



Pre- Registration Pack 2023-2024

All sections must be completed before generate a full registration. A separate form must be completed for each child.

Personal Details	
Surname	
Child's Name	
Date of Birth	
Address:	
Name of School(s) Attended/Teacher(s)	
Ethnicity	

Parent/Carer Details (Emergency contact 1)		
All sections <u>must</u> be completed.		
Name		
Relationship to Child/Children		
Home Tel no.	Mobile Tel no.	Work Tel no.
Email Address (All correspondence and invoices will be emailed to this address)		

Parent/Carer Details (Emergency contact 2)		
Name		
Relationship to Child/Children		
Home Tel no.	Mobile Tel no.	Work Tel no.
Email Address (optional)		

Emergency contact 3 (must be over 16 years of age)	
Name	
Relationship to Child/Children	
Contact Tel Number/s:	
Password (must be used if your child/children are to be collected by someone unknown to staff)	

Permissions	
All sections <u>must</u> be completed.	
Do you give permission for the setting to add your details to FAMLY, the software used for registration, booking, invoicing, and communication within the setting? Your details will not be visible to anyone other than the setting. Your child's full registration and permissions must be completed on FAMLY before your child can attend.	
In compliance with current legislation and requirements, we may be obliged to share information with other childcare professionals, e.g. social workers or other settings, in order to maintain a consistency of care and to ensure the health and wellbeing, of your child/children.	

Additional information you would like us to know about your child/children
(e.g. Likes/dislikes, worries or concerns. If your child has SEND, please see the next page)

<p>Additional Needs and Medical Information <u>All sections must be completed. If any of the following apply, you will be asked to complete additional forms before your child attends the setting. You agree to share relevant updates with us regarding this information for example, any changes to an EHCP.</u></p>	<p>For completion by FF:</p>
<p>Does your child have any of the following? Please circle as appropriate and specify allergy/need/condition in the box to the right</p> <p>Allergies: YES/NO</p> <p>Dietary requirements e.g vegetarian, vegan, pescetarian: YES/NO</p> <p>Medical Conditions: YES/NO</p> <p>An Education and Health Care Plan: YES/NO</p> <p>A My Support plan: YES/NO</p> <p>Receive intervention from health professionals: YES/NO</p> <p>If you answered yes to any of the above, please specify in the box to the right and discuss when you hand in the form.</p>	<p>Info Received:</p>

If you would like to discuss anything about your child/children confidentially please speak to the manager

Sessions and routines:

My intended start date:
 Please note for certain places we do have a waiting list, we will confirm with you a start date at the earliest possible opportunity.

For use by Funfishers: State Date confirmed as:.....

The days that I would like my child to attend:

Monday	Tuesday	Wednesday	Thursday	Friday

Please state which aspect of the club your child will be attending:

- Baby/Toddler Room
- Funded 2 year old (between 9-3)
- Funded 3-4 year old (between 9-3)
- Breakfast Club
- Afterschool Club
- Holiday Club

Please note that our Funded sessions are booked in 3 hour blocks, 9-12/12-3/9-3. 2yr and 3-4 15 hour funding must be used between 9-3. The 30 hour extended funding may be used at any aspect of the club during term time for the additional 15 hours.

Funfishers Privacy Notice

At Funfishers Club we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via FAMILY, phone, email, social media and post, so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (e.g. to take online bookings, or to issue invoices)
- have obtained your prior permission

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed: _____ Date: _____

Name: _____

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible. Data collection is only used to provide a childcare service to you and we comply to all GDPR 2018 (General Data Protection Regulations).*

Funfishers Nursery & out of school Club

Terms & Conditions

Our Promise to Parents

We will take care of your child during the day in a safe, fun, happy and enjoyable environment, offering an exciting and varied programme of activities. We will keep you informed of current affairs at club and work with you and the school to manage behaviour effectively. A full copy of all our policies and procedures are available on request.

Admissions Policy (See full T & C's policy/admissions online or at the setting)

Payment: Breakfast Club £7.00, After School Club £11.50, Holiday Club Full Day £35.00/£58.50, Playgroup £40.00/£22.00, Babies/Toddlers £58.50 (prices subject to change)

- Payment is required in advance. This can be by BACS or childcare vouchers
- Please be aware that childcare vouchers can take 5 working days to clear
- Permanently booked sessions will be invoiced monthly in advance. Variable bookings will be invoiced monthly in arrears
- Any outstanding fees must be cleared within 5 working days. Please note persistent late payment of fees may result in your child's place being withdrawn

Cancellations: All bookings, once made, must be paid for. If you feel that you should not be charged for a session, please discuss it with the Manager.

Late collection charges: Playgroup closes at 3.00pm prompt/After school/Holiday club closes at 6pm prompt. Any children not collected by this time will incur an additional flat charge of £15 for the first 1-15 minutes, per child. Then every minute past 3.15pm and 6.15pm we will charge £1.00 per minute on top of the £15.00.

Collecting children: If a known person is unable to collect your child you must inform the club. Your child will not be released to an unknown person without prior notice. The unknown person must use the password entered on your child's registration form.

Signing in and out: OFSTED regulations state all children must be signed in and out of the setting. The daily register is on FAMLY and staff will sign your child in and out as appropriate with the time the enter/leave.

Holiday club: This is separate to your term time booking. Forms will be emailed out, can be found at the setting or on our website. Bookings will then be transferred to FAMLY and invoiced. Bookings will not be confirmed without a completed booking form and full payment received before the start date of each holiday period.

Medicines policy: We are not able to accept any child with an infectious condition. (Please see policy notice board for exclusion periods).

If your child is prescribed medication which they need to take during their time with us, we will administer this, but consent must be completed and acknowledged via FAMLY before any medication will be administered.(ask for details). If your child needs to take the medicine at school, a school form must be completed. These are available at school reception and via email request.

We will only administer medication which is not prescribed that includes Calpol, Paracetamol and Ibuprofen for the treatment of mild to moderate pain and as an antipyretic (a substance that lowers a fever). It can be used in many conditions including headache, toothache, earache, teething, sore throat, colds & influenza, aches and pains and post-immunisation fever. This will **not** be given for more than 3 days without consultation from your doctor and if any of the above persist it would be wiser to seek advice from your doctor and keep your child at home if they become unwell. **If we feel your child is too unwell to be in nursery/out of school club we will send them home immediately. Please also note that if your child begins taking a new medication such as antibiotic, they must remain at home for the first 24 hours to ensure they do not suffer a reaction to the medication.**

If your child has an illness or allergy which requires them to need regular medication you will be asked to complete a health care form or long-term medication permission form. Without this we are not able to administer their medication. (Please note this includes asthma inhalers).

Complaints procedure: In the event of any complaints or concerns involving the setting please do not hesitate to speak to the manager. Full details of our complaints procedure are displayed in our policy pack.

Parent/Carer Signatures		
(To be signed by ALL people listed on this form as having care or parental responsibility of the child/children)		
I declare all the information in this pack to be true, agree to the terms and conditions, and will contact the club if any of the details change		
Print Name:	Sign:	Date:
Print Name:	Sign:	Date:

Staff signature:

Date:.....



Dear Parents/Carers

Thank you for joining us on your child's journey of learning, development and play, whether it is through our Nursery, Out of School Club or Holiday Club. From September 2022, during the time that your child attends the setting, we will be using a website/app called FAMLY to communicate with you, make bookings, send invoices, log payments, log accidents/incidents and log medication consent and administration and more.

FAMILY is a GDPR 2018 compliant company using secure servers in the UK to store data. Further information regarding the security of FAMILY is available on www.family.co, a copy has been added to the policies and procedures folder in the parent information box or a copy can be emailed on request from the setting.

If your child is in Early Years (9 months-5 years) we will be using this platform to complete a journal for them, including observations, assessments and next steps to ensure that they are achieving to their full potential in their early education following the Early Years Foundation Stage. If your child accesses Out of School Club or Holiday Club, we will be using the secure newsfeed to update you on activities, games and play principles that the children are enjoying during their sessions.

You will be able to access your child's Learning Journal from a computer via www.family.co or by using the 'FAMILY' App on mobile devices. When using either of these methods you will only be able to access your own child's account that holds all their personal information from health to learning and development. You will be sent an invitation via email to log in and set up your username and password. Once you have logged in, please update your child's personal details and complete the permissions section. No personal information about your child including pictures will be uploaded by the setting until these details and permissions have been completed.

Your child's key person is responsible for managing your child's day to day activities using the account, however all staff can add observations by using their individual pin code. Only devices provided by the setting will be used to log in. Staff cannot access any children's accounts away from the setting or on personal devices. The manager has overall control of the accounts and should be the main person of contact for bookings, invoicing and queries etc.

Many of the most meaningful photographs taken in the setting show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not to be shared publically or uploaded onto any social media websites. This is in line with our 'Social Networking' and 'Mobile phone/camera' policies (both are available to view in the setting or copies can be requested from the manager.) Failing to uphold this request will result in your online access to photos being denied or further action would be taken.

We hope that you enjoy using FAMLY to access your child's information and to share memories with us whilst your child attends the setting. This software will streamline much of our communication and administration, and ensure queries are more efficiently answered. If you have any questions at all regarding the use of FAMLY by the setting, please speak with Katie, setting manager, at the setting or by email on funfishers@aol.com

Funfishers FAMLY Online User Agreement

Childs name:.....

- I agree to Funfishers using FAMLY to create an online learning journey/newsfeed for my child and agree that authorised staff can add photos, videos and observations of my child to my child's account. Yes / No
- I agree to uphold the settings request not to share or upload onto social media any photographs showing other children. Yes / No
- I agree to my child appearing in group photographs that will appear on the group newsfeed for other setting parents to view.
Yes / No
- I agree to keep my log in details secure. Yes / No

Please circle Yes or No for each statement. The setting will contact you to discuss the steps we will take to adhere to your wishes, if you have selected 'No' to any of the statements.

Parents name:

Signature:

Parent Email:

Date: