



LANGHAM PRE-SCHOOL REGISTRATION FORM

Community Centre, School Road, Langham, Colchester Essex, CO4 5PA ☎ 07930 963638

Email: langhampreschool@gmail.com website: www.langhampreschool.co.uk

*Please complete all sections and ensure the registration form is signed and dated
All information is kept private and confidential.
Please find attached a copy of our Privacy Notice.*

How did you hear about us? -----

Child's Full Name:	Name Known as:
Child's Date of Birth:	Gender: (male or female):

Religion:	Child's first language:
If English is not the main language spoken at home, will this be your child's first experience of being in an English speaking environment? YES/NO (please delete)	
If Yes, discuss and agree with the key-person how you will support your child when settling in:	

Address:

Parental Responsibility

Please give below the full names of all persons that have parental responsibility as named on your child's birth certificate or any other legal document.

Mother's Full Name:-	Father's Full Name:-
Does this person have parental responsibility? Yes/No (please delete)	Does this person have parental responsibility? Yes/No (please delete)
Occupation:	Occupation:
Home Telephone No. ☎	Home Telephone No. ☎
Mobile No. ☎	Mobile No. ☎
Works No. ☎	Works No. ☎

Information can be sent out to you by E-mail. Please provide your email address if you would like to receive communication via email i.e. newsletters

Emergency Contact Details:

Parent 1 – Work/daytime contact number ☎

Parent 2 – Work/daytime contact number ☎

Please provide a password for your named persons to use when they collect your child -----

Other Emergency Contacts:

Name: ----- Relationship with child ----- Telephone No. ☎ ----- Mobile No. ☎ -----	Name: ----- Relationship with child ----- Telephone No. ☎ ----- Mobile No. ☎ -----
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Persons authorised to collect the child (must be over 16 years of age)

Name: ----- Relationship with child ----- Telephone No. ☎ ----- Mobile No. ☎ -----	Name: ----- Relationship with child ----- Telephone No. ☎ ----- Mobile No. ☎ -----
Name: ----- Relationship with child ----- Telephone No. ☎ ----- Mobile No. ☎ -----	Name: ----- Relationship with child ----- Telephone No. ☎ ----- Mobile No. ☎ -----

Personal Details of Child

Is your child immunised against the following? (please tick)

Diphtheria Tetanus Polio MMR HIB Whooping Cough Meningitis C

Family Doctor: ----- Address: ----- ----- Telephone No. ☎-----	Health Visitors Name: ----- Based at: ----- Telephone No. ☎----- Has your child had his/her Healthy Child Programme health and development review at age two (this is when health visitors gather information on a child's health and development) Yes <input type="checkbox"/> Please provide a copy of the Health Visitors Report/Summary No <input type="checkbox"/>
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Does your child suffer from any allergies/medical conditions?
(Please include dietary allergies, intolerances e.g. dairy/wheat/nut, eczema, asthma etc)

Does your child need medication administered whilst at Langham Pre-School
(e.g. Inhaler, epipen/jext etc) **YES/NO (please delete)**
If so please give details:

Have you completed the consent form for medication to be administered? **YES/NO (delete)**
- *Please see Policy for Managing Children with allergies, or who are sick or infectious and the Policy for Administering Medicines*
We use the Pre-School Learning Alliance's publication Medication Record for recording administration of medicine

Any major illness/operation/hospitalisation?

Any ongoing health problems?

WE DO/DO NOT give permission for my child to eat treats brought into the setting to celebrate special occasions, and to sample foods used in our cooking sessions.
My child is not permitted to eat any of the following:-

Please see a member of staff if you know or suspect your child to have any food allergies or intolerances

AUTHORISATION & CONSENT

I hereby give permission to: **LANGHAM PRE-SCHOOL** to administer first aid to my child as necessary by a qualified member of staff

Cuts or open sores will be covered with sticking plaster or other dressing. Please indicate if your child is allergic to plasters or any other dressing.

I give consent, in the event of an emergency, for appropriate medical advice/treatment to be sought given e.g. qualified first aider, doctor, paramedic etc.

Please note – in the event of your child being injured or taken ill whilst at Langham Pre-School a member of staff would immediately attempt to contact the child's mother, father or carer and if unable to make contact, would then try the emergency contacts you have nominated

Signed	Name
Relationship to Child	Date

Application of sun cream

As part of our daily programme, the children are taken out for outdoor play, and sometimes for educational walks. It is our policy that children are protected from the sun and ask that parent's provide sun hats for the children to use and supply sun cream to be re-applied.

Sun hats should be either broad-brimmed or legionnaire style (to shade the face, neck and ears that can easily burn) and sunscreen should offer broad spectrum UVA/UVB protection with a minimum 4 star rating and Sun Protection Factor 30+ - please check sunscreen in not out of date. (Each item should be labelled with your child's name for safe return).

I authorise Langham Pre-School staff to apply sun cream when playing outside or taken on walks during bright weather.

Signed	Name
Relationship to Child	Date

Activities not on Pre-School grounds

We use the large field at the back of the pre-school for children to take part in P.E., and generally run around. We go to the shop on the community centre grounds to make purchases and look at vegetables and other produce.

We use the park, if no one else is in there.

These activities are pre-risk assessed on the day.

Please sign below to give your permission for your child to take part in these activities.

Signed	Name
Relationship to Child	Date

We have a Special Educational Needs and/or disabilities Policy and SEND Local Offer displayed on our website www.langhampreschool.co.uk . Our Special Educational Needs Co-ordinator is Maria Bukovenczki. She will be able to offer you support and guidance if you have any concerns regarding your child.

Does your child have any special needs or disabilities? **YES/NO** (*please delete*)

Details:

Will he/she require any special support whilst in our setting?

To enable us to liaise with the appropriate department, please state if your child is being seen by any health professional:

Name ----- Role ----- Agency ----- Telephone No. ☎ -----	Name ----- Role ----- Agency ----- Telephone No. ☎ -----
Name ----- Role ----- Agency ----- Telephone No. ☎ -----	Name ----- Role ----- Agency ----- Telephone No. ☎ -----

Information Sharing

To ensure your child's needs are met appropriately it maybe necessary to share information with other agencies, health and educational professionals and settings or vice versa with us.

Will your child be attending another Nursery / Pre-School, if so which one? -----

If your child has a childminder, please provide details:- -----

I consent to share information directly with other relevant professionals

Signed	Name
Relationship to Child	Date

AUTHORISATION REQUEST - To help with your child's transition from Langham Pre-School to Primary School, please authorise that you are happy for us to share information before they start school.

Signed	Name
Relationship to Child	Date

PLEASE NOTE:

1. As a provider of Grant funding the pre-school staff are required to make written observations of your child
2. Some data will be held securely on computers – see Pre-School GDPR policy
3. Photographs are taken for displays and as evidence for Ofsted

ON-LINE LEARNING JOURNEYS – Using a piece of educational software called 'Tapestry' every child at Langham Pre-School will have their own individual learning journal.

Tapestry online learning journeys allow you to view your child's observations and photographs from their time at Langham Pre-School, almost as they happen!

Tapestry allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and WOW moments from home to share with your child in Langham Pre-School. You will also be able to share activities that your child has particularly enjoyed.

Because children play in close proximity with their friends it does not reflect a true picture of their time at Langham Pre-School if photographs are only of a single child. Therefore photographs of your child may appear on their friends learning journeys. These photographs once used are removed from Langham Pre-School ipads.

By logging on with a secure username and password you will be able to access your child's journal. We ask that, as with any personal data online, you keep knowledge of your password private and only share with family members you are happy to view your child's journal. You can change your password at any time. All information is stored on a highly secure server, which is monitored closely.

E-safety is extremely important to us at Langham Pre-School therefore we ask you to provide us with the following information and to sign the agreement to show that you have read, understood and agree with our guidelines.

I wish an account to be set up for my child with the following email address/es (maximum of 1 for each parent):

Child's Name	Name:	Email

I understand that I can change this preference at any time in the future by signing a new permission slip.

Please read the Tapestry questions and answers leaflet.

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

- I am happy for my child to be photographed
- I have read and understood the information regarding Tapestry.
- I understand that it is my responsibility to set a **secure** password for my child's Learning Journal and that I must only share this with people **I wish to have access to the Learning Journal.**
- I understand that my child's name will only appear in their own Learning Journal.
- I understand my child will sometimes be in a photo with other children but their names will not be used.
- I am happy for my child to appear in group photographs
- I will **not** publish any of my child's observations or photographs on any social media site.
- I will speak to a member of staff if I experience any difficulties accessing my child's learning journey.

Signed	Name
Relationship to Child	Date

WEBSITE – Can now be found at www.langhampreschool.co.uk **LANGHAM FACEBOOK PAGE**

There will be the use of photos from within the Preschool, showing the children at play/enjoying an activity or task.

I DO/DO NOT GIVE Consent for photo/s of the child to be displayed on the Langham Pre-School's Website /Langham Pre-School's Facebook page

I agree to follow and abide by the Pre-School Policies and Procedures

Signed	Name
Relationship to Child	Date

Safeguarding

Our policies and practices support effective sharing and working with other agencies and to ensure that our safeguarding measures are of the highest standard at all times.

Should we feel a child may need additional support from other services or a referral needs to be made to another service to support the family or child, a discussion will take place and consent will be sought.

Agencies working together share information in order to ensure the families or child receive the right support at the earliest opportunity.

The only time a referral will be made to social care without consent is if a child is considered to be at immediate risk.

Preferred Start Date:
(Child should be 2 years old on this date)

It is important that you are aware that our Pre-School is managed and organised by trustees of parents/volunteers and as such we rely on support from all parents either by staying at a session as a parent helper from time to time and/or by serving on the committee itself. Without this support the Pre-School cannot function and parents usually find being involved to be informative and fun. We ask, therefore, that you please tick this box to indicate that you are aware of this commitment when sending your child to our Pre-School.

Preferred Days (please tick)

We will try to accommodate your preference subject to vacancies. You will be contacted to confirm sessions. At Langham Pre-School we offer flexible sessions.

Morning Sessions – 8.45 – 11.45 (3 hours)

Monday		Tuesday		Wednesday		Thursday		Friday	
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Lunch Club sessions – 8.45 – 13.15 (4 ½ hours)

Monday		Tuesday		Wednesday		Thursday	
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Afternoon Sessions – 11.45 - 14.45 (3 hours)

Monday		Tuesday		Wednesday		Thursday	
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All day Sessions – 8.45– 14.45 Monday-Thursday (6 hours) Friday 8.45-11.45 (3 hours)
(30-hour children only) 8.15-2.45 Mon-Thurs. Friday 8.30-12.30

Monday		Tuesday		Wednesday		Thursday		Friday	12.30
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Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is at Langham Pre-School?

Is there any other information that you think might be useful to help us get to know your child/settle them into Langham Pre-School? (e.g. favourite toys, activities, games, TV characters etc.)



Langham Pre-School's Privacy Notice – Parents/Carers

Address: Langham Pre-School, Langham Community Centre, School Road, Langham, Colchester, Essex. CO45PA.

Phone number: 07930 963638

Early Years Setting: Langham Pre-School 2646167

Introduction

We 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 we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We 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.

We 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, email, 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, we 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 we collect this information and the legal basis for handling your data

We 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 our setting
- 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 our service

With your consent, we 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.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We 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 we share your data with

In order for us 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 our service
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- the school that your child will be attending

we will also share your data if:

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

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

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

Storing your personal data in a locked filing cabinet

All personal data that is stored electronically is password protected

How long do we retain your data?

We 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 our setting. 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

We do not make any decisions about your child based solely on automated decision-making.

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 we 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 us, 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

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