

Father's Email

4. Which parent holds parental responsibility?
5. Emergency Contact Details (we will only contact one person on the named contact list in order of priority, please include yourself if you wish to be contacted, if we cannot get hold of the 1st named emergency contact, we will then try the 2nd and then the 3rd if required)
 1. Name
Telephone Number
Relationship to Child
 2. Name
Telephone Number
Relationship to Child
 3. Name
Telephone Number
Relationship to Child

Child to be collected from the nursery by:

- 1.
 - 2.
- unless otherwise informed.

Password for collection:

6. Are immunisations up to date? Yes No
7. Please list any allergies that your child has:

PLEASE NOTE THAT WHILST WE DO NOT HAVE ANY NUT PRODUCTS ON OUR MENU WE CANNOT GUARANTEE THAT SOME PRODUCTS MAY NOT CONTAIN TRACES OF NUTS - SHOULD YOUR CHILD HAVE AN ALLERGIC REACTION TO NUTS THEN THE PARENT SHOULD SUPPLY FOOD.

8. Please tick if your child **CAN HAVE** the following at nursery (please note our meat at nursery is **NOT** halal):
 - Cows Milk *(if no is this due to an allergy ?)*
 - Fish • Eggs
 - Chicken • Lamb
 - Beef • Pork/Ham/Bacon
 - Jelly (contains gelatine)
9. Please state any other food not listed above which your child **CANNOT** have:
10. Other medical information we should know about:

- Is your child asthmatic? Yes No
 - Does your child suffer from febrile convulsions? Yes No
 - Does your child suffer from Eczema? Yes No
- If yes to above on which part of the body?*

In an emergency, can CALPOL be given to your child? Yes No

Sessions required:

FULL TIME (8AM-6PM)	MON	TUE	WED	THURS	FRI	<i>(tick as appropriate)</i>
SCHOOL DAY 8:30-3:30PM)	MON	TUE	WED	THURS	FRI	<i>(tick as appropriate)</i>
PART TIME (8AM-1:30PM)	MON	TUE	WED	THURS	FRI	<i>(tick as appropriate)</i>
PART TIME (1:30-6PM)	MON	TUE	WED	THURS	FRI	<i>(tick as appropriate)</i>
EXTENDED HOURS (7:30AM-6:30PM)	MON	TUE	WED	THURS	FRI	<i>(tick as appropriate)</i>
EXTENDED HOURS (7:30AM-6:00PM)	MON	TUE	WED	THURS	FRI	<i>(tick as appropriate)</i>
EXTENDED HOURS (8:00AM-6:30PM)	MON	TUE	WED	THURS	FRI	<i>(tick as appropriate)</i>

Please note that whilst we would like to absorb all combinations of days, we would give priority to those requiring five full days.

Expected start date:

PRIVACY NOTICE

Here at the nursery we take your privacy seriously and will only use your personal information to manage your account and provide tailored care for your child. We may have to share information about your child with Ofsted or other agencies and other professionals who have a right to see them. We are required to work in partnership with other childcare settings your child may attend and any other professionals or agencies which might be involved with your child. Whilst we will try and let you know in advance that we are going to share information directly with other professionals, there might be some instance (such as safeguarding concerns or an emergency) when this is not possible.

I confirm that I have read the prospectus and I agree to abide by the regulations outlined in it. I understand that one calendar month's notice of leaving in writing is required.

Signature Parent/Guardian

Date

Full Name of Signature



Fees

With effect from the 1st September 2019

8.00am until 6.00pm

Full week	£1105.00 per month or £ 260.00 per week
4 full days a week	£ 884.00 per month or £ 208.00 per week
3 full days a week	£ 663.00 per month or £ 156.00 per week
2 full days a week	£ 442.00 per month or £ 104.00 per week
1 full day a week	£ 221.00 per month or £ 52.00 per week

8.30am until 3.30pm

Full week	£ 982.75 per month or £ 231.25 per week
4 days a week	£ 786.25 per month or £ 185.00 per week
3 days a week	£ 589.50 per month or £ 138.75 per week
2 days a week	£ 393.00 per month or £ 92.50 per week
1 day a week	£ 196.50 per month or £ 46.25 per week

8.00am until 1.30pm

5 mornings a week	£ 669.25 per month or £157.50 per week
4 mornings a week	£ 535.50 per month or £126.00 per week
3 mornings a week	£ 401.50 per month or £ 94.50 per week
2 mornings a week	£ 267.75 per month or £ 63.00 per week
1 morning a week	£ 133.75 per month or £ 31.50 per week

1.30pm until 6.00pm

5 afternoons a week	£ 584.25 per month or £ 137.50 per week
4 afternoons a week	£ 467.50 per month or £ 110.00 per week
3 afternoons a week	£ 350.50 per month or £ 82.50 per week
2 afternoons a week	£ 233.75 per month or £ 55.00 per week
1 afternoon a week	£ 116.75 per month or £ 27.50 per week

Fees include nappies and wipes, if needed, formula milk up to the age of 1 year old, cow's milk thereafter, all meals, drinks and snacks.



Two Year Old and Early Years Funding

Two Year Old Funding

From September 2013, the government started funding 15 hours a week, for 38 weeks of the year, free nursery education for two year olds who meet the Free School Meals criteria, from the term after their 2nd birthday.

If you are eligible you should receive an entitlement voucher in the post, however if you feel that you may be eligible but have not seen a voucher you will need to visit your local children's centre who will then check to see if you are eligible by entering your National Insurance number, parent's date of birth and surname. If you meet the criteria they will issue you with a card that you will need to bring along to the nursery along with your child's birth certificate and proof of address.

We have several different sessions available term time and all year round.

Early Years Funding

All children are entitled to Early Years Funding from Croydon Council from the term after their 3rd birthday.

A child turns 3 between January and March entitled to funding from April.

A child turns 3 between April and August entitled to funding from September.

A child turns 3 between September and December entitled to funding from January.

The government will fund up to 15 hours a week, for 38 weeks of the year free nursery education which is paid directly to the nursery. Your child has to attend on two separate days a week in order to claim the full 15 hours.

We offer a stretched Early Years Funding option for children that attend the nursery all year round. The entitlement is stretched over 51 weeks of the year and is equivalent to 11 hours of free nursery education all year round.

In order for the nursery to claim this funding you will need to provide a copy of your child's birth certificate and complete a declaration stating where you are claiming the free entitlement.

Your child may attend for just their 15 hours a week free early years funding (term time only) if you wish.

Fees for two year old funded or early years funded children whom attend all year (funding amount already deducted) fees are payable 51 weeks of the year:

These fees are based on the current level of early years funding and should the government withdraw the level of funding that we receive – we withhold the right to adjust fees accordingly.

8.00am until 6.00pm

Full week	£ 860.50 per month or £ 202.50 per week
4 full days a week	£ 639.50 per month or £ 150.50 per week
3 full days a week	£ 418.50 per month or £ 98.50 per week
2 full days a week	£ 197.50 per month or £ 46.50 per week
1 full day a week	No fees payable

School Day (8.30am until 3.30pm)

5 days a week	£ 739.50 per month or £174.00 per week
4 days a week	£ 524.75 per month or £ 127.75 per week
3 days a week	£ 346.25 per month or £ 81.50 per week
2 days a week	£ 149.75 per month or £ 35.25 per week
1 day a week	No fees payable

8.00am until 1.30pm

5 mornings a week	£ 426.00 per month or £ 102.25 per week
4 mornings a week	£ 291.00 per month or £ 68.50 per week
3 mornings a week	£ 158.25 per month or £ 37.25 per week
2 mornings a week	No fees payable
1 morning a week	No fees payable

1.30pm until 6.00pm

5 afternoons a week	£ 341.25 per month or £ 80.25 per week
4 afternoons a week	£ 224.25 per month or £ 52.50 per week
3 afternoons a week	£ 107.25 per month or £ 28.25 per week
2 afternoons a week	No fees payable
1 afternoon a week	No fees payable

30 hours funding for 3 and 4 year olds

The government is offering working parents of 3 and 4 year olds 30 hours free nursery education. Parents need to apply for the funding online at HMRC/Childcare choices. If your application is successful then you will be given a reference number which needs to be given to the nursery.

In order to receive the funding the code needs to be given to nursery the term before funding begins and will be subject to eligibility checking via Croydon Early Years.

September to December – code needs to be given to the nursery by the middle of August

January to March – code needs to be given to the nursery by the middle of November

April to July – code needs to be given to the nursery by the middle of March

If you are entitled to 30 hours funding and have provided a valid reference number we are prepared to accept the hours in the following ways:

3 days attendance all year around (you will receive 22 hours free and pay for 8 hours of our daily rate, not our hourly rate. You will be required to pay £5 per day for 2 days towards meals. So at our current daily rate including meals would be £51.50 per week.

Or

Attend all year around Monday to Friday 1.30pm until 6pm. You would be required to pay £10.50 per week towards meals and £4.50 for the additional 30 minutes of care bringing your total to £15.00.

Fees including 30 hours - Option 1

Full week	£ 660.75 per month or £ 155.50 per week
4 full days a week	£ 439.75 per month or £ 103.50 per week
3 full days a week	£ 218.75 per month or £ 51.50 per week

Fees including 30 hours - Option 2

5 afternoons a week	£ 63.75 per month or £ 15.00 per week
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Should you wish to book your 30 hours please let us know as soon as possible as spaces are limited. You are welcome to book additional hours/sessions and days on top of the 30 hour offer and these will be charged at our normal rates.

At present we are only able to offer the two options as above.

Other Sessions Available

2.5 hour block session

Our 2.5 hour block is available for £20.00 but it can only be used between the following times: 7.30am until 10.00am, 8.00am until 10.30am, 10.30am until 1.00pm, 1.00pm until 3.30pm, 3.30pm until 6.00pm, 4.00pm until 6.30pm (subject to availability).

Hourly rate

You can book sessions at your convenience at an hourly rate of £9.00 (subject to availability).

Early drop off and late collection sessions

Early sessions between 7.30am and 8.00am are charged at £4.00 per session.
Late sessions between 6.00pm and 6.30pm are charged at £4.00 per session.

Early and late sessions must be booked at least a day in advance. Once booked you cannot change them.

Deposit

Should your child not be starting within a period of two weeks you will be required to pay their first month's fees now in order to secure the space. If you decide to cancel your child's place before the agreed start date you will be required to pay one month's fees as a notice period along with a cancellation fee if we have held the space open for you.

Fee Payment

Fees must be paid in advance by standing order either on the first day of the week or month in question. Please ensure fees are paid by the due date, as you will be only invoiced if we do not receive payment on time. Late payment of fees will incur a surcharge of £20.00 if not received on the due date and a £10 fee for each invoice raised, thereafter an additional £10.00 per day will be added until payment is received in full. We may withdraw your child's place from nursery until payment is received. Any outstanding fees, additional charges and notice in lieu not received within a period of two weeks will automatically be forwarded onto a debt collection agency whom will add their own fees and any court or other fees incurred whilst reclaiming the money to the amount outstanding.

Absenteeism

If your child is absent from the Nursery due to family holidays, sickness or any other reason **FULL PAYMENT IS REQUIRED AND NO REFUNDS CAN BE GIVEN.** We cannot swap sessions or days. Fees are due in advance and for the duration of any holidays. We are open 51 weeks of the year, so full fees are payable throughout school holidays.

Statutory Holidays and Matters Out of Our Control

The nursery will be closed on Bank Holidays and at weekends.

We will only be able to offer this service in line with government guidelines which are changing very quickly and in line with correct staffing levels. If the nursery is forced to close in full we will signpost you to Croydon Early Years for further guidance and assistance.

Notice of Leaving or Reduction in Sessions

Under the current circumstances, 24 hours notice is required for cancellation or reduction of sessions.

COVID-19

If your child is displaying symptoms of COVID-19 or has a temperature of over 38 degrees, they should not under any circumstances be sent into the nursery. The nursery will be checking the temperatures of all children on their arrival to nursery and also at lunchtime. If your child develops a temperature whilst in our care, we will contact to you and they must be collected immediately. If anyone within the family home has symptoms, the whole family must isolate for 14 days.

On completion of a signed enrolment form, you agree to accept and abide with the terms and conditions outlined in the prospectus. This forms the nursery/parent agreement.

CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE

For office use only:

Date form received:
Date letter sent
Settling date offered:
Start date offered:
Sessions offered:
Date registration fee paid:



Parental Consent to Attend Hospital in Case of An Accident

(This form will go with your child to hospital)

Childs Name

Date of Birth

Home Address

Telephone Number

give permission for a member of staff at Little Learners Day Nursery to take child to hospital to receive treatment following an accident / injury at the nursery, if they cannot contact _____ can be administered to my child.

Signature

Date

Print Name

The following information is to assist the hospital staff to ensure child receives appropriate treatment / care.

G.P.

Address

Tel No

Pet / Nick Names

Comforts

Regular Medication

Allergies

Dietary Requirements



Face Painting

Every now and then, we do face painting as a special treat for the children. However not all parents/carers like their child to have their face painted. Please complete the form below so we can respect your wishes.

CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE

Sun Cream

I give my permission for a member of Little Learners staff to apply sun cream to my child as appropriate

CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE



Activities

Are you happy for your child to take part in activities such as:

Hand painting

Feet painting

Body painting

Play dough

Jelly play

Shaving foam play

Cornflour play

Sand play

Please tick the boxes of the activities you are happy for them take part in.

CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE



Photographs

At Little Learners we enjoy taking photographs of the children and we use them for a variety of different reasons within the nursery including learning journals, labels, wall displays, digital photo frames, newsletters etc. Occasionally we like to send photographs home with parents for them to keep and also to show you if your child particularly enjoyed an activity – these photographs may include several children in the pictures – likewise other children’s photographs may include a photograph of your child on their copy.

We also video the children during activities and these may be uploaded to your child’s learning journal. The video may include several other children, likewise another child’s video may contain your child.

We and other parents of the nursery also film some major events and these may include Christmas, Fire Engine visits etc.

Any photographs/film clips that we may wish to use for publicity/advertising/website we will of course request separate permission.

I agree to Little Learners taking photographs and video clips of my child and using them as described above.

CHILD’S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE



Baby Walker Permission

I wish for my child to use the baby walker at nursery for short periods of time totalling up to a maximum of 1 hour a day.

CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE

Nappy/Barrier Cream Consent

I have supplied Little Learners Day Nursery with:

I give consent for a member of Little Learners staff to apply the above as and when they feel it is appropriate when changing my child or at every nappy change.

It is my responsibility to ensure that I regularly check the date to ensure it is still current on the cream.

The member of staff will record when cream has been applied and will inform me at the end of each day.

CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE



Biometric Fingerprint System

As part of our security process at the nursery, all parents/guardians are set up on our fingerprint system during the enrolment process. This allows parents/guardians to access the building during their child's sessions.

By signing the below you agree to the set up and storage of your biometric fingerprint on the system and understand that the record will remain active until your child leaves the setting. Once your child has left the setting, your records will be deleted and access to the building will no longer be possible by this method.

CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE



GDPR Privacy Notice

At Little Learners Day Nursery we take privacy very seriously and we are currently updating all our records to ensure that we are fully meeting the new data protection standards (General Data Protection Regulation (GDPR)).

We are registered with the Information Commissioner's Office (ICO).

The categories of children's information that we collect, hold and share include:

- personal information (such as name, address, date of birth)
- characteristics (such as ethnicity, language, nationality, country of birth, early years pupil premium eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons)
- observations and assessment information and tracking of progress
- medical information
- information on special educational needs and disabilities (including if accessing Disability Living Allowance and entitled the Disability Access Fund)
- referrals to other relevant services
- safeguarding information

We also collect, hold and share some information on the children's parents/guardians:

- personal information (names, address, contact numbers and emails)
- National Insurance numbers

Why we collect and use this information

We use the children's and parents' data to:

- support their learning and development, to enable staff to plan suitable activities to extend their knowledge and skills
- ensure that all children are safe within our childcare provision
- monitor and report on their progress
- provide appropriate behavioural and emotional support as required
- assess the quality of our services as a childcare provider
- comply with the law regarding data sharing (GDPR)
- meet the requirements of the early years foundation stage (EYFS)
- make claims for funding

The lawful basis on which we use this information

We collect and use children's information under the following lawful bases:

- **Contract:** the processing is necessary for a contract we have with you the parents/guardian of the child to provide childcare and the contract that we have with the local authority to provide funded childcare to eligible families.
- **Legal obligation:** the processing is necessary for us to comply with the law (submitting data for the early years census).

Collecting children's information

While the majority of children's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain children's information to us or if you have a choice in this.

Storing children's data

We are required to hold children's data for a reasonable period of time after children have left the provision (eg until after the next Ofsted inspection) as a requirement under the EYFS. The Limitation Act 1980 recommends that we retain data until the child reaches the age of 21 — or until the child reaches the age of 24 for child protection records.

Your data will be held securely and will only be accessible by staff who are authorised to do so.

Who we share children's information with

We routinely share children's information with:

- schools that the child attends after leaving our provision
- other local childcare providers where the child is engaging currently (wrap around or blended childcare)
- our local authority (for funding claims and the early years census)
- the DfE (annual early years census)
- special education needs co-ordinators
- NHS services (health visitors and speech and language therapists)

Why we share children's information

We do not share information about our children with anyone without your consent unless the law and our policies allow us to do so.

We share children's data with the DfE on a statutory basis. We are required to submit data to our local authority [name the local authority] for them to submit as part of the annual early years census in January and to access childcare funding.

Data collection requirements

To be granted access to children's information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's early years record, contact Jo Bennett.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection Regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the ICO.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Name of childcare provision: Little Learners Day Nursery
Name of Data Protection officer: Jo Bennett
Email: info@little-learners.net
Telephone number: 0208 649 7745

Source URL: <https://dot2dot.croneri.co.uk/topics/data-protection/gdpr-privacy-notice>
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I have read and understood the GDPR Privacy Notice.

CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE

Croydon Free Entitlement Parental/Carer Agreement

Parent/Carer Declaration Form for 2, 3 & 4 year old children

There are 3 types of early years funding, each of which begins from the term following the child's birthday.

Criteria information: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Age	Annual amount	Eligibility	Code	Staff signature & date
2 Year Old	570 hours	Criteria based	e.g. AF123456	
3 & 4 YO	570 hours	Universal/available to all	n/a	
3 & 4 YO	Additional 570 hours (extended entitlement)	Criteria based NI no.:	e.g. 5000 123 4567	

This agreement is between the parent and provider listed below:

Parent/carers:	
Address:	
	Post Code:
Name of child:	Date of birth:
Address (If different to above):	
	Post Code:
Name of provider:	
Address	
	Post Code:

Please tick to indicate whether you are claiming your funded hours as either a

- Stretched offer of ____ hours over ____ weeks **OR**
- Term time offer with term lengths as shown:

Autumn	____ weeks
Spring	____ weeks
Summer	____ weeks
- I confirm that my child does not access funding with another Croydon private provider, maintained nursery class, school or with any provider in another Local Authority **OR**
- My child will access ____ hours per week of their universal / extended entitlement (delete as appropriate) with the provider named above.
My child is also accessing ____ hours per week of their universal / extended entitlement (delete as appropriate) with the provider named below

Name of provider:
Address:
Post Code:
Local authority if not Croydon: <input type="text"/>

Please tick to show that you agree to the following conditions:

- I understand the provider will not charge me for the funded hours.
- Should I request that my provider supplies additional services and/or provides extra hours beyond the funded hours detailed above I agree to pay any applicable fees for these additional services and/or extra hours.
- I acknowledge that if I move my child to **another** setting without giving 4 weeks' notice in writing I will not be able to claim the 2 year old or universal funding in the new setting until the end of the 4 week period as the original setting claims this in lieu of notice.
N.B. The extended entitlement is **not** transferable as it is agreed termly in advance.

Newly registered organisations

If the setting you are accessing is new and has not yet been graded by Ofsted, Croydon Council will fund the child until advised of the Ofsted inspection grade.

All children will continue to be funded if the setting is graded 'Outstanding' or 'Good'.

If the setting is graded 'Requires Improvement' then Croydon Council reserves the right to cease 2 year old funding at the setting but will continue to fund your child as long as you choose to stay.

If the setting is graded 'Inadequate' then we will continue to fund your child there as long as you choose to stay but the setting will not be able to offer funding to new children.

Please read the following statement and confirm your agreement to it by signing below.

I understand that if I have given any false information on this form, I may be asked to reimburse the provider. I understand that Croydon Council may perform background checks on the system and that I am required to present the provider with:

- evidence of my address
- a copy of my child's birth certificate as proof of his/her date of birth
- evidence of eligibility for 2 year old funding (recorded overleaf and subsequently verified by the provider)
- evidence of eligibility for the 3 and 4 year old extended entitlement (recorded overleaf and subsequently verified by the provider)

Parent signature: _____ Date: _____

Provider signature: _____ Date: _____

If you receive any of the following benefits and would like the setting to claim additional Early Years Pupil Premium (EYPP) on behalf of your 3 and 4 year old, please provide the requested information.

This information is also required if you are claiming the extended entitlement.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not entitled to Working Tax Credit and annual gross income is no more than £16,190)
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who are looked after or adopted are entitled to EYPP subject to sight of relevant documentation.

	Parent/Guardian 1								Parent/Guardian 2								
Last name																	
First name																	
Date of birth																	
National Insurance Number																	
National Asylum Support Service (NASS) Number			/			/					/			/			

Disability Access Fund (DAF) declaration

Any 3 or 4 year old children who are in receipt of child Disability Living Allowance and are accessing funded hours are eligible for DAF. This is a fixed annual payment made to the setting of £615 and cannot be split between more than one setting nor transferred.

Please provide your child's DLA reference if you wish this setting to claim DAF

Data Protection Statement

For the purposes of Data Protection Act 1998 (the 'Act'), Croydon Council is the data controller in relation to all personal information you provide on this form. Croydon Council is committed to protecting your privacy and processing such personal information in a manner which meets the requirements of the Act. For more information about Croydon Council's privacy policy and the Act, please refer to <https://www.croydon.gov.uk/democracy/data-protection-freedom-information>