your child to play with messy play? (cornflour, baked beans, pasta, shaving foam)		Yes/No
Do you give permission for us to seek support from the Early Years team, about your child's development, should the need arise?		Yes/No
Do you give permission for nursery to take your child on local walks?		Yes/No
Does your child have a special toy or comforter?		Yes/No
The personal information and data that we collect during your time with us will be processed fairly and lawfully and collected for specified, explicit and legitimate purposes. Do you consent to us collecting and holding this information? Yes/No		
Details of Sodbury Vale Day Nursery's terms and conditions are printed on the next page. Please read them carefully and if you have any queries please discuss them with the nursery manager. By signing this form, you agree to abide by these terms and conditions and to your personal data being held.		
Signed:		
Print Name:		
Date:		

Terms and conditions of Registration

If your child is absent from nursery, the manager should be advised. Children away due to illness will be charged at full pay.

Any holidays taken during term times will be charged at full pay.

Fees will normally be reviewed at least on an annual basis.

If your child becomes ill during a session, the manager will contact you or the emergency contact named on your registration form, for your child to be collected. Your child should not be brought in to nursery if showing symptoms or suffering from any communicable diseases named on the sickness policy. Your child should not return to nursery until infection has cleared.

The nursery requires one calendar months written notice of the withdrawal of your child from the nursery. Any notice period not correctly given will be charged.

If your bank returns any payment unpaid or cancelled by yourself a fee of £15.00 will be charged to cover our costs.

All items of clothing must be labelled. Wellingtons and warm clothing should be provided in poor weather and sun hats and cream in the summer for outdoor play. Your child will be included in visits away from nursery; you will be advised of these and should let us know in writing if you wish your child to be excluded.

If at any time you have a query regarding your child or the nursery, please talk to the Manager or Supervisor who will be happy to help.

We ask for information to hold on file, that is relevant to safeguard your child.

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Personal information and data statement

From 25th May 2018 the law changed in relation to keeping personal data. We at Sodbury Vale would like to explain clearly that all the data that is collected is for specific, explicit and legitimate reasons. We are required by Ofsted and the Early Years Foundation Stage Statutory Framework to keep certain information such as:-

Child's full name
Child's date of birth
Child's address and contact details
Parents address (if different) and their contact details
Who has parental responsibility
Who has legal contact
Emergency contact details (2 people extra to parents)
Allergies/dietary information
Names of people who can collect your child if not the parents
Doctor's name address and contact number
In some cases your National Insurance number

Sodbury Vale is required to inform you about how we process and store personal data within the setting. Most of the paperwork regarding your child is stored in the office behind a locked door. Your child's full name is printed on the sessional attendance registers and placed in the office when not in use. Any data stored electronically is held on a password protected lap top in the office or on a password protected tablet used for Tapestry purposes. Emails are sent either from the office lap top or through the managers email app on her password protected phone. Accidents and incident information is stored in a separate file in the office and kept for the appropriate legal time.

We sometimes share information between settings for the benefit of the child's learning and development. Safeguarding concerns will be the only time permission may not be sought to speak to other agencies.

Sometimes a third party organisation such as a funding body/council will ask you to sign an agreement to allow your information to be shared e:g on a funding form. Please read all paperwork carefully so that you know exactly how your information will be used.

Sodbury Vale is registered with the ICO (Information Commissioner's Office)

Sodbury Vale sometimes takes photographs of the children for use in their on-line learning journal (Tapestry) and are deleted periodically once uploaded. Photos may also be used for our closed Facebook page to showcase activities and events. Other photographic permissions will be sought separately.

All data will be appropriately destroyed after the legally required time. Details of retention periods can be found in the GDPR file in the office.

As well as personal information on your child we also collect data on their attendance, learning and development, medical conditions, assessment and information regarding additional needs.

We use this data to:

- Support your child's learning and development
- Monitor and report on your child's progress
- Comply with the requirements of the Early Years Foundation Stage Statutory Framework and Ofsted

Employees

Employees details will be held in individual files in the office. These will contain personal details as above as well as next of kin, evidence of qualifications and previous experience, reference details and DBS certificates

Students

Full names, addresses, phone numbers, dates of birth, emergency contact and medical/allergy information will be kept in the student file in the office. DBS check will be sought if over 18. Information regarding the type of placement will be held to ensure that students are registered with an educational provider.

National Education Grant

Full names, dates of birth, addresses, hours attended and sometimes national insurance numbers will be shared with South Gloucestershire Council to access funding for children.

Special Educational Needs

Children may have additional or special educational needs at any time during their time with Sodbury Vale. A separate recording system is kept for identifying, monitoring and supporting these needs. This information may be shared with outside agencies such as the Early Years team, Speech and Language specialists, Educational psychologists, health visitors and GPs.

Child Protection

Information with regards to safeguarding and child protection is kept in a separate file in the office. All information is given to those on a need to know basis only. The well-being and safety of the child is paramount.

Parents/carers have the right to access any personal data held by Sodbury Vale and can withdraw consent at any time (other than the data required by law). Other rights are detailed in our Data Protection and Privacy Policy.

Please sign below to agree to us collecting and storing your personal data and that you have read and understood the above statement.

Signed.....

Name (please print).....