



Data Protection:- We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage Statutory Guidance (2021). The information provided will be kept securely and used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.

Please print in **CAPITALS** or **circle** where applicable

Child Details

Full Name of Child:		
Gender:	Date of birth:	Age (in mths)
Nationality:	Ethnicity:	Language/s spoken:
Religion:	Birthplace:	Birth certificate seen by manager:
Position in family:	Details of any siblings:	
Proposed start date:	Sessions required:	
Does your child attend another setting? YES/ NO.		Setting Details:

Parent/Carer Details (Parental Responsibility)

Full Name:	Relationship to child:	
Address incl postcode:		
Email address:		
Mobile no:	Home no:	Work no:
Is this the child's main address: YES/NO		If no, please give details:
Does this parent/carers have parental responsibility: YES/NO		
Occupation:	Place of work:	
Collection Password:		

Parent/Carer Details (Parental Responsibility)

Full Name:	Relationship to child:	
Address incl postcode:		
Email address:		
Mobile no:	Home no:	Work no:
Is this the child's main address: YES/ NO		If no, please give details:
Does this parent/carers have parental responsibility: YES/ NO		
Occupation:	Place of work:	
Collection Password:		

Is your child subject to a Court Order? YES/ NO. If yes, please give details and speak to the Nursery Manager.

Emergency Contact Details

It is the Parent/Carer's duty of care to obtain consent for the Emergency Contact Details to be used below. Please give details different to those listed above.

Emergency Contact 1

Name:
Relationship to child:
Mobile no:
Other number:
Collection Password:

Emergency Contact 2

Name:
Relationship to child:
Mobile no:
Other number:
Collection Password:

Emergency Contact 3

Name:
Relationship to child:
Mobile no:
Other number:
Collection Password:

Emergency Contact 4

Name:
Relationship to child:
Mobile no:
Other number:
Collection Password:

Child Health Information

Immunisation Details

Please give details of your child's immunisations. (See Health Visitor Red Book for details)

Vaccination	Date	Vaccination	Date
Whooping Cough		Diphtheria	
Meningitis B		Polio	
MMR		Tetanus	
HIB		BCG (TB)	

Has your child been diagnosed by the GP/Doctor with a specific disability? YES/ NO

If yes, please give details below including any adjustments the nursery and practitioners may need to make.

Is your child on a My Plan/ My Plan+ or ECHP? YES/ NO

If yes, please give details and arrange to speak to our nursery SENCO.

Does your child suffer regularly from a specific illness e.g. tonsillitis, ear infection etc. YES/ NO

If yes, please give details.

Please list any infectious diseases your child may have had e.g. chicken pox, measles etc.

Professional Details

GP name:	Surgery:	Tel:
Health Visitor name:	Contact details:	
Other Professionals involved (Social Worker/ Speech & Language Therapist etc), please give names and contact details:		

Dietary and Allergy Information

Does your child have any dietary requirements? YES/NO

If yes, please give details:

Does your child have any allergies or food intolerance? YES/NO

If yes, please give details and request a Care Plan from Nursery Manager.

Parent/Carer's Permissions

Please **TICK** each box for consent and leave **BLANK** if you **DO NOT** give consent. You can withdraw your consent, at any time, please speak to the Nursery Manager. We require specific consent for your child to attend Tiny Tots Nursery; if you do not give consent we will not be able to offer the nursery services.

Mandatory Consent	
	I give consent for my child's personal information to be stored on the nursery management system Family.
	I give consent for my (parent and child) personal information to be stored once your child leaves Tiny Tots the data will be removed and stored securely - in line with our information retention guidelines.
	In the event of a medical emergency involving my child whilst my child is in the care of Tiny Tots Nursery, or the case of a serious accident requiring immediate medical attention for my child. I understand the staff will endeavour to contact me as soon as possible. Where this is not possible or where time is of the essence, I give my consent and authorisation to the staff to seek medical attention, advice or treatment for my child as appropriate.

Data Protection Consent	
	I give consent to for the staff to share information with health professionals such as Health Visitors/Speech Therapists etc to benefit my child.
	I give my consent for the staff to share my child's information with relevant people/organisations that also care or support my child's development such as another childcare setting or school.
	I give consent for Tiny Tots Nursery to send me information regarding offers/ promotions or events relating to Tiny Tots Nursery and Rugrats and Halfpints Soft Play Centre.
	I consent to my child and myself being recorded via video + sound by the CCTV installed throughout Tiny Tots Nursery and Rugrats and Half Pints soft play. Further details can be found on our CCTV policy.

Medical Consent	
	I give permission for my child to be given INFANT PARACETAMOL if my child has a temperature / PIRITON if my child has an allergic reaction.
	If my child has an allergy or food intolerance , I give consent to allowing a photo and name of my child being displayed alongside their food preferences so that all staff/agency workers/volunteers or students can be aware.
	I give consent for my child to have suncream applied as and when necessary, the nursery provides suncream factor 30. If your child requires an alternative brand, it must be factor 30 (suncream must be labelled with child's name.
	I give consent for nursery staff to apply any brand of wet wipe or nappy. Should you wish to use a certain brand, please supply these in your child's bag.

General Consent	
	I give my consent for nursery staff to take photographs of my child at play and will use these in my child's learning journey and for nursery displays.
	I give my consent for my child's photograph to be used for marketing purposes on Tiny Tots Nursery at Rugrats and Halfpints website and on other media organisations.
	I give my consent for my child to be in group photos for the purpose of learning experiences. This may be shared with other parents.
	I agree not to share photos that are sent to me via Family or other source with anyone and NOT to share to any social media sites.
	I give consent for nursery staff to use child specific non-alcoholic hand sanitiser on my child.
	I agree to collect my child if he/she becomes unwell during a session at nursery and will adhere to Tiny Tots illness/sickness procedures.
	I give consent for nursery staff to take my child into the Rugrats and Halfpints Soft Play centre.
	I give consent for my child to be taking on outings and trips by foot or using public transport. These may include trips to the local community such as parks, woodland areas, library, or local highstreets. I acknowledge that I will be informed before all trips using public transports. Trips to the local park/woodlands and amphitheatre will part of our daily/ weekly routines.
	I acknowledge that the Rugrats and Half Pints dog comes on occasion into the nursery. When the dog is in nursery he is always supervised and the necessary insurance and risk assessment is in place.

Parent/Carer's Permissions

Please sign below to confirm that you understand and accept the Terms and Conditions and that you will adhere to the payment terms and conditions outlined in those terms and conditions.

Parent/Carer Name:	
Signature:	Date:

Parent/Carer Name:	
Signature:	Date:

1.0 General Statement

1.1 When we admit a child to the nursery, we sign an agreement with the child's parent/carer. This enables us to work together in partnership to meet your child's needs and to open clear channels of communication. At Tiny Tots Nursery, we aim to provide high quality care and education for all children in the nursery setting. We will provide carefully thought-out activities appropriate to the children's ages and stages of development, encompassing the Early Years Framework. We will provide a safe, secure, stimulating and caring environment where children feel valued and secure. Our objective is that by participating in a range of activities children will develop physically, emotionally, socially and intellectually and will foster a disposition for learning independently and with others ready for their next stage of learning.

1.2 Tiny Tots Nursery are committed to ensuring that those working or using the nursery will be treated fairly and equally valued as individuals, whatever their race, gender, sexual orientation, disability, religion, culture or language. We will not tolerate words or behaviour that is discriminatory.

2.0 General Data Protection Regulation

2.1 The information that you provide to us, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so. We manage Data Protection through our policies. Policies are available at any time from the nursery.

3.0 Learning and Child Development

3.1 Each child at Tiny Tots nursery will have a learning journey. This will be completed by your child's key person and will contain photos, wow moments and milestones of development. This is shared with parents/carers on Family where we encourage comments and photos to be added from home. Parents/carers will have regular opportunities to meet with their child's key person to discuss their development.

3.2 If we feel that your child may benefit from extra help from outside agencies, such as speech therapist, we will discuss this with you in a sensitive and confidential manner. If you feel that your child needs additional help, we will be happy to arrange this with you. All issues relating to individual children will be treated professionally and confidentially.

3.3 Parents/carers have the opportunity to chat informally on a daily basis with their child's key person and can request individual meetings when needed.

4.0 Safeguarding

4.1 Safeguarding children at Tiny Tots Nursery is paramount. All the nursery team are cleared through DBS and rigorous safer recruitment checks before supervising children. If a team member suspects child abuse of any type, this will be reported to the Designated Safeguarding Lead (DSL) at the nursery, who will in turn take appropriate action in accordance with Gloucestershire County Council Safeguarding procedures. These concerns will be kept strictly confidential with the parent/carer unless such discussions would place a child at risk of significant harm.

5.0 Security

5.1 The security and safety of your child is priority in the nursery, and we have detailed procedures in place to ensure that this is always maintained. In line with these procedures, all children are received by a member of staff at the beginning of the day and should be collected from a member of staff.

5.2 If you need to arrange alternative arrangements for your child to be collected and wish someone else to collect them, you must notify the Nursery Manager. The person collecting your child must be over the age of 17 years old and have a secure password that has also been given to the nursery so we can ensure the safety of your child.

5.3 Please ensure your child is collected promptly and that you allow five minutes to discuss your child's day at the nursery with the team.

6.0 Illness

6.1 If your child is ill, please do not bring them to nursery. Please contact the Nursery Manager to make them aware of the absence. We cannot give your child the one to one care they need when they are ill. Children on antibiotics must remain home for the first 48 hours of the course. If your child is then well enough after the first 48 hours, they may then return to nursery. We can administer prescribed medication from GP/ hospital once you have completed and signed a medication form with a member of staff.

6.2 If your child becomes hurt or ill whilst in our care, we may need to take them to hospital. Children will be taken to hospital in an ambulance. It is very important that the nursery has all up to date contact details so we can contact you immediately.

7.0 Financials

7.1 The nursery is open 51 weeks of a year. The nursery is closed the week between Christmas and New Year and English Bank Holidays.

7.2 Deposit: You are required to pay a deposit when joining the nursery to secure your nursery place. If you decide NOT to take your secured place, the deposit is non-refundable within 2 months prior to your start date. Deposits will be refunded on your child's final invoice.

7.3 Non-refundable sessions: Periods of child sickness, family holidays and Bank Holidays are NOT refundable.

7.4 Invoice payments: Invoices are calculated per calendar month. Invoices will be emailed via the Family app around 26th of each month for the following month nursery fees. All invoices must be paid in full and in advance by 5th of each month.

7.5 Ad hoc sessions: We cannot swap sessions days; but if available you can book ad hoc sessions. Ad hoc sessions are to be paid for at the time of booking and cannot be refunded. We require one month notice to change a regular booking pattern and this is also at the discretion of the Nursery Manager.

7.6 Methods of payment:

1. via bank transfer to:
HSBC
Tiny Tots Nursery
Account No: 81675575
Sort code: 40-17-25
Reference: Your child's Full Name

2. Childcare Vouchers Schemes

3. Tax Free Childcare

Payments are the responsibility of the parent/carers and should be paid no later than 5th of the month.

7.7 Unpaid invoices: The nursery operates a policy on outstanding fees - any child's account that remains in arrears after the 6th of the month will be unable to use the nursery services until the account is clear. If you fail to make payment after 30 days Tiny Tots Nursery will instruct a collection agency to recover the debt and your child's place will be cancelled.

7.8 Cancellation: When terminating your place at Tiny Tots Nursery, we require one month's written notice to the Nursery Manager. If we do not receive this, we reserve the right to withhold your deposit. If you leave without giving notice, we will use your deposit in lieu of fees and refund the difference or contact you for outstanding payment.

7.9 Nursery rates are reviewed annually: Tiny Tots Nursery will notify you via your invoice email address of any changes to nursery fees (minimum one month's notice).

7.10 Invoice queries: Please speak with the Nursery Manager if you have any invoice queries regarding sessions, changing your booking pattern, funding or payments. You can contact the nursery manager by email on tinytots@rugratsandhalfpints.com.

7.11 Late charges: Parent/carers collecting children late from the nursery will be subject to a surcharge, details of which are available at the nursery. This is at the discretion of the Nursery Manager. Parents should be aware that the nursery needs to close on time and the late fee system should not be abused.

7.12 In the event of exceptional circumstances e.g. severe weather conditions, transportation strikes or acts of terrorism, Tiny Tots Nursery will not be held responsible for forceable nursery closure and will not issue refunds.

8.0 Funding

8.1 Funding: Due to popularity of specific days and times, some sessions and days may not be available but we operate a waiting list should this arise. Your invoice and current/regular booking pattern will NOT be automatically changed once your child is entitled to funding. You are required to meet with the Nursery Manager to agree on available funding days and complete a funding form. Stretched funding is available for 50 weeks of the year.

8.2 Non-attendance of funded hours may result in Gloucestershire County Council requesting a refund. If we receive, a request for a funding refund due to unattended sessions the parent will be required to reimburse the council. It is the parent/carer's responsibility to adhere to Gloucestershire County Council terms and conditions. **8.3 Meal and snack charges:** Meals and snacks are not included in any funded sessions; parent/carers will need to decide whether to provide meal and snacks during the funded sessions or pay for nursery food and snacks. Meal and snack charges are invoiced monthly and are non-refundable during any absence from sessions.

9.0 General

9.1 Tiny Tots Nursery reserves the right to terminate this agreement with immediate effect if a parent/guardian or child demonstrates any physical or verbal abuse towards staff or other children. Tiny Tots Nursery reserves the right to terminate this agreement if we believe the nursery is unable to provide suitable care and learning for a child to make progress.

9.2 Please speak to the Nursery Manager if you have any feedback for the nursery, concerns, queries or praise for a member of the team.