



Ellwood Nursery
Day Nursery and pre-school

Child profile

Child's Name



Introduction

This section is our attempt to explain why we require, what on the surface would appear to be, an extraordinary amount of information about both you and your child.

We keep two kinds of records on children attending our setting:

Developmental records

These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.

Personal records

These include registration and admission forms and signed consent forms.

Why do we keep these records?

We operate within the legal framework provided by, but not limited to, the following statute legislation:

- The Equality Act (2006,2010)
- Disability Discrimination Act (DDA) (1995, 2005)
- Race Relations Act (1976)
- Race Relations Amendment Act (2000)
- Sex Discrimination Act (1976,1986)
- Children Act (1989, 2004)
- Childcare Act (2006)
- Special Educational Needs and Disability Act (2001)
- Medicines Act (1968)
- Data Protection Act (1998)
- Human Rights Act (1998)
- Protection of Children Act (1999)
- Safeguarding Vulnerable Groups Act (2006)

We are also required to take notice of the following General Guidance and Codes of Practice (the list is not exhaustive):

- DfES Special Educational Needs Code of Practice (2001)
- Managing Medicines in Schools and Early Years Settings (DfES 2005)
- Information Sharing: Practitioners' Guide (DfES 2006)

We are specifically required by the Local Authority to:

Maintain records including attendance and absence about children receiving the free entitlement and make that information available to the Local Authority on request.

Ensure accurate and timely completion of the annual Early Years Census form issued by the Department for Children, Schools and Families, the Childcare Audit and the annual FREE FOR 3&4 Funding monitoring forms.

Take steps to ensure that claims for funded places are accurate and that claimants are eligible to receive such funding.

We have to meet or exceed all standards required for settings of our type, including:

National standards for under 8s day care and childminding

The aim of 'National standards for under 8s day care and childminding' is to provide a stimulating and safe environment for children's welfare and development and represent a baseline of quality below which providers should not fall.

There are 14 national standards, each covering a separate area with supporting criteria, including amongst other things:

- The security of the children.
- Their health and dietary requirements.
- The provision for children with special educational needs or disabilities.
- Documentation.

These are the standards that Ofsted uses to assess us.

Note: We will refer to these standards later in this document using a *shorthand* notation of 'Ofsted Standards'.

We are required to have insurance cover for a variety of different eventualities. Our insurers require that we maintain documentation that is both up to date and comprehensive.

So the answer to the questions; 'Why do we keep these records?' and "Why are they so detailed", can be summarised as follows:

Some of the information we collect is required specifically by the authorities (Council, Government etc) – they say we must collect it and submit it to them.

In some instances we collect data because if we did not collect it we would not be able to satisfy some other mandatory requirement.

Finally, there are items of data that we collect in order to safeguard and promote the welfare of your child thus enabling us to provide them with the best possible start in life.

All sections indicate which of the above requirements has triggered or governed their inclusion.



Guidance on completing the forms

Please use a black ballpoint pen to complete your registration form. We regret that we cannot accept photocopies or faxed copies. You should ensure that you have completed the form as neatly as possible and that you have proof-read it to avoid unnecessary errors.

All questions or sections, except those marked with an **red asterisk ***, must be completed - the red asterisk * indicates an optional item.

Please ensure that you enter your child's name on each page in the section identified marked 'Child details' and that each page is signed and dated by, at least, one parent, guardian or carer.

If we have to return any of your documentation to you it may delay your child's entry to the nursery.

Confidentiality

All registrations will be treated in confidence, and any personal information you give on the registration form will be treated as confidential. Such information is intended to enable our staff to give full and proper consideration to your application.

Please see the section about data protection later in this document.

Data protection

We record your personal information when you contact us, and use this to manage registration, study and other services. It may also be used to help plan and improve our services – we may contact you directly or ask external research agencies to do so.

The data controller is Helen Cornock. Under the Data Protection Act 1998, you can request a copy of any personal information we hold about you. Please write to the: Data Protection Coordinator, Ellwood Nursery, Old School House, Bromley Road, Ellwood, Glos, GL16 7LY. You'll need to pay a small fee (currently £10).

Section CP1 - Basic Details

You must complete this section.

You must complete this section.

'Families are all different. Children may live with one or both parents, with other relatives or carers, with same sex parents or in an extended family.'

EYFS - Parents as Partners – Respecting diversity

Maintain satisfactory documentation.
Ofsted Standard 14

Child's Details

Please enter the Surname and Forename as they appear on your child's birth certificate i.e. their legal names – These are the names that the Local Authority requires we use to identify children in receipt of funding.

Please provide the address and telephone number we should use for all standard communications. Please ensure that the 'Postcode' entered in its entirety (not just the first few characters!) and is correct. The Local Authority requires that we verify this for those children in receipt of funding.

We will need to see your child's birth certificate in order to:

- Verify their date of birth - The Local Authority requires that we verify this for all children seeking funded places.
- Confirm 'parental responsibility'.

Parent or Guardian Details

You must provide details relating to at least 1 parent/guardian.

When the child lives with someone other than his or her parent(s), we need details of those persons who, in the legal sense, have parental responsibility.

What is parental responsibility?

It is a legal term that means 'all the rights, duties, powers, responsibilities and authority' that go with being a parent. It is a duty to care for and protect a child.

Amongst other things, a person with parental responsibility can:

- give consent to medical treatment for a child
- choose which school he/she goes to
- choose his religious upbringing

Who has parental responsibility?

Married couples that have children together both automatically have parental responsibility. Parental responsibility continues after divorce.

Mothers automatically have parental responsibility.

For births registered after 1 December 2003, where the parents are not married, the unmarried father has parental responsibility if his name is registered on the birth certificate.



Section CP2 - Basic Details

'Display lists of words from home languages used by children in the setting and invite parents and practitioners to contribute to them. Seeing their languages reflected in this way will encourage parents to feel involved and valued.'

Find out from parents the greetings they use either in English or in other languages. Encourage staff, parents and children to use the greetings.

Talk with parents about their children's progress and development, providing appropriate support for those who do not speak or understand English.'

EYFS - Parents as Partners – Effective practice

The childminder requests information from parents about any special dietary requirements, preferences and food allergies the child may have. Where these exist, the childminder makes a record and takes heed of the information provided.

Ofsted Standard 8

The childminder liaises with parents to ensure that children's records contain information which enables appropriate care to be given.

Ofsted Standard 9

With the exception of the 'Language spoken' item, the completion of this section is completely optional.

Section SN1 - Specific Details

You must complete this section.

You must complete this section.

'It is important to identify the need for additional support as early as possible. Without it children will not get the help they need at the right time, in the way that is right for them.'

EYFS – Inclusive Practice – Early Support

If a child is identified as a child in need (section 17 of the Children Act (1989) the childminder, normally with parents' permission, gives appropriate information to referring agencies.

Ofsted Standard 12

Section EC1 - Emergency Contact Details

You must complete this section.

Children are only released from the care of the childminder to individuals named by the parent.

Ofsted Standard 12

Parents must ensure that we are notified of any changes to the information given in this section because children will only be allowed to leave with an authorised person.

The only exception would be an unforeseen/emergency situation and even then we would still require the parent/carer to authorise the release of their child into the care of a person not named on this form.

Emergency Contacts.

These are very important to us. If your child becomes ill, we need to be able to contact you, or someone acting for you who can collect your child.

Very occasionally, a child needs urgent medical treatment. It is essential that the nursery or the hospital can get in touch with you in such circumstances.

Please give two emergency contact numbers. We suggest the telephone numbers of any place of work and one other emergency contact, perhaps a grandparent if they live close by. If you have no relatives in the area, then ask a friend, neighbour or childminder if they would act as an emergency contact.

You must provide the name and telephone number of at least 1 person that can be contacted in an emergency.

We will only contact the person(s) named in this section in extreme circumstances and, then, only after we have tried to contact you, the child's parent(s)/guardian(s).

In the event that we have to use the 'Emergency contact procedure', we will always attempt to contact the person in the 'Emergency contact 1' section first.

Names of people who will normally collect your child.

You must provide name of at least 1 person to whom we may release your child.

You may also name any person(s) to whom we should **NOT** in any circumstance release your child. Please ask the duty manager for details.

Section HQ1 - Health Details

You must complete this section.

'In order to achieve the Every Child Matters outcomes for children - being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being - practitioners need to work together across services.'

This may involve, for example, working with home visitors, outreach workers, health or social care professionals, ethnic minority achievement service staff, librarians or local artists.'

EYFS – The Wider Context – Multi-agency working

The childminder requests information from parents about any special dietary requirements, preferences and food allergies the child may have. Where these exist, the childminder makes a record and takes heed of the information provided.

Ofsted Standard 8

Records of parents' and/or emergency contact details, G.P. contact details and appropriate signed consent forms are kept.

Ofsted Standard 12



Section OA1 – Other Agencies
You must complete this section.

‘For children with the most severe and complex additional support needs you need to plan jointly with everyone who is in contact with the child. This will coordinate *support and promote learning as effectively as possible.*’

EYFS – Inclusive Practice – Early Support

‘Some children’s development may be at risk, for example:

Children who are disabled and those with special educational needs;

Those from socially excluded families, such as the homeless or those who live with a parent who is disabled or has a mental illness;

Children from traveller communities, refugees or asylum seekers and those from diverse linguistic backgrounds.’

EYFS – Inclusive Practice – Equality and diversity

‘In order to achieve the Every Child Matters outcomes for children - being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being - practitioners need to work together across services.

This may involve, for example, working with home visitors, outreach workers, health or social care professionals, ethnic minority achievement service staff, librarians or local artists.’

EYFS – The Wider Context – Multi-agency working

If a child is identified as a child in need (section 17 of the Children Act (1989) the childminder, normally with parents’ permission, gives appropriate information to referring agencies.
Ofsted Standard 12



Basic Details

Child Profile

For nursery use only:

Child's details:

Surname:

Forename(s):

Address:

Postcode:

Preferred name(s):

Date of Birth: / /

Gender: Male: Female:

Telephone No:

Parent or Guardian 1:

Title:

Forename(s):

Surname:

Address (if different from child's):

Postcode:

Tel. home:

Tel. work:

Mobile:

E-Mail: *

Does the child live with the named person? Yes No

Does this person have parental responsibility? Yes No

Parent or Guardian 2:

Title:

Forename(s):

Surname:

Address (if different from child's):

Postcode:

Tel. home:

Tel. work:

Mobile:

E-Mail: *

Does the child live with the named person? Yes No

Does this person have parental responsibility? Yes No

I/we confirm that to the best of my/our knowledge the information given above is correct.

Dated

Signed

Relationship to Child



Basic Details

Child Profile

For nursery use only:

Child's details:

Surname:

Forename(s):

Nationality*:

Language:

Please tick this box if English is NOT the child's first language

What language(s) is/ are spoken at home?

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

Culture:*

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 in our setting?

Religion:*

What is the main religion in your family?

Ethnic origin*

Please tick whichever box applies to the pupil named on this form.

White

British

Irish

Other White

Black or Black British

Caribbean

African

Other Black

Mixed

White and Black Caribbean

White and Black African

White and Asian

Other Mixed

Asian or Asian British

Chinese

Indian

Pakistani

Bangladeshi

Other Asian

Any other ethnic background

Other information:*

Any other information including any special dietary needs, medical procedures to be used or avoided, or other requirements arising from the child's religious, cultural or other needs:

I/we confirm that to the best of my/our knowledge the information given above is correct.

Dated

Signed

Relationship to Child

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Specific Details

Child Profile

For nursery use only:

Child's details:

Surname:

Forename(s):

Specific needs:

What special support will he/she require in our setting?

Does your child have any special needs or disabilities?

Yes No

Details:

What special support will he/she require in our setting?

Are any of the following in place for the child?

SEND 'Local Offer' (e.g. My Plan)? Yes No

If you answered "Yes" to the previous question, please write its name here:

Statement of special educational need? Yes No

What other information is it important for us to know about your child? For example, what they like, or what fears they may have, any special words they use, or what comforter they may need and when.

I/we confirm that to the best of my/our knowledge the information given above is correct.

Dated

Signed

Relationship to Child



Health Details

Child Profile

For nursery use only:

Child's details:

Surname:

Forename(s):

G.P. details

Name:

Tel. No.

Address:

Vaccinations & Immunisations

Date of last tetanus (if applicable)

Immunisations received:

Allergies

Please give details of any allergies.

Health Visitor details

Name:

Tel. No.

Address:

Other medical information

Please list all known pre-existing conditions - including details of current medication. The physical/medical information should include, if appropriate, but not be limited to: impaired hearing, sight, speech etc.

Dietary details

Please provide details of any special dietary needs or preferences your child may have.

I/we confirm that to the best of my/our knowledge the information given above is correct.

Dated

Signed

Relationship to Child



Emergency Contact Details

Child Profile

For nursery use only:

Child's details:

Surname:

Forename(s):

Emergency contacts

Please nominate 2 people, other than parents, that we may contact if an emergency arises that the nursery is unable and/or is not allowed to deal with.

Emergency contact 1:

Title:

Forename(s):

Surname:

Tel. home:

Tel. work:

Mobile:

Relationship to child:

Emergency contact 2:

Title:

Forename(s):

Surname:

Tel. home:

Tel. work:

Mobile:

Relationship to child:

People who may collect your child

Please list below the people that the nursery may allow to collect your child.

Authorised person 1:

Title:

Forename(s):

Surname:

Telephone No:

Relationship to child:

Authorised person 2:

Title:

Forename(s):

Surname:

Telephone No:

Relationship to child:

Authorised person 3:

Title:

Forename(s):

Surname:

Telephone No:

Relationship to child:

I/we confirm that to the best of my/our knowledge the information given above is correct.

Dated

Signed

Relationship to Child



Other Agencies

Child Profile

For nursery use only:

Child's details:

Surname:

Forename(s):

Other agency involvement

Please provide details of any other professional and/agency that is involved with your child.

Agency 1:

Name:

Name of Contact :

Role:

Tel. No.

Address:

Agency 2:

Name:

Name of Contact :

Role:

Tel. No.

Address:

Social Worker details

Do you have a social worker for any reason?

Yes No

If you answered yes to the previous question, please answer the following questions.

Name:

Tel. No.

Address.

What is the reason for the involvement of the social care department with your family?

I/we confirm that to the best of my/our knowledge the information given above is correct.

Dated

Signed

Relationship to Child



Permissions

For nursery use only:

Child's details:

Surname:

Forename(s):

Please read the following statements carefully. Both parents/guardians should sign next to each item to signify their agreement. If you do NOT agree to any item write 'PERMISSION WITHHELD' in the space provided for your signatures.

Both parents/guardians should sign the declaration at the bottom of this page.

Accidents

In the event of an accident. I give permission for the Nursery staff to take the appropriate action and if necessary to take my child to the nearest hospital and I give authorisation for emergency medical advice or treatment. Furthermore, I authorise the staff to sign any written form of consent required by the hospital authorities where the delay in getting my signature is considered by the doctor to endanger my child's health and safety. I understand that I will be informed as soon as is practicable.

Signed

Outings

I give my permission for the Nursery staff to take my child on short outings. I understand that Full Day outings or those outings requiring the use of public transport will be discussed with me first.

Signed

Photographs

I understand that only authorised personnel may take photographs in the nursery.

I give my permission for my/our child to be photographed and for such photographs to be used by the nursery to record achievement, to illustrate a class topic and to record significant moments.

Signed

I give my permission for my child to be photographed and for such photographs to be used by the nursery in curriculum displays.

Signed

I give my permission for my child to be photographed and for such photographs to be used in nursery advertising material including its website (material will be discussed with me/us first).

Signed

I/we confirm that I/we have the legal authority to give these consents.

Dated	Signed	Relationship to Child



Declaration

For nursery use only:

Child's details:

Surname:

Forename(s):

Please read the following section carefully. When you have 'ticked' all the statements, both parents should sign and date the declaration using the space provided.

If more than one parent and/or guardian signs this declaration, then within the context of this declaration, 'I' is presumed to mean 'we' and 'my' is presumed to mean 'our'.

I request that the above-named child be registered as a prospective pupil at Ellwood Nursery.

First signature:

Printed Name:

A cheque for the non-returnable registration fee of £10 is enclosed.

Relationship to child:

Date:

I understand that the standard terms and conditions of the nursery will undergo reasonable changes from time to time as circumstances require and will apply in all our dealings with the nursery.

Second signature:

Printed Name:

I understand also that the nursery (through the Proprietor as the person responsible) may obtain, process and hold personal information about our child, including sensitive information such as medical details, and we consent to this for the purposes of assessment and, if a place is later offered, in order to safeguard and promote the welfare of my child.

Relationship to child:

Date:

I understand that a confidential report will be sought from my child's present childcare provider (if any), unless I/we notify you in writing that I do not wish such an approach to be made.

I have received information about the group's aims, policies and activities, and I agree to abide by the group's rules and conditions.

I will pay the agreed fees in a timely manner as prescribed in the general terms and conditions. I understand that, in the event of absences and holidays, I will still be liable for the full fees.

I confirm that I have parental responsibility for the child and that, other than any cosignatory of this document, no other person's consent is required for the child to attend the nursery. I request the offer of a place.



Terms & Conditions

Within the context of this document the term:

- 'The Nursery' means 'Ellwood Nursery, Bromley Road, Ellwood, Glos, GL16 7LY.'
- 'The Proprietor' means Mrs Helen Cornock or other representative.
- 'Parents' or 'Parent' means one or more people with 'Parental Responsibility'

Jurisdiction: These terms and conditions form part of the contract between The Nursery and Parents and are governed exclusively by English Law.

1) The Nursery

- Our Aims:** The Nursery is a constantly developing community of children, staff and parents. We are committed to providing a caring, safe and stimulating environment where all children feel valued, happy and secure. Parents are expected to give their support and encouragement to the aims of the Nursery and to uphold and promote its good name and to ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.
- The Child's Health:** Parents must inform the Nursery if the child has any known medical condition or health problem or has been in contact with infectious diseases. Parents must comply with the Nursery's sickness exclusion policy and the child must not be brought to Nursery if unwell.

2) Parents' Authority

- Welfare of the Child:** The Parents authorise the Nursery to take all necessary action to safeguard and promote the welfare of their child. Parents consent to the use of such physical contact with children as may be lawful, appropriate and proper for teaching and to provide comfort to a child in distress or to maintain safety and good order. Parents consent also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents cannot be contacted in time.
- Accidents and Loss:** The Nursery and its Proprietor will not be liable for accidents or loss of property unless caused by their negligence.

3) Entry to the Nursery

- Registration:** Children will be considered for entry to the Nursery only when the registration form has been completed and returned to us together with the appropriate fee.
- Offer of a Place:** Parents offered a full morning or afternoon session will be asked to sign the acceptance form and it is then expected that their child will attend the full session. A non-refundable deposit will be payable for all full morning or afternoon places when the offer of a place is accepted by the parent. This will be credited without interest to the parent's nursery account when the child enters the nursery.
- Standard Terms and Conditions:** Acceptance of a place is on the basis that reasonable changes may be made from time to time to these standard terms and conditions, to the level of fees and to the curriculum and the structure and composition of the groups within the Nursery. Notice of any change will be given as soon as practicable.
- Termination of the Contract:** The child will leave the Nursery at the end of the school year in which he /she reaches age four unless we are notified to the contrary.

4) Fees and Extras

- Items Covered:** Fees cover the normal curriculum. Extra curricular activities may be charged separately. Fees will not be refunded or waived for absence through sickness, family holidays or bank holidays.
- Payment of Fees and Extras:** Each invoice must be paid before the last working day of each month. A child may be excluded from the Nursery at any time when fees are unpaid and will be deemed withdrawn without notice 28 days after exclusion. The Nursery is an agent only in respect of any goods and services which are supplied by a third party via the Nursery to parents or pupils.
- Responsibility for Payment:** Fees are the joint and several responsibility of each person who has signed the Registration Form or who has parental responsibility for the child or has paid any fees or who has given instructions to the Nursery in relation to the child.
- Free Places:** Where all or part of the fees are/is funded by a Nursery Education Grant, the fee bill will be adjusted accordingly. Parents must pay for any sessions or services provided which are not covered by the grant.

5) Cancellation, Withdrawal and Fees in Lieu

- Notice:** means 1 Term's written notice delivered to and actually received by the Nursery Proprietor. No other notice will suffice.
- Withdrawal:** Except in the final term of the Nursery 8 weeks' notice must be given before the child is withdrawn (including places funded by a Nursery Education Grant) or 1 term's fees in lieu will be due and payable as a debt at the rate applicable on the date of invoice whether or not the place can be filled. Provisional notice is not accepted.
- Termination by the Nursery:** The Nursery may bring the contract to an end by giving parents 8 weeks' written notice.
- Removal:** Parents may be required to remove the child temporarily or permanently if, because of the conduct of a parent or the child, it appears to the Proprietor that the continued presence of the child is incompatible with the interests of the Nursery. There would be no refund of fees in these circumstances but fees in lieu of notice would not be charged.



Terms & Conditions

6) General Conditions

- a) **Disclosures:** The Proprietor must be notified in writing immediately of any changes in family situations, Court orders or situations of risk in relation to the child for which any special precautions may be needed.
- b) **Child Protection:** The Proprietor has a duty to report any significant concerns she might have about the safety/well-being of a child to social services.
- c) **Confidentiality:** Staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.
- d) **Learning/Physical Difficulties:** Parents will be notified if it appears to the Nursery that their child may have learning/physical difficulties. The staff are not qualified to make a medical diagnosis but may be able to assist parents in seeking help from outside agencies.
- e) **Equal Treatment:** The Nursery welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. The Nursery will comply with the Special Educational Needs and Disability Act and will do all that is reasonable to accommodate the needs of children with disabilities.
- f) **Discipline:** The parents hereby confirm that they accept the authority of the Proprietor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Nursery community.
- g) **Photographs:** As part of the registration process Parents are asked to complete a 'consent form' (Form PP1). Parents who initially consent and then change their minds and do not wish their children to be photographed in the Nursery must write to the Proprietor stating this. Similarly, photographs of the children may be used in the Nursery's promotional material such as press releases, the brochure and website. Parents who do not wish their children's photographs to be used in this way should inform the Proprietor in writing.
- h) **Brochure:** Although believed correct at the time of printing, the brochure is not part of the contract. The parents confirm they have not relied on it in entering into this agreement.
- i) **Insurances:** The Nursery undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of parents.
- j) **Complaints:** Parents who have cause for complaint in relation to any matters of safety, care or quality of education must inform staff without delay, following the Nursery complaints procedure.
- k) **Ellwood Primary School:** Although we have close links, a child at the Nursery is not guaranteed a place at *Ellwood Primary School*.
- l) **Waiver:** Any waiver of these terms and conditions is only effective if given in writing by and on behalf of the Proprietor.