**Ducklings Registration Booklet**

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**Welcome to Ducklings!   
  
Please complete the attached forms electronically, and email the completed versions to**[**ducklingspreschool@hotmail.com**](mailto:ducklingspreschool@gmail.com) **to progress with your enrolment process.**

1. All About Me
2. Personal Information
3. Personal Details Form
4. Medical Details Form/Information
5. Class Dojo Permissions
6. Parental Permission & Password
7. Privacy Notice
8. Contract

1. **ALL ABOUT ME**

**Name of child**: *enter text here*  
**Date started at Ducklings**: *enter text here*

**Can you please attach a photo of you in the space below**:   
  
*Confused on how to add a photo of your child to this document?   
Follow these steps:  
  
1. Click Insert  
2. Click Pictures  
3. Click This Device  
4. Find the photo you wish to attach   
5. Click Insert*

1. **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Words or signs I like to use | |
| Use:  *enter text here* | Means: *enter text here* |

|  |
| --- |
| My family includes (including pets):  *enter text here* |
| My family and I celebrate (cultural and religious events):  enter text here |
| I am good at:  *enter text here* |
| My favourite story is:  *enter text here* |
| My favourite thing to do is:  *enter text here* |
| My favourite toy is:  *enter text here* |
| I get upset when:  *enter text here* |
| To help me settle I need:  *enter text here* |
| Things that I am worried about starting at my new preschool:  *enter text here* |
| I like it when:  *enter text here* |
| When I go outside I like to play:  *enter text here* |
| My house is a (house, bungalow, apartment, has a garden, has no garden etc.):  *enter text here* |

**Please record your own observations about your child’s development**

|  |  |
| --- | --- |
| Personal, social, and emotional development   * I play in a group, enjoy pretend play, initiate conversations and form relationships with my peers and adults. * I enjoy responsibility, show confidence, and can select my own play * I can express my feelings, respond to the feelings, respond to the feelings of others and I am aware some actions can hurt others. | Home comments:  Enter text here |
| Communication and language development   * I listen to others and stories with interest, attention, recall and I can follow directions * I understand and respond to simple instructions * I can retell a simple past experience and can use talk to question why things happen and to give explanations | Home comments:  Enter text here |
| Physical development  I can move with confidence and control in a range of ways;   * Run, Jump, Hop, Crawl, Climb stairs, Walk downstairs, Catch a ball, I can say when I am hungry, thirsty, or tired, I know when I need the toilet, I can dress myself | Home comments:  Enter text here |
| Literacy   * I enjoy rhyming and rhythmic activities * I enjoy stories * I can retell a story, predict or suggest an ending * I can recognise my own name * I can give meaning to my marks | Home comments:  Enter text here |
| Mathematics   * I can recognise numbers, names and symbols such as my age * I am able to count to…. * I am able to recognise similarities in objects | Home comments:  Enter text here |
| Expressive arts and design   * I enjoy singing and dancing * I like to paint, construct and use tools * I like to make my own stories using prompts | Home comments:  Enter text here |

**In order to help your child settle at Ducklings, please bring in a photograph of your family, for our family album.**

**3. PERSONAL DETAILS FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Name |  | | M/F | Date of Birth | |  |
| Middle Name(s) |  | | | Child’s Position in Family | |  |
| Surname |  | | | Religion | |  |
| Preferred Name |  | | | Ethnic Origin(s) | |  |
| Home Tel No |  | | | First language | |  |
| Address |  | | | Names of siblings | |  |
| Postcode |  | Email for correspondence from Ducklings | | |  | |

**Parent/Carer’s Details**

|  |  |  |
| --- | --- | --- |
|  | Parent/Carer 1 | Parent/Carer 2 |
| Relationship to child |  |  |
| Parental Responsibility | Yes/No | Yes/No |
| First Name |  |  |
| Surname |  |  |
| Address |  |  |
| Home Tel No |  |  |
| Mobile No |  |  |
| Work No |  |  |
| Occupation |  |  |
| Email Address |  |  |
| National Insurance No |  |  |
| Date of Birth |  |  |

**Alternative Emergency Contacts (please ensure there is at least one contact listed separate from parent/carers)**

|  |  |  |
| --- | --- | --- |
|  | 1st Contact | 2nd Contact |
| Name |  |  |
| Home Tel No |  |  |
| Mobile No |  |  |
| Relationship to child |  |  |

**Sibling Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | M/F | Date of Birth |  |
| School Attended |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | M/F | Date of Birth |  |
| School Attended |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | M/F | Date of Birth |  |
| School Attended |  | | | |

**Does anyone else have legal responsibility?**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone No |  |

**Are there any legal contact restrictions?**

|  |  |
| --- | --- |
| If yes, please give details |  |

**4. MEDICAL DETAILS FORM / INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Doctors Name |  | | |
| Address |  | | |
| Tel No |  | | |
| Does your child take regular Medication? | | Yes | No |
| If yes, please provide details: | | | |

**Is your family/child supported by anyone i.e. children and family practice or social services?**

|  |
| --- |
| If yes, please specify: |

**Has your child been referred to any of the following specialists? (please tick)**

|  |  |  |  |
| --- | --- | --- | --- |
| Speech Therapist | Audiologist | Orthoptist | Community Pediatrician |
| Occupational Therapist | Physiotherapist | Psychologist | Dietician |
| Other (please specify) | | | |

**Does your child have any of the following? (If yes, please give details)**

|  |  |  |  |
| --- | --- | --- | --- |
| Any Allergies? | Yes | No |  |
| Asthma/eczema | Yes | No |  |
| Any particular Dietary needs | Yes | No |  |
| Any Medical conditions/problems | Yes | No |  |

**Has your child had their 2 year old check?**

|  |  |
| --- | --- |
| Yes | No |

**Is your child registered with a Dentist?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dentist Name |  | | Date last attended | |  |
| Address |  | | | | |
| Tel No |  | | | | |
| Are there any oral health concerns? | | Yes | | No | |
| If yes, please provide details: | | | | | |

**Please provide details if any of the following are applicable to your child.**

|  |  |  |  |
| --- | --- | --- | --- |
| Does your child have any speech and language delays?  If yes are speech and language therapist (SALT) involved? | Yes  Yes | No  No |  |
| Has your child got any additional needs that you are aware of?  If yes what are they? | Yes | No |  |
| Does your child have a support plan in place? If yes is the inclusion and intervention team involved? | Yes  Yes | No  No |  |
| Does your child require 1 to 1 support?  If yes are they in receipt of additional funding to support this? | Yes  Yes | No  No |  |

**ADDITIONAL DETAILS**

**Has your child attended another setting? (If yes please give details)**

|  |  |  |  |
| --- | --- | --- | --- |
| Setting name |  | Date of last attendance |  |

**Does your child know anyone at the setting?**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Relationship |  | Relationship |  |

**Are you in receipt of 2 year old funding/30 hours funding?**

|  |  |  |  |
| --- | --- | --- | --- |
| Parent Name |  | Date of Birth |  |
| NI No |  | 30 Hour Code |  |

**Do you have any other information or concerns that you would like to share?**

|  |
| --- |
|  |

**5. Class Dojo Registration and Consent**

Child’s Name: Enter text here Date of Birth: Enter text here

I have read the information about the Class Dojo system and understand that by signing this consent form I will receive an email message and will be able to log in and see observations of my child. These observations may include photographs, video clips or audio recordings.

I hereby give consent for my child to be photographed/videoed for record-keeping purposes and for the use of Early Years Professionals at Ducklings Preschool

I understand that there may be group photographs/videos that incorporate images of my child and other children and teachers. I agree that these photographs/videos may be used in other children’s learning journeys. To protect and respect privacy, I agree not to use/upload/share the photographs, videos and audio recordings involving other children on public web-sites such as social media websites and may not utilise information from my child’s learning journey for purposes other than understanding the development of my child.

Ducklings Preschool’s policy on photographs/videos covers this in more detail which I can access in the Policies Folder located on the parent table.

I agree that my child’s observations, learning journey, reports and other documents created through Class Dojo can be stored on Class Dojo’s systems. I agree to log in using only the personal log-in provided to me. The following email address(es) can be used to send me notifications through the Class Dojo system.

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Name** | **Your e-mail ID** | **Relationship to the child** | **Your Signature** |
| Enter text here |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6. PARENTAL/CARER PERMISSION & PASSWORD**

Child’s name Enter text here

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give permission for… (please tick as appropriate)

|  |  |  |
| --- | --- | --- |
| My child to receive medical treatment (including an anaesthetic) in an emergency and general first aid when needed. | Yes | No |
| A member of staff to take my child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that I am informed and am on my way to the hospital. The staff member will accompany child in an ambulance | Yes | No |
| My child to be reasonably restrained if my child is at risk of injury i.e. prevent from falling off equipment. | Yes | No |
| My child to have Sun Cream (factor 15 minimum) applied when necessary. | Yes | No |
| My child to leave the premises for short walks around the local area. | Yes | No |
| My child to take part in messy play with the risk that their clothes may get dirty | Yes | No |
| My child to have face paints done | Yes | No |
| Information to be passed on to other professionals, as and when necessary.  I give permission for my child's development details to be allow to share with other settings my child attends such as childminder/nursery/preschool" | Yes  Yes | No  No |
| Photographs of my child to be taken on the Ducklings camera and tablet to be used in the setting i.e. on display boards and inclusion in their online learning journey. | Yes | No |
| Videos of my child to be taken on the Ducklings tablet for inclusion in their online learning journey | Yes | No |
| Voice recordings of my child to be taken on the Ducklings tablet for inclusion in their online learning journey | Yes | No |
| Photographs of my child taken as part of a group to be included in other children’s online learning journey | Yes | No |
| Videos of my child taken as part of a group to be included in other children’s online learning journey | Yes | No |
| Voice recordings of my child taken as part of a group to be included in other children’s online learning journey | Yes | No |
| Photographs of my child to be used on the Ducklings Ltd website and internet sites such as Facebook (not a closed group). | Yes | No |
| Photographs of my child to be used on the CLOSED Ducklings Facebook group | Yes | No |

**Password collection**

We at Ducklings have a password system to ensure the safety of your child when being collected by an adult other than the usual adult. The password should be something more difficult than a sibling or a pet’s name but not so difficult that it will not be remembered.

Please complete the form below and return to a member of staff. The password will be kept in a secure cupboard which only Ducklings staff have access to.

May we also remind you that we require identification for the person collecting your child and are unable to allow persons under 18 years of age collect your child, this includes siblings.

Password Enter text here

*I understand that the person collecting my child may be required to clearly write this password. Those unable to write the password will not be permitted to take the child from the setting.*

Signed Enter text here

Print Enter text here

Relationship to child Enter text here

Date Enter text here

**7. PRIVACY NOTICE**

**Introduction**We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

**This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.  
  
What personal data do we collect?**We collect personal data about you and your child to provide care and learning that is tailored to meet your child’s individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

* your child’s name, date of birth, address, health and medical needs, development needs, and any special educational needs, ethnicity.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

* your name, home and work address, phone numbers, emergency contact details, family details and email address.

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect:

* your national insurance number or unique taxpayer reference (UTR), if you’re self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

**Why we collect this information and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

* contact you in case of an emergency
* to support your child’s wellbeing and development
* to manage any special educational, health or medical needs of your child whilst at our setting
* to carry out regular assessment of your child’s progress and to identify any areas of concern
* to maintain contact with you about your child’s progress and respond to any questions you may have
* to process your claim for up to 30 hours free childcare (only where applicable)
* to keep you updated with information about our service

With your consent, we will also record your child’s activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing. You will have an opportunity to give consent on your child’s registration form.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

**Who We share your data with**In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

* Ofsted – during an inspection or following a complaint about [my/our] service
* banking services to process standing order payments (as applicable)
* the Local Authority (where you claim up to 30 hours free childcare as applicable)
* the government’s eligibility checker (as above)
* our insurance underwriter (if applicable)
* the school that your child will be attending

We will also share your data if:

* we are legally required to do so, for example, by law, by a court or the Charity Commission;
* to enforce or apply the terms and conditions of your contract with us
* to protect your child and other children; for example by sharing information with social care or the police;
* it is necessary to protect our/or others rights, property or safety
* we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes

**How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

All documentation about you or your child will be stored in a lockable cabinet.

All data about you or your child stored on a computer will be password protected.

**How long do we retain your data?**

We retain your child’s personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child’s learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children’s and Provider Records policies).

**Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making

**Your rights with respect to your data**

You have the right to:

* request access, amend or correct your/your child’s personal data
* request that we delete or stop processing your/your child’s personal data, for example where the data is no longer necessary for the purposes of processing; and
* request that we transfer your, and your child’s personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)

**8. CONTRACT**

Your child has been offered/has an existing place at Ducklings Preschool. The following are the terms of the Pre-School, which we ask you to agree in order for your child to attend. Please consider them carefully before accepting and signing.

There is a contribution of **£57.00** payable per academic year - our snack fees are voluntary for funded children, and compulsory for private sessions. For children who are attending both private and funded sessions, the snack fee is compulsory. This covers drinks/snacks, fresh fruit and cooking ingredients, etc. Fees must be paid before your child can attend the session.

**Fees must be paid at least two weeks in advance**; this includes all forms of payment, cash, childcare voucher and bank transfer. Fees must be paid whether your child attends the session or not. Non-payment of fees may result in your child’s place being withdrawn. Ducklings preschool may refuse access to our facilities if payment has not been made. Ducklings Preschool reserve the right to follow their admissions policy in relation to non-funded places, please refer to the policies and procedures for further information. Invoices are raised half termly charges are at the rate based on the age of the child at the beginning of the term for the whole term. Fees are paid irrespective of attendance.

Government funded places are available for eligible parents in line with Government regulations - Ducklings reserves the right to change in line with government regulations. If your child is eligible for the extended hours then Ducklings requires that you keep us updated and provide the unique reference code every 3 months as directed. In the event of the funding being withdrawn parents are duty bound to advise Ducklings of the changes, you may be liable for any fees arising from failures to keep the system updated.

If for any reason you child cannot attend their regular booked-in session(s), payment is still required – as that session(s) was reserved and could not be transferred to another child with short notice. If you wish to permanently change the sessions your child attends, please speak to our manager. If you child only attends on a part time basis (less than 5 sessions per week) , Ducklings reserves the right to withdraw the placement if and when necessary. Ducklings will then offer alternative sessions if available. If your child does **not** attend the majority of their funded sessions you will be liable for the session fees should your funding be withdrawn by the council.

**Once a place has been accepted, a notice period in writing must be given to withdraw a child from any of the sessions, or you will be liable to fees at the relevant rate. A 6-week notice is required.**

Your child must be collected promptly at the end of the preschool session. Failing to collect them on time will result in you being charged a late collection fee.

We may request that, if possible, every parent/guardian help as a parent helper each term. This may sound a daunting task, but many parents enjoy joining in the sessions to see how their own children are settling in, and all we ask of you is that you play with the children.

For safety reasons no jewellery is allowed, except small studs for pierced ears - At the parent's own risk. Neither do we suggest that your child wear open-toed sandals.

If your child suffers a stomach upset, please keep him/her away from the preschool for 48 hours after the last bout of sickness/diarrhoea. Ducklings Pre-School has an Equal Opportunity Policy. All parents are expected to read and abide by the terms of the policy. Further policies are on display on our main notice board or foyer area. In unforeseeable circumstances, we cannot guarantee that Pre-School sessions will take place. If the personal information we have for your child changes you must notify the site manager as soon as possible.

Ducklings Pre-School Ltd does not accept responsibility for accidental injury or loss of property. Ducklings Pre-School Ltd maintains the insurance required by law. Copies of which are available for you to see.

I/We have read and agree to adhere to Ducklings Limited terms and conditions. I/We enclose a non-refundable Admin fee of **£25** for term time settings (all Milton Keynes sites); and **£100** for our full time Middleton and Blackley settings (in Manchester). If you have any questions regarding any of the above documentation, please contact us on 07476 079904.

**I agree to the terms and conditions laid down by Ducklings Pre-School, that I will pay my fees promptly and that I will give the relevant notice to withdraw my child from any the sessions or be liable to relevant fees, as discussed above.**

**Electronical or physical Signature …………………………………… DATE ………………………………**

**NAME IN CAPITAL LETTERS ……………………………………………………**

**CHILD’S NAME IN CAPITAL LETTERS ………………………………………**

**ADDRESS : …………………………………………………………………………**

**…………………………………………………………………………………………**

**PAYMENT DETAILS -**  **Paying via online banking?** Please pay for your child’s admin fee and future sessions using the bank details below;

Account Name: **Ducklings Ltd**   
Account Number: **03555238**  
Sort Code: **30-15-53**  
Your Payment Reference: (First **3** letters of your child's first name, first **3** letters of your child's last name, and first **3** letters of the ducklings site they are attending).

For example, if your child is named John Smith and they attend Oldbrook, your payment reference should be: '*JohSmiOld'*Another example: if your child is named Eva Besnik, and they attend Westcroft, your payment reference should be: '*EvaBesWes'*  
  
 If you have any questions, please feel free to contact us at [ducklingsfinance@gmail.com](mailto:ducklingsfinance@gmail.com), or by calling us on 07476 079904.

**ONCE SIGNED AND COMPLETED, A COPY OF THIS CONTRACT IS TO BE RETURNED BEFORE YOUR CHILD COMMENCES AT DUCKLINGS PRE-SCHOOL.**