

<b>This form MUST be completed in full before your child attends Nursery</b>				
Child's First Name	Child's Middle Name/s	Child's Surname (Family name)	Date of Birth	
Child's Address				
				Postcode
Child's first language	Child's country of birth	Child's nationality	Child's gender	Religion/Special requests regarding culture & beliefs
Does your child speak/ understand English? Yes/ No				
1 <sup>st</sup> Parent/Carer Name			2 <sup>nd</sup> Parent/Carer Name	
Parent Date of Birth Parent National Insurance Number Address Postcode Telephone number ☎ Email address Parent/Carer first language			Parent Date of Birth Parent National Insurance Number Address Postcode Telephone number ☎ Email address Parent/Carer first language	
<i>Parental</i> responsibility Yes/No <i>Legal</i> responsibility Yes/No Relationship to child:			<i>Parental</i> responsibility Yes/No <i>Legal</i> responsibility Yes/No Relationship to child:	
Place of work Contact telephone number ☎ How many hours per week do you work?			Place of work Contact telephone number ☎ How many hours per week do you work?	
Does your child live with both parents? yes/no Names of Parent/Carers who the child lives with:			Names of other children in the family?	
Child's GP Surgery			GP Name	
Telephone number ☎			HV Name	
Child's Dentist Surgery				
Names of other professionals working with your child if any: EG Social Worker, Family Support, CDC, Paediatrician Please include any special educational needs and disabilities				
Which school do you intend to register with?			Has your child attended Nursery/Pre-School before? yes/no If yes, which one?	
<b>I declare that all information on this form is correct and I give permission for this to be held on file at the nursery</b> <b>Signature of Parent/Carer</b>				<b>Date</b>



# Merry go Round

# Allergy & Collection

Child's Name: \_\_\_\_\_

## ALLERGIES, INTOLERANCES AND MEDICAL CONDITIONS

Examples are given as a guide only.

List of Allergies/Intolerances/Condition	Reaction/Symptoms	Response
Example 1: Peanuts and peanut products	Anaphylaxis	Use epipen and call ambulance
Example 2: Adhesive Plaster	Rash and swelling	Remove plaster
Example 3: Asthma	Shortness of breath	Administer inhaler
Example 4: Milk - lactose intolerance	Sickness	Call parent to collect

Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_

## COLLECTION

Please list below **ALL** the people who will be collecting your child from Nursery. Persons must be aged 16 and above

Name	Contact Number	Relationship to child

Your child will not be allowed to leave Nursery with anyone who is not named on this form. Please supply a password that only you and the persons named on this list are aware of. This may be anything you choose.

**PASSWORD:** \_\_\_\_\_

Please note; should any of the above information change, it is your responsibility to inform the Nursery immediately



Child's Name: \_\_\_\_\_

Please read through this document carefully as it contains a lot of important information. Once you have read the document, please tick all the boxes that apply and sign & date it

## Educational Visits

As part of our ongoing themes, children may take part in educational visits organised by the Nursery.

## Medical Treatment

Parents are advised to give their Nursery a telephone number on which they can be contacted in case of an emergency, in particular when urgent medical or dental treatment may be necessary. Your permission is also required should such treatment be necessary in your absence.

I agree that my child may be given medical or dental treatment, including administration of general anaesthetic & emergency surgical operations, in accordance with the recommendation of a qualified medical practitioner

For accidents within nursery, you will be presented with an accident sheet to sign at the end of your child's session. You will also be given a Head Bump information letter to sign for head injuries.

It may also be necessary to apply an adhesive plaster. If your child has an allergy to plasters, please add this to the allergy list in this pack

## Sun cream

During the summer term, it is your responsibility to apply sun cream to your child every day before they attend Nursery. We will apply sun cream to your child at lunch time only. Please provide a bottle of sun cream, clearly named, to be kept in nursery for your child's use. Please sign your consent below

## Food Activities

As part of our ongoing themes, children often use food for cooking & tasting. Please could you complete the form below to let us know if your child may or may not be permitted to taste, eat or handle certain types of food.

Please select **one** of the following

My child can eat a variety of foods

OR

My child should not eat the following foods. (Please list ALL food allergies below)

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Does your child drink cow's milk? YES or NO (delete).  
If no, is your child lactose intolerant?

## Photographs & Media

On occasion, it may be necessary to take photographs of your child to use within the Nursery. This would be for the sole use of the Nursery, either for training purposes or displays within the Nursery (such as photographs of the children on trips, doing activities etc). Some photographs will be used in children's online Learning Journeys (Tapestry). This then becomes the property of the child when they leave nursery. On occasion, your child's picture may appear in other children's online Learning Journeys (and vice versa). Sometimes, outside bodies come into the Nursery to photograph and/or video the staff & children for training purposes. These videos are for use within the Education Community, and are never available to the general public. We request your permission for your child to take part in these videos and /or be photographed if required.

With regard to use of photographs &/or filming for use outside the Nursery and Educational Community, such as photographs in the local papers, we will request permission from you at that time. We will never use any media format of your child without prior consent.

## Online Learning Journeys (Tapestry)

Your child's progress will be recorded in their individual online Learning Journey, which contains observations of your child to map their learning and development within the EYFS during their time in nursery. You will have access to their observations via an individual login and we welcome your comments which you may add to the Learning Journey. Photographs will appear with observations. Please see our Tapestry policy for more information

**Please tick to confirm permission for the following (details above):**

- I give permission for my child to take part in Educational visits
- I give permission for my child to take part in food handling & tasting
- I give permission for the nursery to include my child in the online Learning Journey (Tapestry) programme and understand that only the staff and I can access my child's individual information using a unique login. I also understand that data protection protocol is followed at all times and I will not provide my login to others without prior discussion and agreement with the nursery
- I give permission for my child to have their photograph taken for use within the Nursery and online Learning Journeys of my child and other children attending the nursery
- I give permission for my child to be photographed &/or filmed on video for use within the Educational Community
- I agree that my child may be given medical or dental treatment, as defined above
- I give permission for nursery staff to apply an adhesive plaster where necessary
- I give permission for nursery staff to administer my child's named sun cream

Signed \_\_\_\_\_  
(parent/guardian)

Date \_\_\_\_\_

Child's Name: \_\_\_\_\_

## Consent to Administer Cream

To ensure continuity of care, we will apply cream to your child during nappy changing if this is something you do as part of your routine. This must be provided by the parent/ carer and clearly named.

This consent is for all children who are in nappies and/ or pull-ups, who have cream applied as part of their normal routine.

Please give details below:

Do you use cream as part of your child's normal changing routine:      Yes/ No  
(please delete as appropriate)

Name of cream to be administered:

- Time to be administered \_\_\_\_\_  
*Or*
- Every nappy change (please delete as appropriate)

I give consent to cream being applied to my child during nappy changing.

I confirm I will inform the nursery when I no longer wish for cream to be administered, or if the brand/ type of cream changes

Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_





# Merry go Round

# Vaccinations

Child's Name: \_\_\_\_\_

## Vaccinations

Please tick to confirm your child is up to date with the following vaccinations. This information can be found in your child's Personal Health Record (Red Book).

Age of immunisation	Vaccine name and diseases protected against	Tick to confirm
8 weeks	<b>DTaP/IPV/Hib/HepB (6-in-1 vaccine)</b> <i>Diphtheria, tetanus, pertussis (whooping cough), polio, Haemophilus influenza type b (Hib) and hepatitis B</i>	
	<b>Rotavirus</b> <i>Rotavirus gastroenteritis</i>	
	<b>MenB</b> Meningococcal group B (Men B)	
12 weeks	<b>DTaP/IPV/Hib/HepB (6-in-1 vaccine) 2<sup>nd</sup> Dose</b>	
	<b>Pneumococcal conjugate vaccine (PCV)</b> <i>Pneumococcal (13 serotypes)</i>	
	<b>Rotavirus 2<sup>nd</sup> Dose</b>	
16 weeks	<b>DTaP/IPV/Hib/HepB 3<sup>rd</sup> Dose</b>	
	<b>MenB 2<sup>nd</sup> Dose</b>	
1 year	<b>Hib/MenC</b> Hib/ Meningitis C	
	<b>MMR</b> Measles, Mumps and Rubella (German Measles)	
	<b>Pneumococcal conjugate vaccine (PCV) 2<sup>nd</sup> Dose</b>	
	<b>MenB 3<sup>rd</sup> Dose</b>	
Eligible paediatric age groups	<b>Live attenuated influenza vaccine LAIV<sup>s</sup></b> <i>Influenza (each year from September)</i>	
3 years and 4 months or soon after	<b>DTaP/IPV (4-in-1 pre school booster)</b> <i>Diphtheria, tetanus, pertussis ( whooping cough) and polio</i>	
	<b>MMR 2<sup>nd</sup> Dose</b> <i>Measles, Mumps and Rubella</i>	

It is your responsibility to inform us of any illness/disease your child has and abide by the Infection Control guidelines regarding time away from nursery. This is displayed in the Piazza or see a member of staff for more details.

Please sign to confirm the information you have provided is correct. It is your responsibility to inform nursery of updates.

Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_





I agree to pay late charges if my child exceeds their booked nursery session times.

Should fees go into arrears of over two weeks, my child's sessions will be released and I risk losing my child's nursery place. For EEF children, funded sessions will cease until arrears have been cleared.

If I leave nursery without giving notice I may be charged extra fees and understand that non-payment of this will result in debt collection.

I will give at least four weeks paid notice of my child leaving Merry go Round.

During non-EEF times (half term and term holidays) I agree to pay weekly fees as usual. If my child attends sessions covered by EEF during term time I will pay additional fees if attending during holiday periods where EEF does not apply.

If accessing Early Education Funding, I agree to pay the weekly sustainability fee charged by the nursery.

Documents

I have read and understood all the registration documents and completed them in full. It is my responsibility to inform the nursery when circumstances change (i.e. change of address; change of telephone numbers; child develops allergy etc). I give permission for the nursery to retain these documents for six years after my child has left the nursery.

Signed.....<sup>(Parent/ carer signature)</sup>..... Date.....

Signed by Merry go Round



Nicki Ovel, Manager/ Owner

## Privacy Notice for Parents

Child's name: \_\_\_\_\_

Thank you for completing the Registration Pack for Merry go Round Day Nursery Limited

### How we will use the information you have given us

- We will use the information you have given to us about yourself to contact you about your child.
- Please ensure that you tell any additional adults that you have given us their contact details so that we can contact them if we are unable to speak to you if your child is unwell, has an accident or is uncollected at the end of the session. If they have any questions or queries regarding this, please direct them to contact the room Supervisor.
- We will use the information you have given to us about your child to track their learning and development and to keep them safe.

In addition, we may send you information about your child such as newsletters or invitations to events. It is also advised to 'like' our Facebook page for information on events and nursery news.

Please tick the relevant boxes to indicate if and how you are happy for us to contact you\*

Post

Email

Phone

I do not wish to receive information

\* The indications you make here are your choices, we will not send information of this nature to any additional adults.

Please also complete the Tapestry email registration form to ensure you can access your child's Learning Journey as often as you wish.

If you need any further information, please contact your room Supervisor.

Signed:

Date:





## Merry go Round Child and Parent GDPR checklist

As you know, we have recently reviewed all our policies and procedures concerning the personal data we are holding about you. Having concluded this review, I am writing to make you aware of the data we have and to explain a little more about it.

Child's name: \_\_\_\_\_

We have the following data:

Data being held?	Why are we holding it? GDPR 'lawful basis'	How do we keep it secure	What will we do with it when you leave?
Child's Registration Pack	To provide all details of child and parents	Secured in classroom with keypad access. Accessed by all staff	We will keep it for 6 years as part of your child's registration pack
Copy of child's birth certificate/ proof of date of birth	Requirement by Local Authority, Ofsted and DfE to prove child's age and those with parental responsibility	Locked in office, accessed only by Managers and Administrator	We will keep it for 6 years as part of your child's registration pack
Child's nationality, first language and ethnic origin	Required by Local Authority for funding purposes. Enables staff to engage with children non-verbally where English is an additional language	Locked in office, accessed only by Managers and Administrator	We will keep it for 6 years as part of your child's registration pack
Child's Individual Educational Plan - IEP (where necessary)	Required to ensure children with Special Educational Needs and Disabilities have developmental goals tailored to their individual needs	Locked in office, accessed only by SENCo directly and shared with key staff working with identified child	We will keep it for 6 years as per PLA best practice advice
Child's SEN records	Required to ensure children with Special Educational Needs and Disabilities have their individual needs met	Locked in office, accessed only by SENCo directly and shared with key staff working with identified child	We will keep it for 6 years as per PLA best practice advice
Child's CPP, CIN, LAC, CAF records	Required to ensure children with intervention are safeguarded and have their individual needs met	Locked in office, accessed only by Designated Safeguarding Lead (DSL) directly and shared with key staff working with identified child	We will keep it for 21 years (or until the child is 25 years old) as per PLA best practice advice
Nursery Education Funding records	To claim nursery funding for child. Information is shared with Local Authority Funding Department	Locked in office, accessed only by Managers and Administrator	We will keep it for 6 years as per PLA best practice advice
Data being held?	Why are we holding it? GDPR 'lawful basis'	How do we keep it secure	What will we do with it when you leave?

Child attendance registers	To ensure the safeguarding of children whilst attending the setting	Secured in classroom with keypad access. Accessed by all staff	We will keep it for 6 years as per PLA best practice advice and LA requirements
Parents NI number & DERN code	To claim nursery funding additional hours for child. Information is shared with Local Authority Funding Department	Locked in office, accessed only by Managers and Administrator	We will keep it for 6 years as per PLA best practice advice
Parent/ carer employment status, earnings and tax credit information	To claim Early Years Pupil Premium if applicable	Locked in office, accessed only by Managers and Administrator	We will keep it for 6 years as per PLA best practice advice
Parent/ carer contact details and addresses	To allow staff to contact parent/ carer should their child be unwell, have an accident or is uncollected after their session.	Secured in classroom with keypad access. Accessed by all staff	We will keep it for 6 years as per PLA best practice advice
Child's accident records	To provide information regarding child accidents	Secured in classroom with keypad access. Accessed by all staff	We will keep it for 6 years as per PLA best practice advice
Incident/ Discussion sheets for children	To ensure all children are safeguarded and allow for further discussion if necessary	Locked in office, accessed only by Designated Safeguarding Lead (DSL) directly and shared with key staff working with identified child May be shared with MASH Team	We will keep it for 6 years as per PLA best practice advice
Child's nappy changing/ potty training information	To ensure children are changed/ toileted regularly as good practice	Kept on wall next to changing station in private bathroom	Kept for one term as per Ofsted requirements

If you would like to access your child's personal data, then you may request it from us. Under the GDPR we are obliged to provide you with a copy of your child's data within one month of the receipt of the request. Further details regarding subject access requests can be found at this website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/> If you feel we have not met our GDPR obligations you have the right to complain to the ICO, they can be contacted from this website: <https://ico.org.uk/for-the-public/raising-concerns/>

All records will be retained for the recommended retention period as per the practice advice (see PLA link below). Any documentation relating to a child who has been in the social services system will be retained for 21 years, or until the child reaches 25 years old.

I confirm that I know which details my child's nursery is holding about my child. I know why they are being kept, where they are being stored and when they will be deleted. I understand that if I wish to review any details being held I should make a request to Management.

**Name**

**Signed**

**Date**



# Merry go Round

# Sessions

Please fill in the table below to show what sessions you require

SESSIONS	COST	MON	TUE	WED	THU	FRI	
07:30 – 08:30	£10.00						Total costs for the week
08:30 – 11:30	£25.00						
11:30 – 12:30	£10.00						
12:30 – 15:30	£25.00						
15:30 – 16:30	£10.00						
Calculate your costs		£	£	£	£	£	£

Please inform the Supervisor if you wish to make any changes.

All children are entitled to up to fifteen hours a week funded through Early Education Funding (EEF) (subject to availability of sessions) from the term after their third birthday (or second birthday when meeting the 2-year funding criteria). EEF is paid over 38 weeks per year.

Some may be eligible for 30 hours a week funding, subject to application made by the parent/carer via the Government Gateway. Please ask staff for more details on how to apply.

**Fees are payable *in advance***, either weekly or monthly and should not go into arrears. If you run into difficulty paying fees, please see the Manager or Supervisor in confidence for arrangements to be made.

We offer several payment methods – cash, internet banking and accept most childcare vouchers.

## Sessions and prices

<u>Daily Charges</u>		Session Price	With Tax-Free Discount
Breakfast	7:30 – 8:30	£10	£8
Morning Session (AM)	8:30 – 11:30	£25	£20
Lunch	11:30 – 12:30	£10	£8
Afternoon Session (PM)	12:30 – 15:30	£25	£20
Late	15:30 – 16:30	£10	£8

<u>Full Days</u>			
Total Long Day	7:30 – 16:30	£80	£64
Total Short Day	8:30 – 15:30	£60	£48

## Weekly Charge Examples

Full Week Non-Funded	Mon to Fri 8:30 – 15:30	£300	£240
Full Week EEF 30 hours Five full days (inc resource of £10 per week)	Mon to Fri 8:30 – 15:30	£60	£48
Full Week EEF 22 hours Three full days, one am or pm (inc resource fee of £10 per week)	Two days 8 – 15:30, one day 8:30 – 15:30, one am or pm	£40	£32

To qualify for Tax Free Discount, you will need to register for a Government Gateway account.

You pay the funds directly into your account, and the government will add 20%.

You pay Merry go Round your normal fees directly from your account.

Early Education Funding can only be used for main session, 8:30 – 11:30 and 12:30 – 15:30, all sessions outside these hours will be charged for.

Please note: We charge for the booked sessions, not attendance. Should your child be absent for any reason you will still be charged.

#### Sustainability Fee (Funded children only)

Compulsory sustainability fee charge of £15 per week per child claiming up to 11/15 hours per week, and £30 per week for children claiming up to 22/30 hours per week Early Education Funding

#### Breakfast between 7.30am - 8:30am

The nursery provides a drink of milk or water and toast to children booked into our breakfast session.

#### Lunch Session 11.30am - 12.30pm

Please supply a nutritional lunch in a named lunch box. Ice packs are recommended. We ask that you do not send fizzy pop. We request that you do not put peanuts in your child's lunch, as this is a potential choking hazard and an allergen.

#### Break Time (included in main sessions and after school sessions)

The nursery provides a drink of milk and a nutritional snack at break times. If your child does not drink milk, we can only provide water.

#### Late Collection fee

Late fees will be issued in this instance, £5 per five minutes until the child is collected.

Standard nappies/ pull-ups and wipes are included for children under 3 years old (Snugglers and Explorers). We do not supply specialist nappies/ pull-ups or wipes so if your child uses these you will need to supply them.

We do not supply nappy cream, due to the variety of brands, so this would also need to be supplied (clearly named) if your child uses cream.

#### Session Retention fee

Due to the demand for nursery places in this current climate, you will be required to pay a retainer charge to guarantee your chosen sessions.

This is charged at 10% of the fees you will be charged once your child starts nursery.

For example, if you require Monday to Friday, 8:30am to 3:30pm the normal fees would be £300 per week. The retainer charge would then be £30 per week to ensure the sessions are kept. (based on current fees).

This is a 'non-refundable nor credit' charge and must be paid weekly/ monthly or in full, in advance. It will not be returned if you do not take up the sessions, nor will it be credited to your fees. Failure to keep up payments may result in cancellation of retained sessions.

Those who decide not to retain their chosen sessions will be placed on the waiting list and sessions will be offered on a first come/ first served basis.

## Tapestry Online Learning Journals

Tapestry is a new and exciting way of recording your child's progress in their individual online learning journey, which contains observations of your child to map their learning and development within the EYFS during their time in nursery.

You will have access to their observations via an individual login and we welcome your comments which you may add to the Learning Journey. Photographs will appear with observations. Please see our Tapestry policy for more information.

To enable you to gain access to your child's online learning journey, you will need to provide an email address with which you will use to login.

Please complete clearly your details below:

Child's name	
Your full name	
Your email address	
Your relationship to child	

Our Admin will add you to the Tapestry as soon as possible. Once added, Tapestry will email you directly with a link to activate your account and set a password. Please look out for the email as it may go to your junk/ spam box. Activation emails will expire if not responded to quickly. Please ask your Supervisor for a new activation email.

You may also email Admin directly from your email address, stating the above information along with your child's name and date of birth, but this process may take longer as checks will need to be made to ensure safeguarding. Admin contact email is [merrygoround@btconnect.com](mailto:merrygoround@btconnect.com)

Any problems relating to Tapestry, such as not being able to login, should be addressed directly to this email. Admin can then issue a password reset etc.

Any relative can join the Tapestry with permission from the person with parental/legal responsibility for the child. Please add their details on the reverse.

Once on the Tapestry you will be able to view all your child's observations plus pictures and occasionally videos of them during their learning and play. You can add your own observations, including photos of special outings and events.

When your child leaves Merry go Round, either to another setting or when they transition to Primary School, you will be able to download a pdf of your child's Learning Journal. If their new setting/school support Tapestry, your child's Learning Journal will be sent electronically and securely to the setting/school to continue weaving.

Finally, e-safety is extremely important to us and, as such, we adhere to our Tapestry policy and procedure, which can be found in our Policies & Procedures file. All information is stored on a highly secure server, which is monitored closely.

If you would like to add more relatives, please complete their details below or email the Admin directly. Please ensure you inform relatives and ask them to check their emails to register.

Relative full name	
Relative email address	
Relative relationship to child	

Relative full name	
Relative email address	
Relative relationship to child	

Relative full name	
Relative email address	
Relative relationship to child	

Relative full name	
Relative email address	
Relative relationship to child	