MDCC Reference: ___ ___ ___ —20 ___ ___ / ___ ___

The Meadows Day Care Centre
Farriers Gate
New Road
Chatteris
Cambs PE16 6QP

Tel: 01354 696 261
Email: info@meadowsdaycare.org

NURSERY REGISTRATION FORM.

Please complete in BLOCK CAPITALS using BLACK INK and as accurately as possible.

Inaccurate or missing information may lead to delays in cases of emergency.

Information contained in this document must remain private and confidential.

All completed forms must be returned to the Centre prior to the child being registered a nursery space.

CHILD DETAILS:

Legal Surname* ..... _____

Legal First Name*..... _____

Legal Middle Names*..... _____

Date of Birth ..... _____

Gender..... Male ☐ Female ☐

Please indicate when would you like your child to start at the nursery?

Spring (JAN) ☐ /Summer (APRIL) ☐ /Autumn Term (SEPT) ☐

20 _____

* Full Legal Names as they appear on Birth Certificate/Passport, etc.

FOR MDCC OFFICE USE ONLY:

Date forms received.... Forms checked by ..... ___ ___ ___

Checklist:

Child, & P/C Contact ..... ☐

Medical ..... ☐

Funding ..... ☐

Data Privacy Notice..... ☐ Signed by..... M / F /Other Carer

Funded Two Funding..... Yes No E.W.B. Code ... E W B ___ ___ ___ ___ ___ ___ ___ ___ ___

Working Parent Funding ..... Yes No HMRC Code... ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Universal funding from..... Spring/Summer/Autumn Term 20 ___ ___
(JAN) (APRIL) (SEPT)

Notebook & Folder Created ..... ☐

Entered on MNDB ..... ☐ Date to MNDB..... ___ ___ / ___ ___ / 20 ___ ___

CHILD & PARENT/CARER CONTACT INFORMATION.

CHILD DETAILS:

Surname ..... _____

First Name ..... _____

Known as (if different)..... _____

Religion..... _____

Languages Spoken (other than English) .... _____

HOME DETAILS:

Address..... _____

_____

Post Code..... _____

Home Landline Phone No. _____

At some point in the half-term prior to your child's start date The Centre will make contact with a Parent or Primary Carer in order to make the arrangements for the child to start at the nursery. This will include obtaining further information to ensure all paperwork is up-to -date, making arrangements for funding to be in place (if applicable), and arranging a taster session.

Where possible, we will do this by email and may ask for parents/carers to complete online forms. There will, however be some paper forms which need to be completed.

Please can you provide the details below of the most suitable parent/carer of the child.

PARENTAL CONTACT:

Parent or Primary Carer:

Surname ..... _____

First Name ..... _____

Relationship to Child? ..... Mother ☐ / Father ☐ / Legal Guardian ☐

☐ Other:.....

Does this parent/carer have parental responsibility?..... Yes ☐ No ☐

Mobile Telephone No. ..... _____

Other Telephone No. ..... _____

Email..... _____

BASIC MEDICAL INFORMATION.

To ensure we can provide the best childcare for every child that attends the nursery, it may be necessary to have certain arrangements in place prior to a child staring at the nursery. For this reason, we would be most grateful if you could provide the following information.

We will ask you to update this information again prior to your child starting nursery.

Outside agencies involved with the child:

☐ Speech & Language Therapist ☐ Social Worker ☐ PORTAGE ☐ Health Visitor

Other..... _____

Name of individual ..... _____

Other Medical Information:

General Health:

Does your child have any underlying health conditions?..... Yes ☐ No ☐

- PLEASE INCLUDE AND ADDITIONAL NEEDS OR DISABILITIES.

If yes, please give details ....

Care Plans & Assessments:

Is there an IHCP (Individual Health Care Plan) in place for the child..... Yes ☐ No ☐

If Yes, date raised ..... _____

Name of lead professional . _____

Contact Telephone No. ..... _____

Is there an EHA (Early Help Assessment) in place for the child..... Yes ☐ No ☐

If Yes, date raised ..... _____

Name of lead professional . _____

Contact Telephone No. ..... _____

Is there an EHCP (Education, Health & Care Plan) in place for the child..... Yes ☐ No ☐

If Yes, date raised ..... _____

Name of lead professional . _____

Contact Telephone No. ..... _____

PAYING FOR NURSERY HOURS / SESSIONS.

OPTIONS:

The nursery fees for the hours which your child attends can be paid for in a couple of ways:

- Early Years Funding (EYF) which the Centre claims from the County Council on your behalf, or
- Parents/Carers pay for the nursery hours which are not funded by other means.

Early Years funding available to parents/carers is as follows:

- **Universal entitlement for all children aged 3+.** Provides up to 570 hours of funding over the year, or a maximum of 15 hours per week over 38 weeks.
- **Funded Two's entitlement for some children aged 2-years-old** whose families are in receipt of certain welfare benefits or where the child meets specific criteria. Provides up to 570 hours over the year, or a maximum of 15 hours per week over 38 weeks. Eligibility is assessed by the Local County Council.
- **Working Parent entitlement for some children aged from 9-months to 3+** whose families meet certain criteria. Eligibility is assessed by HM Government and parents need to apply through https://www.childcarechoices.gov.uk/ .
    - For children over 9-months and under 3-years-old, provides up to 1,040 hours of funding over the year, or a maximum of 30 hours per week over 38 weeks .
    - For children over the age of 3-years-old, provides up to an additional 570 hours of funding over the year, or a maximum of 15 additional hours per week over 38 weeks. When combined with the 3+ Universal entitlement this equates to a maximum of 1,040 hours of funding over a year, or a maximum of 30 hours per week over 38 weeks.

If a child is a Funded Two, or is eligible to the Working Parent funding, parents/carers will receive a code which must be provided to the Centre for verification prior to any funded hours being agreed.

We will ask you to update this information again prior to your child starting nursery.

Have you applied for, and received a code for
either the Funded Two eligibility or Working Parent eligibility? ..... Yes ☐ No ☐
If 'yes' please provide the codes and other information if required.

Funded Two's eligibility code ..... _____

Working Families Eligibility code ..... _____

National Insurance Number of Parent*..... _____

* A National Insurance number of at least one parent is required to validate a Working Parent eligibility code. Without this information we are unable to run the necessary checks.

Do you consent to The Centre checking the validity of the code and
share the information as detailed above? ..... Yes ☐ No ☐

Without permission, we will not be able to run the necessary checks and therefore, may not be able to offer the required number of funded hours.

If completed

Signed by a Parent/Primary Carer: _____ PLEASE SIGN

Print Name..... _____

Date ..... _____

Your personal data – what is it?
Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come from such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GPDR").

Who are we?
The Meadows Day Care Centre (the "MDCC") is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

Categories of personal information that we collect, hold and share include:

Child attending the Centre:

- Personal information (such as name, date of birth, and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and funding eligibility [local authority or other third party])
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Special Educational Needs (SEN) and disability information
- Court orders relating to the parental care of the child
- Outside agencies involved with the child (such as SALT, Social Care, and Health visitor)
- Relevant medical information including GP details
- Languages spoken

Parent/guardian and family of children attending the Centre:

- Personal information (such as name, contact details, and NI number)
- Names, addresses, contact numbers, and daytime location for emergency contacts
- Family circumstances (such as who the child lives with and who has 'parental responsibility' for the child)

The Centre is required to hold and use this personal data in order to comply with the statutory framework for England, Ofsted, the Department for Education and the Centre's local authority early years team.

What is the legal basis for processing your personal data?

Child attending and parent/guardian of child attending the Centre:

- Consent: The individual gives clear consent for the Centre to process personal data for specific purposes.
- Contract: The processing is necessary for a contract the Centre has with the individual, or because the individual has asked the Centre to take specific steps before entering into a contract.
- Legal obligation: The processing is necessary for the Centre to comply with the law (not including contractual obligations).
- Vital Interests: The processing is necessary to protect someone's life.
- Legitimate interests: The processing is necessary for the Centre's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Where the Centre requires consent, the Centre will provide a way for the individual to positively make a decision about the information that the individual makes available and how this is shared.

We use your data for the following purposes:

- to support the learning of the child;
- to monitor and report on the developmental progress of the child;
- to provide appropriate pastoral care;
- to assess how well the Centre is doing;
- to share information about activities in our setting;
- to share with other professionals in accordance with legislation;
- to enable us to contact the parent/carer in a non-emergency or emergency situation;
- to enable us to obtain funding for a child from the local authority or other relevant body/organisation;
- to maintain our own accounts and records;
- to enable a contract of service is delivered and maintained;
- to administer membership records;
- to fundraise and promote the interests of the charity;
- to enable us to fulfil the Aims of the Charity as set-out in our constitution;
- to comply with the law regarding data sharing.

Our data processing also includes the use of CCTV systems for the prevention of crime.

Who do we share your personal data with?
Your personal data will be treated as strictly confidential, and will only be shared with recipients in the following categories.

Child attending and parent/guardian of child attending the Centre:

- our local authority;
- HM Revenue and Customs (HMRC)
- the Department for Education (DfE);
- healthcare professionals/service providers involved with the child;
- other childcare settings/schools when the child leaves;
- the local safeguarding children's board or Social Services Referral and Assessment Team if the Centre ever has concerns about the safety of a child;
- other agencies involved with the child;
- regulatory bodies (e.g. Ofsted); and
- third party organisations (non-local authority) providing funding for the child.

Why do we share information?
The Centre does not share information about the data subject with anyone without consent unless the law and our policies allow us to do so.

The Centre needs to share child and parent/guardian information with our local authority and the DfE on a statutory basis. This data sharing enables the Centre to process the parents/guardians Nursery Education Funding claim and other forms of funding.

How long do we keep your personal data?
The Centre will keep your personal data for no longer than reasonably necessary for the following periods:
Child attending and parent/guardian of child attending the Centre:

- Accident records - for a period of no more than 3 academic years after the child leaves.
- Safeguarding records - for a period until the child becomes 21 years and 3 months old.
- Other records - for a period of no more than 7 academic years after the child leaves.

Your rights and your personal data.
Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the MDCC holds about you;
- The right to request that the MDCC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the MDCC to retain such data.
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller; known as the right to data portability; where applicable;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where applicable;
- The right to lodge a complaint with the Information Commissioners Office.

Transfer of Data Abroad.
The Centre does not anticipate any data will need to be transferred abroad. Should it become apparent that your data need to be transferred abroad, the Centre will seek consent on an individual basis.

Automated Decision Making.
The Centre does not use any process of automated decision making.

Further processing.
If the Centre wishes to use your data for a new purpose, not covered by this Data Privacy Notice, then the Centre will provide you with a new notice explaining the new use prior to commencing the processing and setting out the relevant purpose and processing conditions. Where and whenever necessary, the Centre will seek your prior consent to the new processing.

Contact Details.
To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer at:
The Meadows Day Care Centre,
Farriers Gate,
Chatteris.
Cambridgeshire. PE16 6QP.
Email: info@meadowsdaycare.org
Tel: 01354 696261

You can contact the Information Commissioners Office on 0303 1231113 or 01625 545745,
via email https://ico.org.uk/global/contact-us/email/ or at:
Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire. SK9 5AF.

I acknowledge I have received a copy of the above Data Privacy Notice as printed in the Parent Booklet...

To acknowledge

Signed by a Parent/Primary Carer: _____ PLEASE SIGN

Print Name..... _____

Date ..... _____