

K8Z CHEEKY MONKEYZ/MONKEY MADNESS

Private Day Nursery/Creche/
Breakfast & afterschool

Password:.....

0151-527-3625 / 0151-526-8216

NURSERY/BREAKFAST & AFTERSCHOOL CLUB / HOLIDAY CLUB
ENROLEMENT FORM

Child's full name.....

Date of birth..... Age.....

Home address.....

..... Home tel no.....

Parental responsibility

Carer 1..... Relationship to child.....

Employer..... Work tel no.....

Email

Mobile no.....

Carer 2..... Relationship to child.....

Employer..... Work tel no.....

Mobile no.....

Please give details of 3rd person who may be contacted in case of emergency

Name..... Relationship to child.....

Home tel no..... Mobile no.....

Doctors details

Doctors name and address.....

..... Tel no.....

Please give details of any health issues/problems.....

.....

Registered address: K8Z Cheeky Monkeyz. Total Fitness, Switch Island, Bootle, Northern Perimeter Road, Liverpool, L31 7PT

Please indicate which illness your child has had (circle):

Chicken Pox Measles Mumps Whooping cough Scarlet fever
German Measles

Please indicate which vaccinations your child has had (circle):

3 in 1 immunisation Polio HIB MEN MMR MENC

Does your child suffer from any allergies? (give details).....

.....

Does your child have any special dietary needs? (give details).....

.....

Is your child considered to have a disability? No / Yes

If yes please give any details you feel we may need.....

.....

Religion

C of E Roman Catholic Hindu Muslim Jewish Sikh

Other.....

Attendance

Please circle the days and times that you wish your child to attend the Nursery

Monday: 7 - 1 1 - 6 Full day

Tuesday: 7 - 1 1 - 6 Full day

Wednesday: 7 - 1 1 - 6 Full day

Thursday: 7 - 1 1 - 6 Full day

Friday: 7 - 1 1 - 6 Full day

Nursery Start Date:

Registered address: K8Z Cheeky Monkeyz. Total Fitness, Switch Island, Bootle, Northern Perimeter Road, Liverpool, L31 7PT.

K8z Cheeky Monkeyz

Private Day Nursery, Holiday Club, Breakfast and Afterschool Club

0151 527-3625 / 07950 380860

TERMS AND CONDITIONS

Deposit

A deposit of £100 (Nursery) or £50 (Holiday Club & Breakfast & Afterschool Club) is required to secure your child's place at the setting. This will be deducted as fees for the final week that your child attends the setting if 4 weeks written notice is given. **If the child does not take up the nursery place, the deposit is then used to cover administration costs.**

Fees

Fees are payable in advance by the 25th of each month that your child attends nursery by Standing Order or Bank transfer. We reserve the right to charge interest on overdue fees at 5% above the Bank base rate. We also reserve the right to amend our fees by giving four week's notice. If you no longer require your place at our setting then you are required to give four weeks written notice. If you fail to give four weeks written notice unfortunately your deposit is non-refundable. Your fees will be calculated over 51.5 weeks in the year (you won't be charged for half of the Christmas week) and divided by 12 months to give you your per calendar month fee. Our fees are collected one month in advance.

If your child does not attend Nursery, Holiday Club, Breakfast and Afterschool Club due to sickness or any other reason you are still required to pay for these sessions.

Cancellation of Nursery place

Either party may cancel this agreement by giving four weeks written notice, however we may ask for the child to be immediately withdrawn under circumstances:

- That the behaviour of the child is such that excessive disruption is caused to the other children.
- That monthly fees are not paid promptly
- That the level of care required cannot be sustained due to a change in circumstances

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Additional Hours

If parents are unavoidably delayed, parents will be able to leave their child at the Nursery for additional hours between the opening and closing times if staff ratio permits this. The charge for additional hour is £7.00 or part of. A late charge of £10.00 per 15 minutes per child will be charged for arriving late to collect your child after their session is finished.

Nursery Hours

The Nursery, Breakfast and Afterschool Clubs are open from 7.00am - 6.00pm Monday to Friday. We are closed Bank Holidays. Bank holidays are chargeable if this is a day your child normally does. We are also closed for Christmas. We close 12pm Christmas Eve and re-open for business 2nd January.

Sickness

Please do not bring your child to nursery if they are unwell. It is unfair to the other children and also the staff. Any child suffering from a doubtful rash, sore throat, stick eyes, sickness or diarrhoea will not be admitted to the nursery. If a child should become unwell at nursery, every effort will be made to contact the parents/carers. Once this contract is signed we reserve the right to take a child to casualty in the case of an emergency.

Clothing and Personal Property

Parents are asked to provide a full change of clothing for the child. Cheeky Monkeyz uniforms are required and can be purchased from the office. All clothing should be clearly marked with child's name.

Security

Safety and security within the nursery is paramount. We would ask you to ensure all doors and gates are closed securely behind you when entering or leaving the premises. Please do not hold the door open for any other parents to enter, they must ring the bell and wait for staff to grant them entry. When opening the doors into the rooms please ensure no children are behind it and can be hurt by looking through the glass panel first. CCTV is in all of the rooms for added security. Children will only be allowed to leave with authorised persons.

Uncollected Children

The nursery will contact the appropriate authorities if a child is not collected 30 minutes after closing time and no contact has been made by any guardian of the child in question.

Child Protection

We have a policy on child protection and liaise with all relevant agencies. Please ask for a copy if required.

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Equal Opportunities

The nursery staff operate an equal opportunities policy in accordance with all current legislation.

Behaviour

Staff in the nursery encourage good behaviour with the use of positive reinforcement. No physical punishment will be undertaken or threatened.

Confidentiality

All information regarding your child will remain strictly confidential and will only be passed on to other professionals in regards to child protection. The nursery complies with the Data Protection Act.

Shared Care

Does your child/children attend another nursery? YES / NO

If yes, please provide the name and telephone number of the Nursery

Nursery Name

Telephone Number

Previous nurseries:

Has your child attended any other nursery?

YES/NO

Name of previous nurseries:

.....
.....

Safe Guarding

I/..... Have been shown K8z Cheeky Monkeyz Safeguarding Policy on the Initial Show Round and been advised as to the paramount importance given to the Policy and the Protection of the Child whilst under the care of the Practitioners. I have also provided a Secure Password to the practitioners as part of the Safe Guarding Policy.

To ensure we offer the best possible care for your child/children, do you give permission for us to contact the other provider named above to share EYFS and other general information? YES / NO

Signed

Dated

Complaints

Should you feel you are not happy about our service or the care that your child has received, please feel free to obtain a copy of our complaints procedure from the main office and submit to the Management Team/Owner.

.....

I have read and understood the above terms and conditions

Signed

Date

Social Care -

Is social care involved with your child?

YES / NO

If yes....

Name of social worker

Phone number of social worker

Is this child known to any other social worker or borough/district?

YES/NO

If so which borough/district?

Data sharing agreement

Date -

This data sharing agreement is between

The data controller - K8z Cheeky Monkeyz

And the data processor - from the list below:

- Sefton Local Authority - Funding information
- Sefton Children's centre - attendance on activity sessions
- Shared care - other childcare settings and schools
- Health Visitor - 2 yr progress checks and partnership working
- SEN - partnership working
- Safeguarding
- Police and Ambulance - In case of an emergency.

Further data sharing agreements might be written to cover

- Training provider for a staff member
- Accountants/payroll

Data which is being shared

- To comply with the Early Years Foundation Stage (EYFS 2017) 3.68 providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. Providers must enable a regular two way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting. If requested, providers should incorporate parents' and or carers' comments into children's records.
- To comply with the Early Years Foundation Stage (EYFS 2017) 3.69. Records must be easily accessible and available (with prior agreement from Ofsted or the childminder agency with which they are registered, these may be kept securely off the premises). Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them. Providers must be aware of their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000.
- To comply with the Early Years Foundation Stage (EYFS 2017) 3.70. Providers must ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Parents and/or carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the DPA55. 3.71. Records

relating to individual children must be retained for a reasonable period of time after they have left the provision.

- To comply with the Early Years Foundation Stage (EYFS 2017) 3.71. Records relating to individual children must be retained for a reasonable period of time after they have left the provision

Examples of data that will be shared

- Child's full name and date of birth
 - Parent/s address
 - Ethnicity
 - Progress tracking information
 - Summary progress reviews
 - Daily routines
 - 2 year progress check
- To comply with Sefton Local Authority Funding requirements Regulations made under section 99 of the Childcare Act 2006 (The Childcare (Provision of Information About Young Children) (England) Regulations require all providers delivering free provision to children aged under five to provide data on children in their care to the Secretary of State their local authority when requested to do so. The information about individual children that must be provided is set out in Schedule 2 of the regulations. Private, voluntary and independent providers who deliver free entitlement places should complete the early years census. This includes independent schools, childminders registered with Ofsted.

Examples of data that will be shared

- Child's full name and date of birth
 - Parent/s address
 - Parent/s national insurance number/s
 - ethnicity
- The early years census will collect data on: children who are taking up the universal 15-hour free entitlement and separately the additional 15 hours of free provision (the extended free entitlement) including the child's eligibility code; whether a child is in receipt of Disability Access Funding from the local authority except for children taking up their free entitlement in independent school reception classes. The early years census will also collect new data items on provider opening and closing times and staff qualifications.

- When a child is aged between two and three, practitioners must review their progress, and provide parents and/or carers with a short written summary of their child's development in the prime areas. Practitioners should encourage parents and/or carers to share information from the progress check with other relevant professionals, including their health visitor and the staff of any new provision the child may transfer to. Practitioners must agree with parents and/or carers when will be the most useful point to provide a summary. Where possible, the progress check and the Healthy Child Programme health and development review at age two (when health visitors gather information on a child's health and development) should inform each other and support integrated working. This will allow health and education professionals to identify strengths as well as any developmental delay and any particular support from which they think the child/family might benefit. Providers must have the consent of parents and/or carers to share information directly with other relevant professionals.

Examples of data that will be shared

- Child's full name and date of birth
- The 2 year progress check will be printed and handed to the child's parent/s to take with them to the child's Intergrated Review.
- A summary of the review can/will be sent to a secure email address for the admin support attached to the Health Visitors.

Data will be shared via;

- Verbal
- Paper
- Email
- Online

Data sharing notes;

- There must be a clear legal basis for sharing data.
- Data must be protected when shared
- Parents and children have the right to access, rectify or erase data and to object to data sharing.
- Data will only be retained for as long as it is needed to support the child's care, learning, development and/or comply with the Early Years Foundation Stage (EYFS).
- The recipient agrees to use the personal data in accordance with GDPR las
- In care of a serious data breach a Data Breach Register must be completed and the child's parents and the Information Commissioners Office must be informed.

Parent one Signature -

Date -

Parent Two Signature -

Date -

Emergency contact one Signature -

Date -

Emergency contact Two Signature -

Date -

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