



## REGISTRATION FORM

Name of Child.....

Date of birth .....

Other settings attended  
.....

Number of sessions/hours at other settings .....

Name of parent or guardian	Name of parent or guardian
.....	.....

Home address	Home address
.....	.....

Postcode	Postcode
.....	.....

Home telephone number	Home telephone number
.....	.....

Mobile number	Mobile number
.....	.....

Email address	Email address
.....	.....

Occupation	Occupation
.....	.....

Work telephone number	Work telephone number
.....	.....



**Is there anyone else you would like us to contact in an emergency?**

Name .....Telephone number .....

Name .....Telephone number .....

**Name, address and telephone number of any other person who may collect the child regularly from playgroup:**

Name .....	Name .....
Address .....	Address .....
.....	.....
.....	.....
Telephone number .....	Telephone number .....
.....	.....

**Medical**

Doctors name .....

Doctors address .....

Doctors telephone number .....

Health Visitors Name .....

Are your child's immunisations up to date? Yes/No

If no please provide details here .....  
.....



If a medical emergency arises that requires immediate treatment to be administered to your child we will of course contact you straight away. However, we do require your written permission to allow relevant professionals to carry out emergency treatment.

**Please sign your consent here:**

We sometimes use the local environment to enhance the children's learning, and will, as long as child to adult ratio's allow, go for walks around the local community for example to the church, local shop, post box, and park etc. Children are fully supervised in small groups. As these locations are not part of playgroup premises, we need your permission to take your children to these sites

**Please sign your consent here**

Can we use plasters on your child if required?

**Yes / No**

To protect children from the summer sun, we need your permission to apply sun cream to your child. If you are happy for us to do this;

**Please sign your consent here:**

**If you do not give consent you will need to supply and apply your own sun cream.**

Does your child have any special dietary requirements or food allergies?

**Yes / No**

If yes please provide details here.



Is there anything else you need to tell us about your child or family circumstances that will make it easier for us to understand and care for your child? Any information you give us will be used and stored confidentially. (Please continue overleaf)

Our fees are based on a session fee that can be found on our website [www.southdarleypreschool.co.uk](http://www.southdarleypreschool.co.uk) We usually review the fees each Spring, but may do so at any time, but will inform you of the revised amount at least half a term before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us 2 weeks' notice.

If you are seeking to access funding from the Local Authority (universal and/or extended hours) and payment is not received from Derbyshire County Council, you will be required to pay us any shortfall within 2 weeks.

Fees are paid on a half termly in advance. We calculate the amount payable by you each half term by multiplying the hourly rate with the number of sessions your child does per week and then by the number of weeks in the half term, including any lunch club fees.

Payments can be made by bank transfer, cheque or cash within two weeks of the commencement of each half term. The date that payment must be received by is written on your invoice and we reserve the right to charge interest on the overdue amount 2% above the base rate at the bank if late payment or non-payment persists.

If you have failed to pay any fees that are due or are having difficulty paying the fees then the manager will look to negotiate a payment plan and/or reduce the hours your child attends the setting to stop the bill accumulating.

No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays and for 5 training days per year to support our continuing professional development for the benefit of children and families. There is no charge for these days.

We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.

<b>I accept a place for my child at South Darley and Winster Pre-school on these terms,</b>	<b>Checked by Pre-school:</b>
<b>Signed:</b>	<b>Date</b>
<b>Date:</b>	<b>Child's start date</b>



## Safeguarding Agreement between South Darley and Winster Pre-school and Parents/Carers

With the aim of providing a quality service to your child/ren and family we have a Safeguarding Policy.

Within this policy carers are requested to notify staff of any injury sustained by their child outside of our centre in order to establish that the injury did not occur whilst in our care. In turn staff will provide information on any accident or injuries which may have been sustained whilst in our care. We will inform Derbyshire Children's Safeguarding Board of any safeguarding concerns about the children in our care.

Name of child .....

Please print below the names of all the parents/carers who have legal guardianship of the child

---

(This should include the names of other parents/carers of the child who do not normally have contact with the playgroup. It should not include people who care for the child but are not their legal guardians.)

Parents/Carers signature .....date .....

Designated Person responsible for Child Protection

.....

**Please could you sign and return this form to Pre-school**

# Privacy Notice for South Darley and Winster Pre-school

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?

South Darley and Winster 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:

- Derbyshire County Council, SEN, Health Visitors and other Early Years Settings

## 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



- Promotion of the pre-school in our promotional literature and newsletters and on social media and our website. We may send you information (including photographs and videos) to keep you up to date with what is happening in the Pre-school.

### 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.

We may keep details of your address when your child leaves pre-school so we can stay in touch and find out how your child is progressing

### 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)
- Derbyshire County Council Finance Team (to provide funding)
- Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
- Derbyshire County Council services 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
- Schools that you attend after leaving us
- Partner organisations signed up to the Derbyshire Partnership Forum Information Sharing Protocol, where necessary, which may include, school nurses, doctors and mental health workers and hospital trusts
- Contracted providers of services (such as external photographers and catering providers) where consent has been given
- In emergency with others to protect your child's welfare.e.g paramedic

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 **Pre-school Manager, Kirsty Tonks**.

## 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 **Pre-school Manager, Kirsty Tonks** 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.

For more information about services for young children, please go to Derbyshire County Council's website at [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk) or visit the website [www.derbyshiresendlocaloffer.org](http://www.derbyshiresendlocaloffer.org) to find the the support available for children with special educational needs or disabilities.

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 on how Derbyshire County Council uses your information visit [www.derbyshire.gov.uk/privacynotices](http://www.derbyshire.gov.uk/privacynotices)

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>

September 2018

20 August 2018

At South Darley and Winstler Pre-school Playgroup we sometimes take photographs and videos of pupils. We use these photos in the school's promotional literature, in newsletters, on the Pre-school's website and Facebook page and on display boards around hall.

We would like your consent to take photos and videos of your child and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

**Please tick the relevant box(es) below and return this form to the Pre-school.**

I am happy for the school to take photographs and videos of my child.

I am happy for photos and videos of my child to be used on the Pre-school Website and Facebook page.

I am happy for photos of my child to be used in newsletters

I am happy for photos of my child to be used in the Pre-school prospectus.

I am happy for photos of my child to be used in internal displays.

-----  
I am **NOT** happy for the school to take or use photos or videos of my child.

If you change your mind at any time, you can let us know by emailing [info@southdarleypreschool.co.uk](mailto:info@southdarleypreschool.co.uk) calling the school on 07863 771636, or just popping in to the Pre-school.

If you have any other questions, please get in touch.

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

Parent or carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_