Profile

Name: **Date of Profile:**
D.O.B: **Induction date:**
Keyperson: **Start Date:**

Hi my name is: _____

I like to be called: _____

The things I really like are: _____
_____
_____

I might need some help with: _____
_____
_____

My teachers can help by: _____
_____

I do not like these things (objects, tastes, textures etc):
_____
_____

I go to other Pre-Schools/Nurseries and their names are:
_____
_____

I have a Child Minder/Nanny called: _____
_____

Signed (Parent/Carer): _____

GENERAL CONSENT FORM

Childs Name _____

To be signed by the child's parent/carer.

Whilst I understand that every effort will always be made to contact parents first, should the necessity arise, I agree that the Manager or their representative, may give permission for my child to have an anesthetic or any other necessary medical treatment. Yes/ No Signed _____
While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. **Administering medicine will only be done where it would be detrimental to the child's health if not given in the setting** I hereby give permission for the Pre-School staff to administer any medication (both prescription and non-prescription). Yes/ No Signed _____
I hereby give permission for the Pre-School staff to use a plaster on minor abrasions. Yes/ No Signed _____
I hereby give consent for my child to appear in photographs taken in the group that may be used as a record of the activities and experiences available. Yes/ No Signed _____
I hereby give permission for the Pre-School to use photographic images of my child (unidentified) for Pre-School marketing material or staff training purposes. Yes/ No Signed _____
In the event that I use my camera/video/mobile phone to record a Pre-School event in which my child is participating, I confirm that I shall only use the images for private family purposes and will not upload any photos that contain other children at the Pre-School on to social media. Yes/ No Signed _____
I hereby give permission for the Pre-School to record the Christmas Concert on behalf of the parents/carers and sell the DVD to parents/carers following the event. Yes/ No Signed _____

I hereby give consent for information about any additional needs my child may have to be shared with other Agencies and for information to be passed on in development summaries to the next Early Years Provider or School.

Yes/ No Signed _____

I hereby give consent for staff to change my child's clothing following an accident or spillage, or as a result of messy play.

Yes/ No Signed _____

I agree to staff applying Factor 50 suncream to my child, if required.

Yes/ No Signed _____

If my child attends an additional Childcare Provider, I hereby give consent for Marden Pre-School to liaise with that Provider.

Setting name/s: _____
Keyperson/s: _____
Telephone: _____

Yes/ No Signed _____

I hereby give consent for my child to participate in minor outings in the local vicinity that the Pre-School regularly undertake; this includes using the Pre-School garden, mobile library and the Primary School field.

Yes/ No Signed _____

I/We give Marden Pre-School permission to store and use the mobile number(s) and email address(es) given on registration form to notify me of Pre-School closures and event dates.

Yes/ No Signed _____ (Parent 1)

Yes/ No Signed _____ (Parent 2)

Parents / carers are required to give 4 weeks written notice (not including school holidays/half terms) if they no longer want their child to attend Marden Pre-School. This ensures stable staffing levels can be maintained.

During the cancellation period the previously booked sessions remain open for your child whether or not they attend and therefore the fees remain payable in full.

Signed _____

I have read and understood all the terms and conditions as specified in the Welcome Newsletter and above.

Yes/ No Signed _____ Date _____

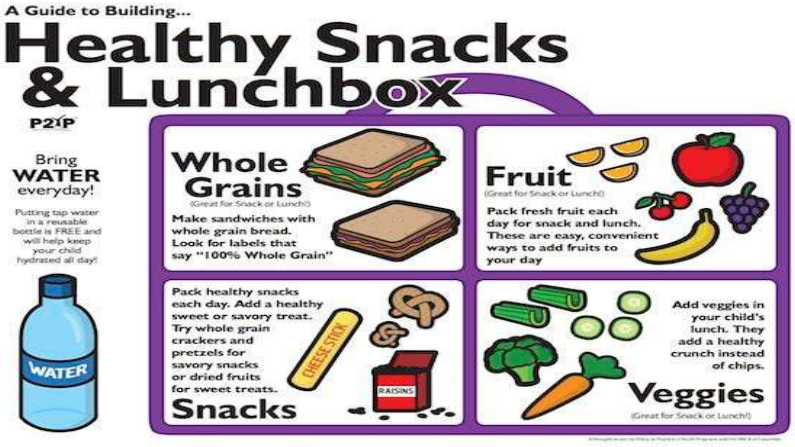
Safeguarding and Welfare Requirement:

Health

6.7 Lunch Club

Procedure:

- Please send your child's lunch in a suitable box/lunch bag **marked clearly** with their name;
- There will be three or more staff running the lunch depending on number of children present;
- We will ensure staff and children eat together so that the mealtime is a social occasion;
- In order to protect children with food allergies, we will discourage children from sharing and swapping their food with one another;
- We operate a **"NO NUT"** policy so do not send whole nuts or sandwiches/cereal bars that contain peanut butter or chocolate spread with nut additives e.g. Nutella as we will have to dispose of these and substitute an alternative;
- Staff will send all uneaten/partly eaten food home so you can see how much they have eaten; finished food/wrappers will be disposed of at pre-school;
- We work to government guidelines and support the healthy eating campaign for under 5's, therefore we encourage parents to provide sandwiches with a healthy filling, fruit, fruit smoothies and milk based desserts such as yoghurt and fromage frais;
- We discourage packed lunch contents that consist largely of crisps, processed foods, sweet/energy drinks and sweet products such as cakes, pastries and biscuits;
- Water or milk will be provided for your child during lunch so it's not necessary to pack another drink;
- Please put a small ice pack in with your child's lunch as we do not have the space to store lunches in a fridge.



Marden Pre-School Code of Conduct for Parents and Carers

It is the aim of Marden Pre-School to provide a friendly and respectful environment for all children, staff and families. The Pre-School staff have a duty to respect the staff code of conduct and in turn we would like parents and carers to ensure that this ethos is continued. We are committed to ensuring that all children are safeguarded whilst in our care, and so with this all-in mind, you can help us to maintain our responsibilities in the following ways:

Please do:

1. Share information with staff on your child's development, health and well-being
2. Let us know if someone else is collecting your child and ensure they are on your approved collectors list.
3. Collect your child on time – if you are going to be unavoidably late then please contact Pre-School and let us know.
4. Ensure you can safely transport your child and from Pre-School using age-appropriate car seat restraints – if we observe children being transported in an unsafe way, we will report the incident to the local police.
5. Discuss any worries, concerns or complaints with your child's key person or Pre-School Manager, as appropriate.
6. Respect decisions regarding exclusion of children due to illness.
7. Inform us before 08:30am if your child is going to be absent for any reason.
8. Provide your child with a well-balanced healthy lunch.
9. Send your child to Pre-School with appropriate clothing for the weather i:e please ensure they have spare shoes if wearing wellingtons.

Please refrain from:

1. Shouting at, smacking or physically punishing your child(ren) or any other children whilst in the vicinity of the Pre-School.
2. Using inappropriate language or displaying aggressive or intimidating behaviour towards the staff, children or other parents/carers either in person, on the phone or in writing.
3. Collecting your child(ren) from Pre-School if you have consumed alcohol, medication or other substances that have affected your judgement or responses.
4. Discussing sensitive issues within earshot of your child or other children or other adults.
5. Taking photos or videos of children other than your own, unless agreed by a member of the management team.
6. Using your mobile phone whilst in the Pre-School.

Failure to adhere to any of the above may place your child's place at Pre-School in jeopardy although this action will only be taken if all other avenues have been explored and the management feel it is the only possible course of action left open to them.

The Pre-School believes that if the above points are adhered to a safe, friendly and respectful environment will be created.

Please sign and return to Pre-School

Name:……

Date:……

Signature: ……

Name:……

Date:……
Signature:……

Persons authorised to collect your child from Pre-School (must be over 16 years of age)

Name of child _____

Please complete and give to staff to add to your child's record.
Ensure that you keep this up-to-date and inform us asap of any changes.

	1	2
Name		
Relationship to child		
Home Phone Number		
Mobile Phone Number		
Work Phone Number		
Address		
Notes		

Parent/Carer Signature _____

Name _____

	3	4
Name		
Relationship to child		
Home Phone Number		
Mobile Phone Number		
Work Phone Number		
Address		
Notes		

Parent/Carer Signature _____
Name _____

PRIVACY NOTICE
for
MARDEN PRE-SCHOOL PLAYGROUP

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Marden Pre-School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use

Information collected by us

In the course of providing education and care we collect the following personal information when you provide it to us:

- Personal information (such as name, date of birth, gender, home address and postcode)
- Special category characteristics (such as special educational needs (SEN) information, ethnicity, relevant medical information)
- Parents/Carers Information (such as name, date of birth, National Insurance or National Asylum Support Service Number)
- Financial eligibility information (such as 30 hours codes)
- Attendance information (such as sessions attended, number of absences and absence reasons)

We also obtain personal information from other sources as follows:

- KCC SEN
- Health Visitors

How we use your personal information

We use your personal information to:

- Check and calculate free entitlement
- Provide appropriate pastoral care and support services to children
- Provide funding
- Provide advice, support and guidance to the setting
- Enable financial and policy compliance checks of the setting
- Assess and improve the quality of our services
- Comply with the law regarding data sharing
- Safeguard children

How long your personal data will be kept

We will hold financial information securely and retain it for 7 years, after which the information is archived or securely destroyed.

We will hold your personal information securely and retain it from the child /young person's date of birth until they reach the age of 25, after which the information is archived or securely destroyed.

Reasons we can collect and use your personal information

We collect and use personal information to comply with our legal obligations under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Who we share your personal information with

- Department for Education (DfE) (statutory for early years funding and policy monitoring)
- Kent County Council Management Information & Finance (to provide funding)
- Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
- Kent County Council teams working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Local multi-agency forums which provide SEND advice, support and guidance (such as EY Local Inclusion Forum Team (EY LIFT))
- Schools that you attend after leaving us
- Partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers and Kent Community Health NHS Foundation Trust
- Contracted providers of services (such as external photographers and catering providers) where consent has been given

We will share personal information with law enforcement or other authorities if required by applicable law.

The National Pupil Database (NPD)
We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The DfE may share information about our pupils from the NPD with third parties who promote the

education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil 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.

Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact **Kelly Allard, Chairperson.**

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal

information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact Kathy Reid, Administrator to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

For more information about services for young children, please go to: http://www.kent.gov.uk/education-and-children/childcare-and-pre-school or the KCC website at www.kent.gov.uk

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at https://ico.org.uk/concerns or telephone 03031 231113.

For further information visit https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement

For further information about how the Department for Education uses your information:

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to https://www.gov.uk/guidance/early-years-census

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

For more information about the DfE's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe

Registration Form

Marden Pre-School Playgroup
Marden Memorial Hall
Goudhurst Road
Marden
Kent
TN12 9JX

mardenpreschool@yahoo.co.uk
01622 832857
www.mardenpreschool.co.uk

Child's full name (as shown on birth certificate):	
Known as:	**D.O.B:**
Address at which child resides, including postcode:	
Country of birth:	

Is your child eligible for the following (please refer to the Welcome Newsletter for more details):
Funding for 2 year olds (FF2): YES / NO / NOT SURE
Early Years Pupil Premium (EYPP): YES / NO / NOT SURE
30 hours extended entitlement: YES / NO / NOT SURE

Name of parent(s) / carer(s):

	Parent/Carer 1	**Parent/Carer 2**
Name		
Relationship to child		
Does the child live with this parent/carer?	**Yes / No**	**Yes / No**
Does this parent/carer have parental responsibility?	**Yes / No**	**Yes / No**
Home phone number		
Mobile phone number		
National Insurance Number *		
Date of birth (Parent/Carer) *		
Email address		
Address (if different to above)		

* We require parent/carer N.I number and DoB for our funding application.

Contact details of emergency contact other than parent(s):

Name: _____

Relationship to child: _____

Telephone numbers: _____ / _____

Medical details and history of child:

Does your child have any allergies, medical or SEN conditions/needs or have they had any in the past? If yes, please provide us with details:

Allergies: _____

Medical or SEN conditions/needs: _____

Holistic care (i.e osteopathy): _____

Physiotherapy: _____

Speech therapy: _____

Are any of the following in place for your child?

Disability Access Fund (DAF):	Yes/No (delete)
Personalised/targeted plan:	Yes/No (delete)
Portage. If yes, please give name:	Yes/No (delete) Name: _____
Statement of Special Educational Need (EHCP):	Yes/No (delete)
Care plan:	Yes/No (delete)

If you have any other information about your child's health/special needs please speak to the staff or supply details on a separate piece of paper.

Was your child born prematurely: Yes/No (delete)
If yes, at how many weeks were they born: _____ weeks

Is your child adopted:	Yes/No (delete)
Is your child looked after by the Local Authority (LAC):	Yes/No (delete)

If your child has any siblings please give details:

Name _____ DoB: _____

Name _____ DoB: _____

Name _____ DoB: _____

Name _____ DoB: _____

Names of professionals involved with your child:

Name: _____ Role: _____

Agency: _____ Telephone: _____

Name: _____ Role: _____

Agency: _____ Telephone: _____

Name: _____ Role: _____

Agency: _____ Telephone: _____

Do we have your permission to contact them with regards to the health, well-being and development of your child if we think it's necessary? Yes/No (delete)

Signed: _____ Print name: _____

Does your family have an Early Help or Social Care worker for any reason? Yes/No

Name: _____ Based at: _____

Agency: _____ Telephone: _____

Name: _____ Based at: _____

Agency: _____ Telephone: _____

What is the reason for the involvement of the Early Help/Social Care Department with your family?

NB: IF THE CHILD HAS A CHILD PROTECTION PLAN, MAKE A NOTE HERE, BUT DO NOT INCLUDE DETAILS. ENSURE THESE ARE OBTAINED FROM THE SOCIAL CARE WORKER NAMED ABOVE AND KEEP THESE SECURELY IN THE CHILD SAFEGUARDING FILE.

Family Doctor:

Name of surgery: _____ Contact number: _____

Doctors Name: _____

Immunisations:
Has your child received the following immunisations?

8 weeks old 6 in 1 (DTaP/IPV/Hib/HepB), Pneumococcal (PCV), Rotavirus, MenB Yes/No (delete)

12 weeks old 6 in 1 (DTaP/IPV/Hib/HepB) (2nd dose), Rotavirus (2nd dose) Yes/No (delete)

16 weeks old 6 in 1 (DTaP/IPV/Hib/HepB) (3rd dose), Pneumococcal (PCV) (2nd dose), MenB (2nd dose) Yes/No (delete)

1 year old Hib/Men C, MMR, Pneumococcal (PCV) (3rd dose), MenB (3rd dose) Yes/No (delete)

3 years and 4 months or soon after MMR (2nd dose), 4 in 1 (DTaP/IPV) Pre-School booster Yes/No (delete)

Food and Drink:

Water is available for children at all times. A mid-morning snack of fresh & dried fruit, rice cakes, vegetables, biscuits and a drink are provided.
Please state any specific dietary needs:
_____

Please state which drink your child would prefer to drink (or both):
Milk: Yes/No (delete) Water: Yes/No (delete)

What is the main religion in your family? _____

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in at home and that you would like acknowledged and celebrated whilst they are in our setting?
_____

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 (delete)

If yes, please speak freely to staff who will support your child when settling in.

Does your child attend another setting/childminder: Yes/No (delete)

Please give details:
_____

_____
_

All early years providers are required by the Department for Education to collect information on a child's ethnic background. Please select the child's ethnicity from the list below.

White

English	Greek Cypriot
Scottish	Gypsy
Welsh	Roma
Cornish	Other Gypsy/Roma
Other White British	Kosovan
Irish	Portuguese
Traveller of Irish Heritage	Turkish
Albanian	Turkish Cypriot
Bosnian-Herzegovinian	White Eastern European
Croatian	White Western European
Greek	White Other

Asian or Asian British

Indian	Sri Lankan Sinhalese
Pakistani	Sri Lankan Tamil
Bangladeshi	Sri Lankan Other
African Asian	Other Asian
Nepali	

Mixed/Dual Background

White/black Caribbean	Asian/Other
White/black African	Black/Other
White/Pakistani	Chinese/Other
White/Indian	White/Any Other
White/Any other Asian background	Other mixed background

Black or Black British

Caribbean
African
Any other black background

Any Other Ethnic Group

Afghan	Kurdish
Arab other	Latin/South/Central American
Chinese	Lebanese
Egyptian	Malay
Filipino	Thai
Iranian	Vietnamese
Iraqi	Any other ethnic group
Japanese	Refused