



Registration form to become a member of Colyton Caterpillars Early Education

Child's full name			
Name known as			
Date of Birth		Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
Home address			
	Postcode		

	Parent / carer 1	Parent / carer 2
Name		
Relationship to child		
Address (if different)		
Mobile number		
Home number		
Work number		
Email address		

Does the parent/carer have parental responsibility?	Parent/carer 1	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the parent/carer have legal access?	Parent/carer 2	Yes <input type="checkbox"/> No <input type="checkbox"/>

Telephone number	
Name of child's doctor	
Name of child's dentist	
Name of child's health visitor	

Emergency contact details			
Name		Name	
Mobile number		Mobile number	
Home number		Home number	
Work number		Work number	

Authorised people to collect <i>In the event that you are unable to collect your child please provide details of an authorized person who can collect them (these people must be over 18 years of age).</i>		
	Authorised person 1	Authorised person 2
Name		
Mobile number		
Home number		
Relationship to child		
Please provide a photo of authorised people		

During snack/lunch times would you like your child to have milk/water	Milk <input type="checkbox"/> Water <input type="checkbox"/>
What language(s) is/are spoken at home?	
If English is not the main language spoken at home, has your child experienced other English-speaking environments?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the main religion in your family?	

Are there any festivals or special occasions celebrated in your culture that your child will/will not be taking part in?

Does your child have any special educational needs/disabilities?

Yes

No

If yes, please provide further details;

Please provide details of what support your child will require in our setting:

Please give details of any special dietary requirements, including allergies, cultural and religious or preferences (i.e. vegetarian, gluten free etc):

Please give details of any health requirements that your child may have (i.e. inhaler, epipen):

Are there any professionals involved with your child i.e. Health Visitor, Speech therapist, Social Worker?

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Has your child attended any other early years settings (including a childminder or nanny)

Yes <input type="checkbox"/>
No <input type="checkbox"/>

Please give details including name and address of setting;

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Is your child currently attending any other early years settings?

Yes <input type="checkbox"/>
No <input type="checkbox"/>

*I give /do not give *my permission for Colyton Caterpillars Early Education to contact them for information sharing purposes*

Medical Emergency - Please note that, in an emergency, staff at Colyton Caterpillars Early Education may be asked to provide information to NHS staff regarding your child's medical history and if appropriate travel with your child in an ambulance

* I give /do not give *my permission for staff at Colyton Caterpillars Early Education to seek any necessary emergency medical advice or treatment including dental and to discuss my child's medical history if needed. In addition, if appropriate, to travel with my child in an ambulance to the nearest A&E available.*

Child's full name	
Parent/carer signature	

Plasters – It may sometimes be appropriate for our staff to administer a plaster to your child in the event of an accident.

* I give /do not give *my permission for the staff of Colyton Caterpillars Early Education to apply a plaster should they feel it is necessary in the event of an accident.*

Baby Wipes - It may sometimes be appropriate for our staff to use baby wipes for hands and faces during a session or in the event of a toileting accident. This forms part of our Intimate Care Policy.

* I give /do not give *my permission for the staff of Colyton Caterpillars Early Education to use baby wipes for my child should they feel it is necessary.*

Nappy Cream - If your child is wearing a nappy and develops a rash, it may sometimes be appropriate for our staff to apply nappy cream. This forms part of our Intimate Care Policy.

* I give /do not give *my permission for the staff of Colyton Caterpillars Early Education to use Nappy Cream for my child, that I will supply, should they feel it is necessary.*

Sun Creams & Lotions - During the summer months your child will need to wear sun cream. If you would like us to apply sun cream or lotion, that you provide, please sign the permission slip below.

* I give /do not give *my permission for the staff of Colyton Caterpillars Early Education to apply sun cream/lotion, that I will supply, should they feel it is necessary.*

Information Sharing – It may sometimes be helpful to share information about your child’s development with other agencies/settings, particularly at the time of transition. You will always be informed when this is happening and who this information is being shared with.

* I give /do not give *my permission for Colyton Caterpillars Early Education to share information about my child’s development with other agencies.*

Outings - We may from time to time take the children on an outing in the local area as part of a topic or interest the children have. For outings involving the use of transport, a separate permission slip will be required.

* I give /do not give *my permission for the staff of Colyton Early Education to take my child on outings in the surrounding areas. I understand that ratios of adults to children will be higher than normal and that a risk assessment will be carried out beforehand.*

Any other information that you feel is important for us to know about your child please complete below:

Consent for taking images

Occasionally, we may take photographs of children and young people to mark special occasions and to monitor their learning and development progress.

Any photos taken will be for the use of our early years setting and yourselves, and we will therefore not share them with a third party without explicit authorization or consent.

Occasionally, we may invite the media into our early years setting to take photographs or film footage for publicity purposes and to record any special events. We will notify you of such occasions and will seek specific permission for photographs to be taken, and potentially published at such times.

Should we wish to use any images in our publicity, in our prospectus or on the website, we will again ask for specific permission. This will be obtained alongside a copy of the image, and permission to use such image will be for a defined period only.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Please complete as appropriate.

- I consent / do not consent to photographs of my child being taken by authorized personnel representing Colyton Caterpillars Early Education
- I agree / do not agree with any resulting images being displayed on walls or in digital photo frames where they may be visible at times to the general public or anywhere which could be defined as a 'public place'.
- I understand that images may be taken and used in publicity materials or in the media.
- I understand that I can withdraw my consent, or request to see photos taken at any time.
- I have read and understood the conditions of use set out below.
- I agree / do not agree for photographs of my child to remain on display or used for publicity purposes after they have left Caterpillars.
- I have discussed this policy with my child, and s/he is happy to be photographed, although I understand that at any time should s/he refuse or become upset, no photographs will be taken.

Please note:

This form is valid for the duration of your child's time at our early years setting. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your consent at any time. I have read and understood the conditions of use.

Parent/carer name		
Parent/carer signature		
	Date	

Data Protection Regulation (GDPR)

- Our privacy policy is on display and available to read on our website.
- We have to gain data from parent/carers as part of our EYFS statutory guidance. We only use this information for your child's welfare and protection.
- Data is checked termly to make sure that it is up to date.
- We keep data for the regulatory time of 21 years.
- All data is stored securely on the premises and is protected.
- We have a data protection policy in place in the setting.
- Staff receive data protection training.
- Data may be shared with the Health Visitors (2-year progress checks), schools (transition documents) and other settings when your child attends one or more settings/a childminder. If you wish to withdraw the right to share this information, put this in writing to the manager.
- We have a risk assessment on our use and protection of data.
- As a parent you have the right to access your child's file.

Please fill in this form below to give permission to store data.

I give <input type="checkbox"/> /do not give <input type="checkbox"/> <i>my permission for Colyton Caterpillars Early Education to store data</i>	
Child's name	
Parent/carers name	
Parent/carers signature	
	Date

Learning journal trust statement

This learning journal will be used to reflect your child's time at our early years setting. It will include observations of your child at play, photographs and other information. The aim will be to provide you with a continuous picture of your child's time at our setting. The learning journal will therefore capture your child's own personal journal, based on their own individual starting point, interests and experiences.

We hope that you will also be able to contribute information to this learning journal, perhaps by including some information and photographs which show what your child enjoys doing at home. This information will help us to ensure that the care, learning and development opportunities we offer your child, compliment those you already offer.

Please remember however, that this learning journal contains personal data that relates not only to your child, but to other children who attend our early years setting. It is likely, for example, that some of the photographs enclosed will capture other children at play.

Permission has therefore been obtained to include such information in your child's learning journal, however it must be remembered that such data is shared for your own personal use only. This means that the information cannot be shared with others, or 'publicized' in anyway, without the explicit consent of the parents or carers of those children who may be included. For example, any such photographs cannot be displayed on a social networking site or displayed in a public place.

We appreciate your co-operation in this matter, and request that you sign to acknowledge your agreement.

I understand and agree with the Learning Journal Trust Statement.	<input type="checkbox"/>
I understand that any data included within my child's learning journal which relates to another child is for my information and personal use only.	<input type="checkbox"/>
I will not seek to publicise, display or share such data with others, and will ensure the privacy of other families in doing so.	<input type="checkbox"/>

Child's name		
Parent/carers name		
Parent/carers signature		
	Date	

When would you like your child to start?	Child's name:	
	Start date:	

Our main sessions are:
Morning Sessions: 9am -11.30am
Lunch: 11.30am – 12.30pm
Afternoon Sessions: 12.30pm to 3pm

We are open from 8am to 5pm for flexible access and start and finish times can be within these hours.

Hours outside of 9am to 3pm and the holiday's we do not have to follow the EYFS.

	Monday	Tuesday	Wednesday	Thursday	Friday
Start					
Finish					
Total hours					

Please note: Children must attend a minimum of 2.5 hours at each session for funded hours. Non-funded hours 2 hours minimum at each session. We will contact you if your sessions are not available and will discuss alternatives with you.

- *Early Years Free Entitlement is available to all children aged three and four years old (from the term after their third birthday) up to 15 hours of free early years provision a week for 38 weeks a year or stretched over the holidays for 50 weeks up to 11.5 hours per week. To a maximum of 570 hours per year (September to August) any hours over this entitlement will be payable at the current rate at the time. When your child is eligible, we will claim the funding on your behalf. The 15 hours Free Entitlement can be used for any session at Colyton Caterpillars Early Education, you will only be invoiced for the hours over and above their 15hrs free.*
- *Up to 30 hours funding can be claimed to those eligible by checking on the GOV website for 38 weeks of the year, or alternatively up to 22.5 hours for 50 weeks of the year.*
- *2-year funding '2gether' funding can be claimed at Colyton Caterpillars Early Education, to find out whether you are eligible please contact your nearest Children's Centre or the Devon County Council website.*
- *We reserve the right to increase fees, giving at least half terms notice.*
- *We reserve the right to retract the offer of sessions under exceptional circumstances that may arise and are out of our control for example the sudden loss of a member of staff.*
- *Fees are payable half termly in advance.*
- *We require a minimum of 4 weeks' notice should you no longer require your c child's place*
- *Fees remain payable in full for any absences during term time and non-term time including holidays and sickness.*

I have read and agree to the above Terms and Conditions and the Policies and Procedures of the Setting.

Parent/carer signature	
Date	

Payment & Billing Policy for Colyton Caterpillars

Costs per hour for Pre-school, Breakfast Club, After School Club and Holiday Club

Under 2 years	£6.00 per hour
2-3 years	£6.00 per hour
3-4 years	£5.50 per hour
Walking Bus	£5.50 per hour.

All costs stated are for any child who are not eligible to claim;

15 hours funding (for 2-year olds/ 3-4 year olds)

30 hours funding (for those eligible)

15 and 30 hours can be claimed per week where eligible over 38 weeks of the year. Or;

11.5 / 22.5 hours can be claimed over 50 weeks of the year (stretched)

- Fees are payable half termly and in advance
- Invoices are sent out at the beginning of each half term period and should be paid in full within 14 working days. All Parents/carers of children who attend the setting must supply an email address as invoices will be emailed.

Continued non-payment, without any prior discussion or agreement, will result in non-funded children being refused further attendance to the setting until the outstanding amount has been settled. Children who receive 2gether Funding or Early Years Entitlement will be allowed to continue to attend, but any request for additional hours will be declined. Failure to pay on both counts will result in legal action being taken.

- Fees are payable in cases of absence and there is no reduction for sickness or holidays taken during any week that the nursery is open. This is to cover the staffing levels that have been allocated in advance to cover the number of expected children on any given session.
- Any additional hours accrued will be added to the following half term invoice.
- In exceptional circumstances such as extreme weather conditions (red warning) or covid 19 effecting the level of staffing meaning that the level of staff ratio would not meet ofsted guidelines fees are non refundable or transferable to other days.
- You can pay by cheque, but our preferred method of receiving payment is by BACS as it is safe and quick way to make/receive payments. If paying by BACS, the invoice number should be used as the reference. Parents/carers paying their fees by cheque are required to write the child's name and invoice number on the back.
- All session times must be adhered to unless agreed otherwise by prior arrangement. We cannot exchange hours for other days, i.e if a bank holiday has occurred.
- We require a minimum of 4 weeks' notice should you no longer require your child's place.
- Parents/carers are required to sign their child in and out of the setting at the beginning and end of their session. Times in and out will be recorded so that any additional hours accrued can be clearly seen. If a child is not collected on time, our legal liability relating to the staff: child ratio could be infringed so any parent/carer who is later than 15 minutes when collecting their child will be charged

for an additional hour which helps to cover the additional staffing costs incurred for this reason. This also applies to children who arrive early and includes children receiving 2-year-old Funding or Early Years Entitlement once their limit has been reached on entitled funded hours.

- If a child attends the setting for 50 weeks of the year they are entitled to take 2 weeks holiday which will not be charged. Parent/carers are required to give a minimum of 4 weeks written notice by way of completing a Holiday Notification form.

Walking Bus

Fees for the walking bus are payable per hour. A 24-hour notice period is required should you wish to cancel your child's place on the morning or afternoon walking bus. Any cancellation made at any shorter notice will incur a charge of £5.50. After school pick up is charged from 3pm which is when the staff leave the setting to walk up to the school. Payments are via hourly sessions regardless of attendance within the hour.

Holiday Club (excluding children using Stretched Early Years Entitlement)

Holiday Club places must be pre-booked and paid for in advance using a Holiday Club booking form provided on request. Payment to secure your child's place should be received at least 48 hours in advance to ensure that we have the correct staff: child ratios in place. Once the booking has been made fees are payable in all cases of absence. No refunds will be given.

Opening Times

Please remember that due to the restrictions on our insurance policy we cannot accept any children into the setting until 8am. If you arrive early with your child you may enter in the lobby, but the inside door to the setting will remain locked until 8am. No staff will be available until this time to supervise your child, so parents/carers must remain with children whilst on the premises until the official handover has been made. There can be no exceptions to this rule so please refrain from ringing the bell.

If there is any reason that you would like taken into account regarding payment of a bill or meeting payment dates, then please contact Kate Clode on 01297 552567.

Parent/carers name		
Parent/carers signature		
	Date	

Colyton Caterpillars inhaler permission form



We are aware that a number of children attending the setting suffer from Asthma to varying degrees. With this in mind, we feel it is important that any inhalers or medication associated should be brought or held at the setting each session the child attends to be administered should the need arise.

We would be grateful if you could sign the permission slip below and return it to Caterpillars as soon as possible to enable the staff to attend to your child, should it be necessary. Please could you also clearly label the inhaler with your child's name to avoid confusion.

Many Thanks



I would like to give permission for all staff to administer inhaler or medication to my child.....(child's name) if the need arises.

Dosage (puffs)prescribed.....

..... Signature of Parent/Carer

..... Print name

..... Date

..... Signature of member of staff

