



Minety Pre-School CIC and Breakfast Club

Silver Street, Minety, Malmesbury

Wiltshire SN16 9QL

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Web: www.minetypreschool.org.uk

Ofsted Number: EY486065

Minety Pre-School Registration Form

The information given to complete this form will be held in confidence and be used only to assist the Pre-school in caring for your child. It may be used should we need to contact you in an emergency and for this reason should be kept up to date. If any particulars change, please inform us as soon as possible. Please fill out all section of this form.

PLEASE ENSURE YOUR REGISTRATION FORM IS SIGNED & DATED & ALSO PROVIDE YOUR CHILDS I.D FOR EVIDENCE

CHILDS DETAILS

Childs First Name/s:

Childs Surname:

Preferred Name or Nickname:

Gender: Male / Female

Date of Birth: ____ / ____ / ____

Age: ____ year's ____ months

If your child has a different surname to yours, please give the reason for this with details of when this was agreed or any court orders resulting in the change of name. Parents should be aware that unless a child's name is changed with full consent of the natural parents by a court, the name appearing on the birth certificate remains the legal name of the child and will be used in school. The Pre-School will require photocopies of court orders.

Home Address:

Post Code:

Home Telephone No:

Mobile Number:

Relationship:

Home Email Address:

If your child is to be picked up by anyone other than a parent or main carer known to the staff at Minety Pre-school, then these details **MUST** be given upon dropping of your child at the beginning of the session. Also if there is a sudden change of plans, then you **MUST** phone Minety Pre-school informing us of the changes.

Give the **PASSWORD** the person collecting your child. **If in any doubt the staff will NOT release your child.**

PLEASE WRITE DOWN BELOW A **PASSWORD** FOR FUTURE USE WHEN NEEDED

Don't forget this word – this will be needed if someone else is picking up your child!

PARENTAL DETAILS :

Mother: Mrs / Miss / Ms / Dr. Forename: _____ Surname: _____

Place of Work: _____

Work Telephone No: _____ Mobile: _____

* Do you (MOTHER) have **Legal Responsibility:** **YES / NO** *If this changes Minety Preschool **must** be notified*

Father: Mr / Dr. Forename: _____ Surname: _____

Place of Work: _____

Work Telephone No: _____ Mobile: _____

* Do you (FATHER) have **Legal Responsibility:** **YES / NO** *If this changes Minety Preschool **must** be notified*

* Please say if you are a single parent, there may be legal rights Minety Pre-school needs to be made aware of:

There may be others with legal rights following a separation or court orders concerning access rights; if so give details:

1: Mr / Mrs / Miss / Ms / Dr. Forename: _____ Surname: _____

Relationship to child: _____

Address: _____

Telephone No: _____ Mobile: _____

* Does this named person have **Legal Responsibility:** **YES / NO** *If this changes Minety Preschool **must** be notified*

2: Mr / Mrs / Miss / Ms / Dr. Forename: _____ Surname: _____

Relationship to child: _____

Address: _____

Telephone No: _____ Mobile: _____

* Does this named person have **Legal Responsibility:** **YES / NO** *If this changes Minety Preschool **must** be notified*

EXTRA Information about any person/s that **DOES OR DOES NOT** have legal access to the child (if applicable):

EMERGENCY CONTACTS :

Please give contact details of extra people that can be contacted if we are unable to reach the child's parents
THESE CONTACTS MUST BE WITHIN A MAXIMUM OF 20 MILE RADIOUS OR 30 MINUTE DRIVE FROM PRESCHOOL

1:	Mr / Mrs / Ms / Dr.	Forename:	Surname:
<hr/>			
	Relationship to child:		
<hr/>			
	Address:		
<hr/>			
	Telephone No:	Mobile:	
<hr/>			
2:	Mr / Mrs / Ms / Dr.	Forename:	Surname:
<hr/>			
	Relationship to child:		
<hr/>			
	Address:		
<hr/>			
	Telephone No:	Mobile:	
<hr/>			
3:	Mr / Mrs / Ms / Dr.	Forename:	Surname:
<hr/>			
	Relationship to child:		
<hr/>			
	Address:		
<hr/>			
	Telephone No:	Mobile:	
<hr/>			

PRE-SCHOOL ACTING IN LOCO PARENTIS

Minety Pre-School may on occasions need to administer appropriate basic first aid including the use of Elastoplast or similar when necessary.

If your child becomes ill during a session, every attempt will be made to contact your or one of the people listed as your emergency contact, to arrange collection of your sick child. Your child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken. All accidents and emergencies are entered in the Accident Log.

If the parent/carer cannot be contacted in time, the Manager will invoke that authority to take action to gain appropriate medical treatment for your child/s. If you do not wish to give such authorisation, please indicate below.

I / We agree that Minety Pre-school can administer appropriate First Aid as necessary	SIGNATURE
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I / We agree that Minety Pre-school can act as "Loco Parentis" in the case of an Emergency	SIGNATURE
<hr/>	
I / We give my permission for my child/s to travel to hospital/the doctor's surgery in an ambulance accompanied by a member of staff	SIGNATURE
<hr/>	

PLEASE NOTE:

Minety Pre-school will act as Loco Parentis and administer first aid unless you state otherwise

ETHNIC BACKGROUND

Please Tick where Appropriate:

<u>White</u>	White British	
	White Irish	
	White Traveller of Irish Heritage	
	White Turkish / Turkish Cypriot	
	White Eastern European	
	White Western European	
	White Gypsy /Roma	
	White Other	
	Other Ethnic background: details	

<u>Mixed</u>	Mixed White and Black Caribbean	
	Mixed White and Black African	
	Mixed White and Asian	
	Other mixed background	

<u>Asian or Asian British</u>	Indian	
	Pakistani	
	Bangladeshi	
	Nepalese	
	Other Asian	

<u>Black or Black British</u>	Black Caribbean	
	Black African	
	Any other Black Background	

<u>Chinese</u>	Chinese	
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<u>Any other Ethnic Background</u>	Filipino	
	Japanese	
	Moroccan	
	Thai	
	Any other Ethnic Group	

<u>No Record to be made</u>	I do not wish an Ethnic background to be recorded	
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First Language Spoken if not English:
Any second Language spoken at home:
Religion (Optional)

Do you wish your child/s to be withdrawn from religious education/assemblies? _____

MEDICAL INFORMATION

Doctors Name:

Surgery Address:

Telephone:

Health Visitors Name:

Telephone:

Medical conditions that are permanent are regular problems or need frequent referral to clinic, doctor or hospital for treatment, including allergies and any preventative measures such as asthma inhalers.

Medical Condition	Details
Poor Hearing	
Speech Problems	
Poor Eyesight – wearing glasses	
Respiratory Difficulties – e.g.: Asthma	
<u>Dietary Restrictions</u>	
<u>FOOD ALLERGIES OR INTOLERANCES</u>	
Sting allergies	
Skin Complaint	
Food Allergies or Intolerances – e.g.: nut allergy	
* Does your child drink Milk?	
Other Allergies or intolerances	
Other Conditions	

Please Note: All medication for allergies or medical conditions that are required on an on-going basis need to be discussed with the Manager or Supervisor on how to administer and the correct dosages required.

All medications must be handed over to the Manager or Supervisor so that it can be stored away safely ready for use.

NB. If your child has Asthma it is advisable to keep spare inhalers at Pre-school so to avoid them mistakenly being forgotten.

Please tick immunisations given – *with dates if possible*:

Polio	
Tetanus	
Measles	
Rubella	
Hib	

Diphtheria	
Whooping Cough	
Mumps	
Meningitis	
Other	

SPECIAL EDUCATIONAL NEEDS

Please give details of any special educational needs already identified:

If already on a register of need, please give stage:

If your child has a statement, give the review date with the Name and Address of the previous reviewer or school:

If there has been any form of exclusion from pre-school/nursery, please give details:

PREVIOUS / PRESENT EDUCATION: *Please ring one -* **School / Playgroups / Pre-School / Nursery**

Name:

Address:

Local Authority:

Reason for Leaving:

Dates attended / left

The Early Years Foundation Stage states that every child has the right to have their individual needs met. In order to do this, it is essential that settings liaise and share information to help support your child's needs.

DECLARATION

I DO **SIGNATURE** DO NOT **SIGNATURE** give my permission for Minety Preschool CIC to share information

CHILDMINDER / NANNY:

Please ring one - Previous / Present / None

Name:

Address:

Telephone Number:

Mobile Number:

Is this Childminder or Nanny likely to be picking up your child? YES / NO

Consent is freely given for the Childminder/Nanny to collect your child/children from Minety Preschool CIC

Signature _____

Dates: From: _____ To: _____

PHOTOGRAPHS**Typical Uses of Photographs:**

At Minety Pre-school, photographs are normally taken and used for the following purposes:

- Displays of the children's work/activities
These are used to celebrate children's work and are placed on display around the preschool building.
- Personal records of achievement for each child (Learning Journals)
These pictures are used to record children's achievements, activities, games and fun times - First names ONLY are used
- Pre-school Web Site
These pictures are used to advertise the preschool - NO names are used
- Pre-Schools advertising leaflets and flyers
These images are used on leaflets or flyers to advertise the Pre-School and for information purposes - NO names are used

All pictures are stored securely locked away on the pre-school premises and not shared with any outside organisation without prior permission from you.

When events are held, the use of camera by parents will be permitted unless, as a result of a message beforehand, there is an objection by a parent. If this happens, the manager or supervisor will decide whether it is necessary to ban photography for that event or whether the child concerned can be prevented from being filmed.

No digital images of children will be sent by email or any other form without the permission of parents. All images held in Pre-School are open to viewing by the parents of the child/s concerned.

Photographs are never taken in the changing, toilet or in the nappy changing areas

The use of staff camera phones in the Pre-school is strictly prohibited

SIGNATURE

I give permission for Pre-School to use photos of my child for the use of children's Learning Journals	
I give permission for Pre-School to use photos of my child for display purposes around pre-school	
I give permission for Pre-School to use photos of my child on the Pre-School website	
I give permission for Pre-School to use photos of my child for pre-school advertisement purposes	

FACEBOOK CONSENT

Alongside our main Minety Preschool Facebook page we also have a PRIVATE Facebook page and is listed as Minety Pre-Schoolers. We would like the opportunity to post pictures of the children along with activities that we do throughout the day, celebrating holidays, field-trips, etc. Any children in pictures being posted will not be tagged. This is an excellent way of seeing what we do and to further celebrate children's achievements.

This is a PRIVATE group and people can only get access to the page once accepted by a member of preschool staff. Once your child/children leave Minety Preschool you will no longer have access to the page.

Below are the rules to the site, which are also posted on the page, these need to be adhered to.

1. NO SHARING OF PICTURES OUTSIDE OF THE GROUP

This group is based on mutual trust, there is to be NO sharing onto your personal social media account.

2. Show your children

We want this to be a celebration of all that the children are achieving, please show them the posts and pictures so that they know how proud we are of them (but again please do not share)

3. Download pictures of your child only

If you see a picture that you really like, please only download, if it is of your child only. Many of the pictures we use will be out into their learning journals anyway, which you will receive.

4. No Advertising or selling

Please no selling of uniforms or clothes etc.

5. Do Not Private Message Staff in the group - if you wish to message preschool please do this directly through preschool

Please Initial the appropriate box below:

YES - I give Minety Preschool CIC permission to post pictures that my child may be in.

NO - Do Not post any pictures of my child on this Facebook Page

FOREST SCHOOL CONSENT

I agree to my child taking part in Forest School activities at regular intervals during the coming school year.

I understand that my child will, at an appropriate level, have opportunities to work with hand tools and small fires through the course of their Forest School work.

I understand that my child will work in groups containing adult/child ratios of at least 1:4 at all times.

I agree to my child being photographed during Forest School activities for my child's or the schools own use.

Medical Information:

I confirm that the medical information I have supplied to Pre-school is up-to-date.

As an additional precaution, we are required to ask you in more detail about allergies and insect stings, please tick the appropriate boxes.

My child has never been stung by a bee / wasp

My child has been stung by a bee / wasp and made a normal recovery

My child has been stung by a bee / wasp and had an allergic reaction

If you ticked the final box, Please, give further information below:

INTERNET ACCESS

I agree to my child taking part in ICT activities including internet under adult supervision

I DO **SIGNATURE**

DO NOT

SIGNATURE

SUN CREAMS AND LOTIONS

During the summer months your child/ren will need to wear sun cream, due to allergies and hygiene it is a preschool policy that parents must apply sunscreen with a minimum of 8 hour protection **before** your child/children start their session at preschool. Minety preschool **will not** re-apply sunscreen during the day.

We are aware that children can be susceptible to the heat and all outdoor activities are arranged in the shade, the children are brought out of the heat during the peak of the day and all children have full access to water/drinks throughout the day and are encouraged to drink these.

SIGNATURE

I understand that I am responsible for applying all day protective sun cream to my child/children at the beginning of each session.	
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FIELD TRIP PERMISSION

We may from time to time wish to take the children on an outing within the local area as part of a topic or interest to the children. Staffing will be organised in order to maintain appropriate ratios according the intended trip and the ages of the children involved, the ratios of staff to children for any outing will always be at a higher level. For outing involving the use of transport a separate permission slip will be required.

SIGNATURE

I give permission for my child/ren to attend local trips outside of the pre-school	
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COOKING and FOOD TASTING

As part of our curriculum we sometimes introduce basic cooking and food tasting. Cooking with young children is a fun and educational activity. By participating in food preparation, a young child can learn many things including: fine motor skills, nutrition, science concepts, sensory exploration, cooperation, measurement, shapes, following directions, fractions, telling time and much more!

Please inform us of any food allergies or intolerances that Pre-school needs to be made aware of:

SIGNATURE

I give permission for my child/ren to participate with any cooking or food tasting activity	
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RECORD KEEPING and the KEY WORKER SYSTEM

Minety Pre-School allocates your child and family a keyworker. We believe it is important for your child and family to have a main point of contact within the Pre-school. A keyworkers role is to support your child when they are away from their home, to give them consistent, continuous care that will foster confidence and positive self-esteem and help your child feel safe and secure both emotionally and physically.

Whilst attending Pre-school your child's appointed key worker will keep records on his/her development as part of our Early Years Foundation Stage (EYFS) Curriculum Guidelines; these are called 'Learning Journeys'. These help us plan future sessions, track your child's progress and provide the best start for your child. If you have any questions about the record keeping system or key worker system, please speak to the Pre-school Supervisor who will be able to explain the process. These records are available for you to view at any time.

ADDITIONAL INFORMATION ABOUT YOUR CHILD

Siblings Name:

Date of Birth:

Siblings Name:

Date of Birth:

Siblings Name:

Date of Birth:

Other family members in the household:

Any Pets within the household:

What are your child's interests? (Favourite toys, hobbies, book, colour, TV show)

What is your child's favourite indoor activity?

What is your child's favourite outdoor activity?

Does your child have specific fears that you are aware of?

Is your child a good sleeper?

Is your child a good eater?

Is your child toilet trained?

Does your child need reminding to use the toilet?

Has your child had previous group or preschool experience?

How does your child relate to other children?

In general, how does your child react to a stressful situation?

What method of behaviour control is used in your home?

Is your child right or left handed?

What do you expect your child to gain by attending pre-school?

Please add any additional comments you wish about your child that you would like us to know?

DATA PROTECTION ACT 1998

The Pre-School has a duty to protect personal information belonging to the public whom it serves. The school is notified under the Data Protection Act 1998 and is committed to all its principles and adheres to the “Best Practice” in the information security. This information will be shared (under statutory requirement) with Local Education Authorities and the government for statistical analysis. From time to time and especially prior to your child joining Primary School, information about your child will be shared between Pre-School and the Primary School.

Information we hold about you and your child

Minety Preschool CIC have procedures in place for the recording and sharing of information and data about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data Minety Preschool CIC collect is

- Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
- Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
- Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

POLICIES AND PROCEDURES

All Minety Pre-schools policies and procedures are on permanent display in the foyer.

Additional copies are available on request.

By signing this form, you agree to adhere to all our policies, this applies to all parents, careers, staff, volunteers/students and anyone associated with Minety preschool CIC.

These are reviewed on a regularly basis and parents will be notified of any updates or new policies issued.

PRIVACY NOTICE **Introduction**

Minety Preschool CIC are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data Minety Preschool CIC collect, why Minety Preschool CIC collect it, how Minety Preschool CIC use it and how Minety Preschool CIC protect it.

What personal data do Minety Preschool CIC collect?

- Minety Preschool CIC collect personal data about you and your child to provide care and learning that is tailored to meet your child’s individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.
- Personal details that we collect about your child include:
 - your child’s name, date of birth, address, health and medical needs, development needs, and any special educational needs
- Where applicable we will obtain child protection plans from social care and health care plans from health professionals.
- Minety Preschool CIC will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.
- Personal details that we collect about you include:
 - your name, home and work address, phone numbers, emergency contact details, and family details
- This information will be collected from you directly in the registration form.
- If you apply for up to 30 hours’ free childcare, Minety Preschool CIC will also collect:
 - your national insurance number or unique taxpayer reference (UTR), if you’re self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

Why Minety Preschool CIC collect this information and the legal basis for handling your data

Minety Preschool CIC use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child’s wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at Minety Preschool CIC
- to carry out regular assessment of your child’s progress and to identify any areas of concern
- to maintain contact with you about your child’s progress and respond to any questions you may have
- to process your claim for up to 30 hours’ free childcare (only where applicable)
- to keep you updated with information about Minety Preschool CIC service

With your consent, Minety Preschool CIC will also record your child’s activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

Minety Preschool CIC have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. Minety Preschool CIC also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who Minety Preschool CIC share your data with

In order for Minety Preschool CIC to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about [my/our] service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours' free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- the school that your child will be attending

Minety Preschool CIC will also share your data if:

- Minety Preschool CIC are legally required to do so, for example, by law, by a court
- to enforce or apply the terms and conditions of your contract with Minety Preschool CIC;
- to protect your child and other children; for example, by sharing information with social care or the police;
- it is necessary to protect Minety Preschool CIC rights, property or safety
- Minety Preschool CIC transfer the management of the setting, in which case Minety Preschool CIC may disclose your personal data to the prospective buyer so they may continue the service in the same way.

Minety Preschool CIC will never share your data with any other organisation to use for their own purposes

How do Minety Preschool CIC protect your data?

Minety Preschool CIC protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

All information is kept in a locked cabinet when not in use.
All information is kept on only Minety Preschool CIC computer which is password protected.
Only Staff have access to this.
Cameras used by staff are locked away overnight and are not taken off the premises unless on school trips and prior permission has been given by directors.
Pictures taken of the children are only used as agreed with parental permission.

How long do Minety Preschool CIC retain your data?

Minety Preschool CIC retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances, (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

Automated decision-making

Minety Preschool CIC do not make any decisions about your child based solely on automated decision-making. Or explain details if this is the case.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person
- If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how Minety Preschool CIC handle your data please contact us. If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with Minety Preschool CIC, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

Minety Preschool CIC keep this notice under regular review. You will be notified of any changes where appropriate.

Intended Start Date:

ID Evidence

When you register your child with us, you **MUST** provide evidence of your child's identity.
Please provide original documentation at time of registration.

Birth Certificate OR Passport

Staff Name: _____ Staff Position: _____

Staff Signature: _____ Date: _____

Signature of Parent/ Guardian: _____

Print Name: _____

Date: _____

Declaration

I confirm that the information that I have provided is correct to the best of my knowledge.

By signing and returning this form you agree that all information we have relating to you or your child was freely given. You have the right to withdraw this consent at any time by writing to Minety preschool CIC. Please note if consent is withdrawn it may not be possible for your child to continue attending the setting.

Minety Pre-Schools policies and procedures are available to view at any time and are held in the pre-school lobby.