Newington CE (Controlled) Primary School & Nursery

Part of the
Lower Halstow & Newington CEP Schools Federation

Nursery Registration Pack

School Lane, Newington, Sittingbourne, Kent ME9 7LB
Tel: (01795) 842300 ext 3 E-mail: nursery@newington.kent.sch.uk

INFORMATION PACK

This welcome pack contains some essential information about the Nursery that will help you and your child get the most out of your child's attendance at our setting. The Nursery has written policies in line with the Welfare Requirements of the Early Years Foundation Stage. These policies are reviewed regularly to ensure that they meet with government legislation. Any staff member will always be pleased to answer any questions you may have about the Nursery.

Opening Times
The Nursery is open term-time only and the session times are:
Monday to Friday
Morning session 8.45am-11.45am
Afternoon session 12.15pm-3.15pm
Full Day session 8.45am-3.15pm* (*lunchtime charge applies)

Delivery of funded hours
These can be taken across 5 morning sessions, 5 afternoon sessions or a combination of morning and afternoon sessions. If you wish your child to stay a full day session, with the option to stay for lunch, this incurs a £3.50 daily charge. Please note if you do not wish to pay for this lunch period, you have the option to collect your child at 11.45am for the 30-minute lunch session. Children may return for the afternoon session 12.15pm-3.15pm.

Dropping off and collecting children at the Nursery
Please make every effort to bring your child(ren) to the Nursery on time as we have a welcome registration time, which introduces the children to the day's activities. Missing this can be unsettling for your child. If there is a chance that you may be late to collect your child, please inform us on 01795 842300 (option 3) as soon as possible. A late pick up fee will be charged (please see our pricing policy). If a child is not collected at the end of a session, we will first try all of the contact numbers provided by you on the Nursery contract. Once this has been done, the Manager or Nursery Teacher will wait with the child at the Nursery for up to 90 minutes. After this time the Manager or Nursery teacher will inform social services that a child has not been collected from the Nursery. The child will then be released into the care of Social Services as soon as possible after the 90 minutes has elapsed.

The Nursery will not release a child to any unsuitable person, for instance someone not on the contact list (unless by prior arrangement), someone under the age of 16 or anyone who we suspect may be under the influence of alcohol or drugs.

Daily Events
We are a well-equipped Nursery and provide a wide range of activities for the children to enjoy. Our setting is divided into areas to allow the children to choose their own resources, promoting their independence and allowing them to take control of their own learning. Qualified and experienced staff are on hand to assist the children in developing their knowledge.

During the session, the children will be offered a choice of healthy snacks, such as fruit, raw vegetables, biscuit or crackers, and a drink of milk or water. If your child has any dietary requirements, please let us know. We encourage the children to be self-sufficient during snack time, such as maintaining personal hygiene, pouring their own drink and disposing of their rubbish etc.

Uniform
Nursery pupils can wear any bottoms or shoes they wish but should wear a white polo shirt & royal blue jumper or cardigan.

We do not require any branded items but many families purchase one branded sweatshirt for school photos/trips and other sweatshirts from a supermarket.

If you wish to purchase branded items then you can do so from Forsters, our local supplier either in person at one of their shops or online for click and collect or delivery.

Health and Safety
- Earrings – if your child has pierced ears, please only send him/her to pre-school with studs. Earrings could easily become caught in the equipment or another child's clothing.
- Sweets – Please do not allow your child to bring sweets into the nursery as they could pose a choking hazard or risk to children with allergies.
- Head lice – If a case of head lice is noticed/reported, all parents will be informed and treatment advice given.
- Illness – as illnesses spread quickly among children, please keep any sick children at home for **48 hours** after the last incidence of sickness or diarrhoea, even if the child feels better. We would appreciate a telephone call letting us know that they will not be coming. Any sessions missed through illness will still need to be paid for unless it involves hospital admission.

Nursery Organisation
The Manager, Rachel, Nursery Teacher Lydia and their team of staff undertake the day-to-day running and organisation of the Nursery. They are in charge of the daily activities and the health and safety of the children. The Nursery Office is managed by Jo (Family & Admin Support) who deals with invoicing, forms, ordering, family support etc. and will help with any questions/queries you may have.

Deposit & Fees
A £33 deposit is required to secure your child's place until they start at the Nursery. It will be returned within the first term your child attends, but is non-refundable if the place is not taken up at headcount week. The only exception is for funded 2 year old places, no deposit is required.
The fee per session is £19.00 for 3 &4-year olds and £21.00 for 2 year olds, this should be paid one week in advance. You must pay for all of the sessions for that week on the first day that your child attends. Fees are payable for any session missed unless your child is hospitalised. You will be required to sign a contract, which sets out your obligations with regard to fees.

A £3.50 daily charge for lunchtime (11.45am-12.15pm) is payable. Please note if you do not wish to pay for this lunch period, you have the option to collect your child at 11.45am for the 30-minute lunch session. Children may return for the afternoon session 12.15pm-3.15pm. This must be arranged at the start of term in advance.
A voluntary consumables contribution of £11 will be invoiced at the beginning of each whole term (September, January, April). This is invoiced to ALL funded and non-funded children and covers snacks, sun cream, children's Christmas party, leavers party, etc. which is not covered by Government funding. Alternatively, you may wish to instruct us to keep your deposit to cover this for the year.

Information Sharing
At times it may be necessary to share information regarding your child with external agencies, for example with regard to any special needs or transition to school. This is usually undertaken with your involvement. There are certain circumstances, for example when a child is at risk or involves a criminal investigation (see our Safeguarding Children and Child Protection Policy) that permission may not be sought from you or refusal to give permission may be over-ridden by national guidance on safeguarding matters.

Funding
Every 3 and 4 year old is entitled to 15 hours Government funded Early Years Education. Please see the chart below to see when your child is eligible to start their funded sessions. Some families may also be eligible for the Government 30 hours funded education. To check eligibility, please visit **www.beststartinlife.gov.uk**
***N.B A free Early Education place does not offer a guarantee of a place, sessions or particular pattern of delivery**

A child born on or between	Will become eligible for a free place from
1st April and 31st August	Start of Term 1, in September, following their 3rd Birthday
1st September and 31st December	Start of Term 3, in January, following their 3rd Birthday
1st January and 31st March	Start of Term 5, in April, following their 3rd Birthday

This is also applicable to eligible 2 year olds. To find out if you are eligible to receive 2-year-old funding (Early learning for 2 year old/working families entitlement) please speak to Rachel, the Manager.

Equal Opportunities
The Nursery is open to every family in the community. All children will be respected and their individuality recognised, valued and nurtured. Activities and the use of play equipment offer children the opportunity to develop in an environment free from prejudice and discrimination. We believe in equality of opportunity and work hard to promote this. People will not receive less favourable treatment on the grounds of gender, age, ethnicity, race, religion, disability, gender identity, sexual orientation, learning disability, mental or physical health, sensory impairment, physical appearance, or socio-economic status. Equality will be promoted at every level of the organisation and discriminatory behaviour, bullying and harassment will not be tolerated, as per the Equalities Act (2010).

Further Information
We hope that this pack provides you with the information you need, but if you do have any further questions, please do not hesitate to contact Rachel, Lydia or one of the team who will be happy to help.

We look forward to welcoming your family into the Nursery and hope that you will enjoy participating in Nursery life and this phase of your child's learning journey. We hope that you and your child will be happy during your time with us. Your involvement, comments and suggestions are always welcome and appreciated.

Pricing Policy

The Nursery is open for 38 weeks per year, term time only. These dates will be in accordance with those laid out by KCC and can be found on their website. The Nursery will be closed for an additional 5 days, which will be used for staff development days.

Nursery Fees

Deposit:

- £33 is payable by cash before your child's start date, unless you are eligible for Free for 2 Government funding at the time of admission. Non-refundable if your child does not attend during headcount week and the place is not taken up.

Session Fee (3 hours):

- £19.00 per session for 3- & 4-year olds and £21 for 2 year olds (prior to your child receiving funding or if they exceed their funding entitlement). **Fees are to be paid in advance** in accordance with the rates at the time.
- A £3.50 daily charge for lunchtime (11.45am-12.15pm) is payable. Please note if you do not wish to pay for this lunch period, you have the option to collect your child at 11.45am for the 30-minute lunch session. Children may return for the afternoon session 12.15pm-3.15pm.
- **Late pick-up fee** – £5 will be charged for the first 15 minutes if you are late collecting your child and a full session price (£19/£21) for anytime thereafter.

Consumables:

- £11 per whole term voluntary consumables fee for **all** children – invoiced once at the beginning of term (September, January, April).
- Alternatively, you can instruct us to keep your £33 deposit to cover this for 1 academic year.

Administration fee:

At Newington Nursery we try to be as flexible as we can with changes to attendance patterns. If you need to make changes to your attendance pattern within a term, there will be no charge for the first instance. Following this, any further changes will result in a charge of 50p for each in term change to attendance pattern thereafter.

Fees must still be paid in the case of:

- Illness- except with a medical certificate, hospital discharge papers or written notification from a hospital regarding a planned admission
- Holidays- if your child is unable to attend nursery due to a holiday
- Additional events/outings- if your child attends extra sessions during special events or trips out and ARE NOT accompanied by a parent/carer
- Taster Days- if your child is having a taster day at a new setting or school e.g. transition day at primary school

Fees will not be charged for:

- Unplanned closure e.g. due to snow. If closure takes place part way through a session then that session WILL be chargeable. If your child is funded, we will try to offer alternative sessions, however, this is subject to availability.
- Additional events/outings-if your child attends extra sessions during special events or trips out and IS accompanied by a parent/carer.
- Planned closures such as inset days.

Free early learning for three and four year olds

All three and four year olds are entitled to universal 15 hours government funding** for early years education for 38 weeks of the year.

A child born on or between	Will become eligible for a free place from
1st April and 31st August	Start of Term 1, in September, following their 3rd Birthday
1st September and 31st December	Start of Term 3, in January, following their 3rd Birthday
1st January and 31st March	Start of Term 5, in April, following their 3rd Birthday

This is also applicable to eligible 2 year olds.

**** A Free Early Education place does not offer a guarantee of a place, sessions or particular pattern of delivery**.

Dates of eligibility for 30 hour funding may differ from the table above, as it is dependent on the date of application.

If your child attends more than the 15 hours a week government funding you will be invoiced for the additional hours at the Nursery hourly rate set out above, with exception of the 30 hours funded children. You will be invoiced in the usual way showing how many hours your child/children have received. Any additional costs will be itemised so you can clearly see what you have been charged for.

Invoicing

The Nursery will invoice parents/carers with a total amount payable for the term but it will itemise the weekly cost. Payment can be made by via bank transfer, tax-free childcare accounts or by card payment in the school office. For bank transfer payments the bank details will be on the invoice, and are as follows:

Acc name: Newington Church of England Primary School

Sort code: 60-60-08 Account No: 83294902 Ref: Your child's name

There will be a highlighted date on the invoice that each weekly payment is due. If you are paying monthly or once a term, this must be received within the first 7 days from the invoice date.

Arrears

If you are experiencing difficulties in paying the fees as outlined above you should discuss this with management. This can be done privately either within the setting or by asking someone to contact you outside of nursery. All problems will be dealt with in the strictest confidence.

If management is not approached then the procedure for dealing with arrears is as follows:

1. If payment is not received within 7 days of the highlighted date on the invoice a letter will be sent detailing the amount of the arrears and stating that the arrears need to be paid within 7 days from date of the letter and possible suspension should they not be paid.
2. If after 7 days the arrears still haven't been paid then charges may be applied and the Nursery reserve the right to suspend the child's place until the arrears are paid. In this case a parent/carer will be notified by letter. Funded sessions will not be suspended just the extra paid sessions.
3. As a last resort Newington CE (Controlled) Primary School & Nursery will permanently withdraw the child's place and seek redress through the small claims court.

If a child leaves the nursery and there are outstanding fees, no other member of that family will be accepted until such debt is cleared.

Two weeks written notice is required if your child leaves the Nursery before school age.

You do not need to give notice if your child is funded solely by Government funding, or leaves the setting in July to attend primary school.

A statement is available on request for free early education hours that a child has accessed at the Nursery if required.

Price increases

Any price increases will be advised in writing at least one month in advance.

Pricing Policy updated: 1st May 2026

CONTRACT (PARENT/GUARDIAN COPY)

CHILD'S NAME: .....

Parents/guardians are asked to read and sign this contract.

- **Policies**

The Nursery has policies and procedures in order to run safely and effectively. These are available for your information.

- **Punctuality**

Parents/guardians are expected to collect their child on time. A late pick up charge of £5 for the first 15 minutes and a full session price thereafter, will apply. We are aware that there are times when being late is unavoidable, but we would ask that you call us on 01795 842300 ext 3 and inform us so that we are aware.

- **Fees**

By signing this contract you are agreeing to abide by the terms in Nursery pricing policy.

- **Arrears**

If you have difficulty with paying fees please talk to Rachel (Manager), Jo (Family & Admin Support). All problems will be dealt with in the strictest confidence.
If Management are not approached, then the procedure for dealing with arrears, as laid out in our pricing policy, will come into force. The School reserve the right to withdraw you child's place, if fees (when applicable) are not paid regularly.

- **Leaving Nursery**

Two week's written notice must be given, if you pay for all sessions, or additional non-funded sessions.

- **Parent/Carer/Families/Visitors Conduct**

The Nursery expects good conduct from all people who are on the grounds of the setting. Please be mindful not to use bad language or behaviour either in the presence of children or other families on the School/Nursery site. We operate a zero tolerance policy, and will not tolerate any type of intimidation either to staff, or anyone else on our premises. The School reserve the right to withdraw your child's place in the event of any unacceptable behaviour.

Please sign below to confirm that you agree to the terms and conditions above.

Signed:..... (Parent/Guardian)

Date:.....

Privacy Notice for Newington Nursery

***N.B – Please make your Emergency Contacts aware of this notice, and how we handle their personal details.**

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?
The Nursery 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:

- Kent County Council, Health Visitors, Social Services, Special Educational Needs Services, Early Help, Medway Community Healthcare, Children's Therapy Services, Specialist Teaching & Learning Services.

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

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.

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)
- Kent County Council Management Information & Finance (to provide funding)
- Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
- Kent County Council teams 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 (such as Professional resource group (PRG))
- Schools that you attend after leaving us
- Partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers and Kent Community Health NHS Foundation Trust
- Contracted providers of services (such as external photographers and catering providers) where consent has been given

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 Rachel or Jo at the Nursery.

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 Rachel or Jo 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.

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

For more information about services for young children, please go to: http://www.kent.gov.uk/education-and-children/childcare-and-pre-school or the KCC website at www.kent.gov.uk

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 visit https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement

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

CONTRACT (NURSERY COPY – Please sign & return)

CHILD'S NAME: .....

Parents/guardians are asked to read and sign this contract.

- **Policies**

The Nursery has policies and procedures in order to run safely and effectively. These are available for your information.

- **Punctuality**

Parents/guardians are expected to collect their child on time. A late pick up charge of £5 for the first 15 minutes and a full session price thereafter, will apply. We are aware that there are times when being late is unavoidable, but we would ask that you call us on 01795 842300 ext 3 and inform us so that we are aware.

- **Fees**

By signing this contract you are agreeing to abide by the terms in Nursery pricing policy.

- **Arrears**

If you have difficulty with paying fees please talk to Rachel (Manager), Jo (Family & Admin Support). All problems will be dealt with in the strictest confidence.
If Management are not approached, then the procedure for dealing with arrears, as laid out in our pricing policy, will come into force. The School reserve the right to withdraw you child's place, if fees (when applicable) are not paid regularly.

- **Leaving Nursery**

Two week's written notice must be given, if you pay for all sessions, or additional non-funded sessions.

- **Parent/Carer/Families/Visitors Conduct**

The Nursery expects good conduct from all people who are on the grounds of the setting. Please be mindful not to use bad language or behaviour either in the presence of children or other families on the School/Nursery site. We operate a zero tolerance policy, and will not tolerate any type of intimidation either to staff, or anyone else on our premises. The School reserve the right to withdraw your child's place in the event of any unacceptable behaviour.

Please sign below to confirm that you agree to the terms and conditions above.

Signed:..... (Parent/Guardian)

Date:.....

Are you a Keyworker? YES/NO If 'YES', what is your role?

Parent 1: Place of work_____

Work/daytime contact number:_____

Parent 2: Place of work _____

Work/daytime contact number:_____

PLEASE PROVIDE 2 ADDITIONAL EMERGENCY CONTACT NUMBERS

Name:_____ Relationship to child_____

Telephone:_____Mobile:_____

Name:_____ Relationship to child_____

Telephone:_____ Mobile:_____

Persons authorised to collect the child (must be over 16 years of age)

Name:_____ Relationship to child_____

Telephone:_____ Mobile:_____

Name:_____ Relationship to child_____

Telephone:_____ Mobile:_____

I hereby confirm that the above-named Emergency contact has agreed to act as a contact for my child in case of emergencies. I, also, confirm that I will show them the Nursery Privacy notice.

Signed.....

For added security and to safeguard your child, please provide a password for anyone collecting your child, who is not named above.

PASSWORD:_____

Are there any festivals or special occasions celebrated in your culture, that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?_____

_____

Does your child require any particular items for comfort e.g dummy, blanket etc?

_____

_____

_____

Does you child currently sleep in the day? If so approximately what time and length of sleep?_____

_____

_____

Is your child currently in a:
(please circle)

Nappy
Pull-up
Goes to toilet independently

CONSENT FORM

There are several matters, which arise at Nursery, for which we need your consent. These instances are listed below. Please mark each of them and then sign underneath confirming your consent.

(delete as appropriate)

I agree to members of staff applying sun cream provided by **NURSERY** to my child.	*Yes/No*
I agree to members of staff applying sun cream provided by **MYSELF** to my child.	*Yes/No*
I agree that Nursery staff can apply plasters to my child whilst in their care at the setting.	*Yes/No*
I agree that Nursery staff can administer medication to my child whilst in their care at the setting. I agree to provide the correct information regarding dosage and frequency to the Nursery prior to administration of medication.	*Yes/No*

Signed: _____(Parent/Guardian)

Accident Consent

In order to comply with current legislation, in any case of serious accident on the Nursery premises, a parent or guardian is contacted immediately. Should contact be impossible and for emergency use, please read the following section, complete and sign below to give your consent to the following:

In case of accident requiring hospital treatment, I agree to an anaesthetic to be administered or for any other urgent medical treatment to be given.

Please note here any medical conditions that the Nursery and/or hospital should be made aware of (e.g. allergies to medication etc.)

_____

_____

_____

Signed:_____(Parent/Guardian)

Nappy/Clothing Changing Consent

We understand that some children may not be completely toilet trained when first starting at the group. We ask that parents/carers give their consent for Police Checked Nursery staff to change their child's nappy as required. Parents/carers are requested that each child is supplied with a daily amount of nappies and wipes as required. There are also times when the children's clothing will need to be changed, for example due to playing in the garden or with the water. We therefore also ask that a spare change of clothes is provided for each session. If consent is not granted, then the parent/carer will be contacted each time their child's nappy requires changing or in the instance of clothes requiring changing, to come into the Nursery and attend to their child.

Please sign here to give consent for your child to be changed by Police Checked Pre-school staff only and to agree to supply a daily amount of nappies and wipes as required, and a spare change of clothes.

Signed: _____(Parent/Guardian)

Small Trips and Outings Consent

I am happy for my child to be taken out of the setting on small, unplanned trips during session time to explore the local environment, supervised by adequate numbers of staff. (e.g. walks around the village or visits to the church, school etc.)

Signed: _____(Parent/Guardian)

Declaration

I/We have read in full the above consent form and agree to abide by all of the Nursery policies, procedures and guidelines, and have given consent, as signed for, in all of the above sections.

Name: _____

Relation to child: _____

Signature: _____

Date: _____

Images consent form

Taking photos and video is part of how we evidence learning during your child's time in nursery. These photos are also sometimes used for other purposes. To comply with the General Data Protection Regulations 2018, we need your permission before we can photograph or make any recordings of your child. Please complete the form below and return it to us as soon as possible indicating how your child's image may be used.

1. On Class Dojo (including in other children's portfolio's) YES/NO
   (First name & initial only)

2. In the school prospectus and other promotional materials YES/NO

3. On our website, X (previously twitter) and Instagram YES/NO

4. On display around the nursery e.g. their peg YES/NO

5. Are you happy for your child to appear in the media (TV, print and online)
   (First name & age only) YES/NO

6. Are you happy for your child be included in the annual class photo? YES/NO
   (Available to all families to purchase)

Please note: Websites can be viewed throughout the world and not just in the United Kingdom where UK laws apply.

I have read and understood the conditions of use on this form.

Name of Child ……...
Signed…….Parent/Guardian
Print Name……..
Date…….

Agreed guidelines for accessing and using:

ClassDojo

As a Parent/Carer I will....

- NOT publish any of my child's observations or photographs on any social media site.
- Keep the login details within my trusted family.
- I accept that my child's photograph may appear on their friends portfolio's and I may see pictures of my child's friends on my child's personal account.
- Speak to a member of staff if I experience any difficulties accessing my child's account.

Print Name _____

Signature_____ Date_____

Name of Child_____

Email address:_____

By signing and returning this form and providing us with an email address, you agree to the Nursery creating a ClassDojo account for your child.