



## Early Years Funding Enrolment Form

Please fill in this form in BLOCK CAPITALS, all fields are mandatory, please ensure you complete all in sections in full writing n/a where applicable to avoid delays processing your child's enrolment.

**Your child will not be entitled to claim funding unless you have returned the free entitlement parent/carer agreement form in addition to our own enrolment form. If you decide to cancel your child's place before the agreed start date or at any other time you will be required to give one month's notice.**

**Please provide a copy of your child's birth certificate and proof of address and send your completed form to [enquiries@little-learners.net](mailto:enquiries@little-learners.net)**

1. Child's First Name Surname  
  
Address  
  
Postcode Telephone number  
  
Date of Birth Sex Male Female  
  
Ethnic Origin Language(s)
  
2. Parent 1 Name  
D.O.B National Insurance Number  
  
Parent 1 Email  
Parent 1 Occupation  
Parent 1 Contact Number
  
3. Parent 2 Name  
D.O.B National Insurance Number  
  
Parent 2 Email  
Parent 2 Occupation  
Parent 2 Contact Number

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

1. Name  
Telephone Number  
Relationship to Child

2. Name  
Telephone Number  
Relationship to Child

3. Name  
Telephone Number  
Relationship to Child

Child to be collected from the nursery by:

1.

2.

unless otherwise informed.

Password for collection:

6. Are immunisations up to date?      Yes      No

7. Please list any allergies that your child has:

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

8. Please tick if your child **CAN HAVE** the following at nursery (please note our meat at nursery is **NOT** halal):

• Cows Milk      *(if no is this due to an allergy ?)*

• Fish      • Eggs

• Chicken      • Lamb

• Beef      • Pork/Ham/Bacon

• Jelly (contains gelatine)

9. Please state any other food not listed above which your child **CANNOT** have:

10. Other medical information we should know about:

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

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

11. Sessions required:

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

**Please note that we only offer two half day sessions or one full day session all year around subject to availability. We do not offer term time only sessions.**

12. Do you have a 2 Year Old or 30 hours funding code, if so please state below:

2YO funding code (if applicable):

30 hours funding code (if applicable):

13. Are you claiming funding at another setting?

If yes, please state which setting:

***Please note we will not be able to claim funding for your child until your notice period at your current setting has been served.***

14. **Expected start date:**

**PRIVACY NOTICE**

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

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

Signature Parent/Guardian

Date

Full Name of Signature



### **Absenteeism**

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

### **Statutory Holidays and Matters Out Of Our Control**

Payment will be required in full for two staff training days per annum, Bank holidays and statutory holidays. The nursery will be closed from 12.30pm on Christmas Eve. You are not charged for one week between Christmas and New year as monthly fees are calculated on 51 weeks, if you are a weekly payer then please do not pay for this week. Payment is required in full should we be prevented to open the nursery due to extreme weather conditions, acts of god or other matters which are totally out of our control.

### **Notice of Leaving or Reduction in Sessions**

One calendar month's notice in writing or one month's fees in lieu is required should you decide to leave the nursery for any reason. You will be required to do the same should you decide to reduce the number of days/sessions your child attends.

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

CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE

#### **For office use only:**

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



## Parental Consent for Outings and Visits

agree to allow

child

to participate in daytime outings.

understand this might include:

travel by bus

travel by car

travel by tram / train

walking

The destination may include

the library

the park

the garden centre

the shops

the market

the school

the children's centre

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*On occasions, we may organise an outing, which may include other forms of travel or destination. These will be organised in advance and separate permission will be requested at the time.*

CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE



## Parental Consent to Attend Hospital in Case of An Accident

(This form will go with your child to hospital )

Childs Name

Date of Birth

Home Address

Telephone Number

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

Signature

Date

Print Name

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

G.P.

Address

Tel No

Pet / Nick Names

Comforts

Regular Medication

Allergies

Dietary Requirements



## Face Painting

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

give permission for my child to have their face painted at nursery.

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CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE

## Sun Cream

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

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CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE



## Activities

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

Hand painting

Feet painting

Body painting

Play dough

Jelly play

Shaving foam play

Cornflour play

Sand play

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

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CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE





## PHOTOGRAPHS

**CHILD'S NAME:**

**CHILD'S DOB:**

At Little Learners we enjoy taking photographs of the children and we use them for a variety of different reasons within the nursery including learning journals, labels, wall displays, digital photo frames, newsletters etc.

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

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

To comply with the Data Protection Act 1998, we must ask your consent before the nursery records any images of children (aged under 18).

<b>Declaration of consent – parent / carer of child under 16</b>
Please tick each box for the statements you give consent to, then sign this form.
I give permission for my child's photograph to be used on Learning Journals.
I give permission for my child's photograph to be used on Learning Journals and included on another child's profile if part of a group or joint activity.
I give permission for my child's photograph to be used within the nursery for display purposes.
I give permission for my child's photograph to be used within other printed publications.
I give permission for my child's photograph to be used on the nursery website.

I give permission for my child's photograph to be used on the nursery social media pages.			
I give permission for my child's photograph to be taken by an external photographer on Photograph Day (twice a year).			
I give permission for video of my child to be used on Learning Journals.			
I give permission for my child's video to be used on Learning Journals and included on another child's profile if part of a group or joint activity.			
I give permission for video of my child to be used on the nursery website.			
I give permission for video of my child to be used on the nursery social media pages.			
I give permission for video of my child to be used for training or analysis purposes amongst the staff team.			
I give permission for videos of my child to be taken at an event such as Christmas play, nursery outing.			
I confirm that I have read the Conditions of Use information detailed in this document prior to signing.			
<b>Signature</b>	x	<b>Date</b>	
<b>Print name</b>			

### Conditions of use

1. **These forms are valid for five years. If you change your mind about giving consent to any of the above during this period, please inform Little Learners Day Nursery immediately.**
2. **If we decide to take photographs for any other purpose than those listed here, we will contact you again to ask for your consent.**
3. **Images of children will be stored securely. Please be aware that Little Learners Day Nursery has no control over the way external photographers and the media store images. If you become aware that these images are being used inappropriately, please inform us immediately.**
4. **We will not include any personal details of children in our publications, without asking you for specific separate permission first.**
5. **We will only use photographs of children who are suitably dressed, in order to reduce the risk of misuse.**



### Baby Walker Permission

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

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CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE

### Nappy/Barrier Cream Consent

I have supplied Little Learners Day Nursery with:

Bepanthan

Child's Farm

Metanium

Sudocream

Other (please state):

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

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

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

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CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE



## BIOMETRIC FINGERPRINT SYSTEM

As part of our security at the nursery, all parents and guardians are set up on our fingerprint system which will allow them to access the building during their child's sessions.

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

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CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE

## CCTV

The nurseries have external cameras for the purposes of ensuring the property and premises are secure at all times.

There are no cameras in toilets, for the privacy of the children, staff and visitors.

We as parents/carers are aware that CCTV is in operation within the inside and outside of the nursery.

If you require further information regarding the CCTV, please contact the nursery manager

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CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE



## **GDPR Privacy Notice**

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

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

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

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

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

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

### **Why we collect and use this information**

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

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

### **The lawful basis on which we use this information**

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

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

### **Collecting children's information**

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

### **Storing children's data**

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

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

### **Who we share children's information with**

We routinely share children's information with:

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

### **Why we share children's information**

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

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

### **Data collection requirements**

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

### **Requesting access to your personal data**

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

You also have the right to:

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

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

### Contact

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

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

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I have read and understood the GDPR Privacy Notice.

CHILD'S FULL NAME

DATE

PARENT/ CARER NAME

SIGNATURE

## Croydon Free Entitlement Parental/Carer Agreement

### Parent/Carer Declaration Form for 9 months 2-, 3- & 4-year-old children

There are 4 types of early years funding, all funding begins at the start of the following term after a child becomes 9 months, 2 years or 3 years or 4 years.

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

Age	Annual amount	Eligibility	Code	Staff signature & date
9 months & 2YO eligible parents	570 hours	Criteria based	e.g. 5000 123 4567	
2YO disadvantage	570 hours	Criteria based	e.g. AF123456	
3YO & 4YO universal	570 hours	Available to all	n/a	
9 months, 2YO, 3YO & 4YO eligible parents	Additional 570 hours	Criteria based NI no.:	e.g. 5000 123 4567	

This agreement is between the parent and provider listed below:

Parent/carer:	
Address:	
Post Code:	
Name of child:	Date of birth:
Address (If different to above):	
Post Code:	
Name of provider: Little Learners Day Nursery	
Address 46 Haling Park Road, South Croydon	
Post Code: CR2 6NE	

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

Stretched offer of   11   hours over   51   weeks

**OR**

Term time offer with term lengths as shown:  
 Summer 13 weeks, Autumn 14 weeks & Spring 11 weeks



Please indicate how you are claiming your funded hours:

- I confirm that my child does not access funding with another Croydon private provider, maintained nursery class, school or with any provider in another Local Authority

**OR**

- My child will access \_\_\_\_\_ hours per week of their entitlement with the provider named above.  
My child is also accessing \_\_\_\_\_ hours per week of their entitlement with the provider named below.

Name of provider:
Address:
Post Code:
Local authority if not Croydon:

**Please tick to show that you agree to the following conditions:  (tick here)**

- I understand the provider will not charge me for the funded hours.
- If I ask my provider to supply additional services and/or provide extra hours beyond the funded hours detailed above, I agree to pay any applicable fees for these additional services and/or extra hours.
- I acknowledge that if I move my child to another provider without giving 4 weeks' notice in writing I will not be able to claim the 2-year-old, universal or extended hours in the new setting until the end of the 4-week period as the original setting claims this in lieu of notice.
- I agree that if 2 or more providers try to claim funding for the same period, I will be responsible for any fees that the provider cannot claim if my child has been attending the setting.

#### **Newly registered organisations**

- If the setting you are accessing is new and has not yet been graded by Ofsted, Croydon Council will fund the child until advised of the Ofsted inspection grade.
- All children will continue to be funded if the setting is graded 'Outstanding', 'Good' or 'Met'.
- If the setting is graded 'Requires Improvement' then Croydon Council reserves the right to cease 2 year old funding at the setting but will continue to fund your child as long as you choose to stay.
- If the setting is graded 'Inadequate' then we will continue to fund your child there as long as you choose to stay but the setting will not be able to offer funding to new children.

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

I understand that if I have given any false or inaccurate information on this form, I may be asked to reimburse the funding to the provider.

I understand that Croydon Council may perform background checks on the system and that I am required to present the provider with:

- evidence of my address
- a copy of my child's birth certificate or passport as proof of his/her date of birth
- evidence of eligibility for funding entitlements (recorded overleaf and subsequently verified by the provider)

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Provider signature: \_\_\_\_\_

Date: \_\_\_\_\_

- If you receive any of the following benefits, the setting can claim additional Early Years Pupil Premium (EYPP) on behalf of your 9 month, 2-, 3- and 4-year-old to support your child in the setting. Please therefore provide the requested information below.
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

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

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

**Disability Access Fund (DAF) declaration**

Any 9 month, 2, 3 or 4 year old children who are in receipt of child Disability Living Allowance and are accessing funded hours are eligible for DAF. This is a fixed annual payment made to the setting and cannot be split between more than one setting nor transferred.

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

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**Data Protection Statement**

For the purposes of Data Protection Act 2018 (the 'Act'), Croydon Council is the data controller in relation to all personal information you provide on this form. We are committed to protecting your privacy when you use our services. Please click here to view the full privacy notice. [Croydon Council Education Privacy Notice](#)