



Reg No (for office use only)



CHILDREN REGISTRATION FORM

Child's Details			
First name:		Surname:	
Preferred name:		Gender:	
Date of birth: DD / MM / YYYY		Place of birth:	
Ethnicity:		Nationality:	
Home Address:			Postcode:
Family			
Parent's marital status	Number of siblings	Position in Family	Parent serving in Armed Forces Yes / No
Health & Diet			
Permission given to have medicine administered (e.g., Calpol) Yes / No		Does your child have any food allergies or dietary requirements? (If yes, please specify) Yes / No	
All the immunisations are up to date? Yes / No			
Does your child have any medical condition, special needs?		Has your child been referred by GP for any assessments (hearing, sight, speech & language etc.)?	
Details of any other settings or childcare attended:		Details of any other agencies or professionals working with your child and their role:	
Are you aware of any Special educational needs (SEND) your child may have? (If yes, please specify) Yes / No		Other medical information you would like to provide?	
Name of GP/ Medical practice:			Toileting
GP / Medical practice address:			Potty trained: Yes / No
			If not potty trained, current Nappy Size:
Mother / Primary Carer 1			



Title (<i>Mrs, Miss, Ms, Other</i>)		Parental responsibility:	
Relationship (<i>if not mother</i>):		Yes / No	
First name:		Surname:	
NI Number / NASS Number (<i>for asylum seeker if you do not have NI Number</i>)		Date of Birth:	
		DD / MM / YYYY	
Occupation:	Work phone:	Mobile phone:	
Email address (please write in CAPITAL LETTERS):			
Home address (if different from the child's home address):			Postcode:
Father / Primary Carer 2			
Title (<i>Mr or Other</i>)		Parental responsibility:	
Relationship (<i>if not father</i>):		Yes / No	
First name:		Surname:	
NI Number / NASS Number (<i>for asylum seeker if you do not have NI Number</i>)		Date of Birth:	
		DD / MM / YYYY	
Occupation:	Work phone:	Mobile phone:	
Email address (please write in CAPITAL LETTERS):			
Home address (if different from the child's home address):			Postcode:
Emergency Contact Details (<i>must be different from above</i>)			
<i>In case of emergencies, we need other suitable contacts, who can collect your child</i>			
Title (<i>Mr, Mrs, Miss, Ms, or Other</i>)		Parental responsibility:	
Relationship:		Yes / No	
First name:		Surname:	
Home phone:		Mobile Phone:	
Permissions			



I give permission for my child's photographs to be used on the nursery website	Yes / No
I give permission for my child's photographs to be used on leaflets for advertising purpose	Yes / No
I give permission for my child's photographs to be on Sahan Facebook page	Yes / No
I give permission for my child to visit the local parks	Yes / No
I give permission for my child to visit the local libraries	Yes / No
I give permission for my child to travel by bus	Yes / No
I give permission for my child to travel by car	Yes / No
I give permission for my child to travel by train & tube	Yes / No
I give permission for my child to receive emergency medical treatment	Yes / No

Sign:	Date: DD / MM / YYYY
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Sessions Booking Pattern

Monday	Tuesday	Wednesday	Thursday	Friday

Additional comments:

Desired Start Date DD / MM / YYYY	Any other setting attended in past (if yes, please write name of the setting) Yes / No
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Entitled to 15 hours free childcare (<u>2 Years Old</u>) Yes / No	Entitled to 30 hours free childcare (<u>3 Years Old</u>) Yes / No
If yes, confirmation reference: _____	If yes, confirmation reference: _____

Declaration

PAYMENTS OF FEES: We understand that the cost of childcare may seem expensive to parents / carers and therefore we continue to strive to be the most affordable local nursery; however, providing a high quality, safe and stimulating service for children is not cheap. To ensure continued high standards and sustainability of the setting we ask parents and carers to comply with this policy in respect of the fee payment. Fees are payable weekly/monthly in advance (must be paid and cleared five working days before your session starts). **If your child is absent from the nursery due to sickness, holiday or you miss any sessions for any reason, the full fee will be still payable.** The monthly fees are calculated by multiplying the weekly figure 4.33 (number of weeks in a month). You are still **required to pay full fee as normal for bank holidays, inset days or another other planned holidays according to our annual calendar.** To secure a place for your child we require a £50 administration fee (non-refundable) and £200 deposit (refundable subject to terms and conditions). This deposit is not refundable if you decide not to take up your child's place less than 6 weeks prior to the expected start date. We require at least 6 weeks (minimum 36 Calendar Days) notice in writing for any reduction in sessions or for end of service notice. Fees are reviewed annually.

ABSENCE: At Sahan you pay for your child's place and not for their attendance due to Nursery overheads still being incurred. There will be no reduction for sickness or occasional days off. However, you can book holidays without paying nursery fees during half-term, end of term or Christmas holidays. These holidays **must** be booked



in writing via email to info@sahandaynursery.com and can only be booked during half term, end of term or Christmas holidays (highlighted pink in our annual calendar). The full nursery fee remains payable during term times even if you book holidays in advance. Child absences are monitored.

SICKNESS: Any child suffering from sickness or/and diarrhoea should be kept away from the setting for at least 48 hours. A child suffering from any other symptoms should be checked by their doctor. Should your child become unwell when with us, every effort will be made to contact you. We reserve the right to send home any child if such an action is deemed to be in the best interests of that child or other children. Full fee is charged for the days your child may be absent from nursery due to sickness. For full details, see our sickness and medication policies.

TRIP TO THE LOCAL PARK: As part of outdoor activity, we will be taking children to the local park everyday unless it is not safe for them to be outside. By signing this form, you give your consent for your child to go to the local park with our staff members during their regular sessions at Sahan.

ACCIDENTS AND ILLNESS: The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident/Incident record form. If emergency treatment at hospital is required, the nursery will make all reasonable attempts to contact the parents but if this is not possible, we are authorised to act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent Form. We may require parents to withdraw their child from nursery in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend nursery. We may also ask parents to withdraw their child from the nursery if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection and there remains a danger that other children may contract such a disease or infection. Parents must inform the nursery if the child is suffering from any illness, sickness, or allergies before attending the nursery. The nursery is mindful of the needs of working parents and will endeavour to provide as much continuity of service as possible within the recommendations of the Health Protection Agency by which the nursery is bound.

ARRIVAL AND DEPARTURE: Children must be collected from the Nursery only by an authorised adult. If you require any person other than parents or authorised adults to collect, notify us in writing and on collection, identification will be sought. We operate a password system and passwords must be known by any person collecting.

POLITENESS: Staff will always be polite and respectful to all families and visitors. The same courtesy is expected at all times.

PUNCTUALITY: Punctuality when collecting your child at times specified by you is appreciated. However, if you are unavoidably delayed, a phone call advising staff of your delay is necessary as we are required by law to inform social services and the police if we have not been contacted by the parent/carer within 30 minutes of the specified time. To cover our costs, we do reserve the right to charge for late pickups (please ask staff members for details late pick-up charges).

NOTIFICATION IF A PLACE IS NO LONGER REQUIRED: If you no longer require a place after registration, please advise us in writing as soon as possible.

CHANGE OF SESSIONS OR WITHDRAWAL OF A CHILD FROM NURSERY: One Calendar month notice is required (IN WRITING via email to info@sahandaynursery.com, we do not accept verbal notice to any staff member for any change in sessions) if you intend to reduce your sessions or withdraw your child from the Nursery. Alternatively, you will be required to pay one month's fees in full to cover the notice period.

CONTINUOUS ABSENCE: If your child is absent for two weeks or more without explanation and we are unable to make contact with you or your holidays are not authorised by the nursery manager, it will be assumed that the place is no longer required, or we may terminate your place and allocate to another child. Please notify us in advance if your child is unable to attend or latest by 7am (on the same day).

CHILDREN WITH ASTHMA: If the severity of your child warrants the use of an inhaler, please send it in labelled with the date and your child's name with the sessions they attend. Staff receive training on the use of these when required.

MEALS & SNACKS: The fee for a full day includes the price of meals, snacks, and milk for privately paying children. However, children who are doing 5 hours or longer funded sessions are required to pay for the consumables. We provide healthy snacks, fresh meals (for children attending 5 hours or longer session) & milk during the day. Drinking water is accessible to children at all times.



CHILD’S LEARNING JOURNEYS, PROGRESS MATTERS AND THE EYFS: All children will be assigned a keyperson when starting Sahan. You will meet this person normally during settling-in sessions when your child starts. We will be using the EYFS to support us to plan next steps for your child and use written observations and photographs to add to their learning journey. We observe your child’s interest to plan activities and to provide new and beneficial learning experiences. Your child will have a learning journey and be monitored in seven areas of learning using Family App. We encourage all parents to become involved with these as you can access your Parent/Carer account at any time through your mobile/tablet/PC. We also offer termly parent conferences available for you to discuss your child’s progress with the assigned keyperson.

CHILD’S WELFARE AND SAFEGUARDING: If we have any concerns about a child’s welfare and we are not satisfied with the parent’s explanation, it is our responsibility to seek advice from Newham MASH team in best interest of the child’s safety and welfare.

PARENTAL PERMISSION: In addition to daily visit to the local park, we also organise different events, trips and special occasions, photographs may be taken and used in the newspaper, on our website and on social media. During completion of our parent pack, you will be required to give or not give your consent.

MEDICAL CONDITIONS: If your child has a medical condition, a care plan will need to be completed jointly by parents and staff.

BIRTH CERTIFICATES: At the time of admission the child’s birth certificate should be produced for verification of name and date of birth and to confirm who has parental responsibility. Information from this will be recorded and kept in your child’s file.

AMENDMENTS: Parents should inform us of any change in marital status, address, telephone number or change of parental responsibility.

TERMINATION: If there is a breach of any of these terms and conditions or if we deem any actions to be necessary in the interests of other children in Sahan, we reserve the right to suspend or terminate a child’s place.

REPRESENTATIVE: Sahan & the staff employed will act in Loco Parentis for the duration of the time that the child is in our care, both on and off the premises, until a parent or chosen representative collects the child. In the case of any illness, accident, or emergency we have the right to take such actions that are deemed necessary, including arranging medical treatment, the administering of anaesthetics and hospitalisation, if necessary, even if the parents have not yet been informed or contactable.

AGREEMENT: These Terms and Conditions represent the brief agreement and understanding between the parents (including other carers) and the nursery. This is only brief insight of the daily operation of our nursery and the parent should be familiar with our detailed Policies & Procedures available on our website www.sahandaynursery.com or can be accessed in the Nursery Main Office. We will email you more information about the setting, settling-in process and other important information which is also a part of this agreement. We reserve the right to update / amend these Terms and Conditions at any time. Any changes in our terms and conditions will be effective automatically one month after the change(s) introduced.

I have completed this form to the best of my knowledge. If there are any change of circumstances, I will inform the nursery immediately. I understand that any misleading or inaccurate information may lead to my child’s place at the nursery being terminated.

I have read and understood the above Terms and Conditions, online published policies & procedures and agree to be bound by them.

Name:	Sign:	Date: DD / MM / YYYY
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Family Application

We use Family App (an online system) to recording your child's learning journey at Sahan and for you to pass on messages to your child's keyperson through the parent's app.

Famly is a mobile application and a website which can be accessed on a computer or laptop and on any Apple or Android device such as a tablet or smart phone. By using 'Family' every child at Sahan will have their own individual learning journal. You will be able to access your child's journal by logging on with a secure username and password. Parents are only able to view their own child's journal and all information is stored on a highly secure server, which is monitored closely.

Instead of using the old paper book style way of recording, we will be able to instantly upload photos, videos and observations of your child. You get an alert through the app that something new has been added to your child's Learning Journal. By logging in, you can view what your child has been up to. A massive advantage of this system is that you can instantly add your own comments to entries and can show your child's online book to members of the family who would not usually be able to attend parent stay & play and reading sessions.

Famly allows you, as your child's primary educator, to add observations and photographs of your own as well as share your comments. We love to hear about learning and WOW moments from home to share with your child in Poppets. You will also be able to share the activities that your child has particularly enjoyed with the keyperson.

The safeguarding of our children is especially important to us. Everything that is added to Famly will be added to our nursery account and can only be viewed by nursery staff that use the system, and yourself, using your own login details. You will only have access to your child's own book, and this cannot be seen by other parents. Also, it is crucial that you do not share photos or videos from your child's book on social media or through other online platforms. **You must not take screenshots or save photos in your device without prior written consent from the Nursery.** Any incidents where this confidentiality is breached will be dealt with very seriously and may result in investigation and your access to the system being withdrawn immediately.

You can also find more information on how to access the app in the next page. We would also like to signpost you to Famly weblink for more information: <https://help.famly.co/en/collections/2776807-help-centre-for-parents>. E-safety is extremely important to us; therefore, we ask you to fill the form in the end and sign the agreement to show that you have read, understood, and agree with our guidelines.

If you have any further questions, please do not hesitate to contact us.

Kind Regards,

Sahan Nursery



Agreed guidelines for accessing and using.

As a parent, 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.
- **Not** to do screenshots, screen recordings or download images in personal devices without prior written consent from the Nursery Management.

I accept that my child's photograph may appear on their friends learning journal account and I may see pictures of my child's friends on my child's personal account. I will speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the above guidelines and have read accompanying information sheets.

<p>Print name (Parent / Guardian): _____</p> <p>Name of child: _____</p> <p>Email: _____</p> <p>Signature: _____ Date: _____</p>

By signing and returning this form and providing us with an e-mail address you agree to Sahan Nursery creating a Family Parent's online account for you.



Nursery Fees

Fee Before Funding Adjustment						
Days Per Week	0 - 2 Year Old		2 - 3 Year Old		3+ Year Old	
	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
2 Days per week	£80.00	£150.00	£75.00	£130.00	£70.00	£120.00
3 Days per week	£115.00	£220.00	£110.00	£180.00	£105.00	£175.00
4 Days per week	£150.00	£265.00	£145.00	£210.00	£135.00	£200.00
5 Days per week	£185.00	£295.00	£180.00	£250.00	£165.00	£240.00

Fee After Funding Adjustment						
Days Per Week	2 - 3 Year Old		3+ Year Old (15 Hours Free)		3+ Year Old (30 Hours Free)	
	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
3 Days per week	N/A	£110.00	N/A	£105.00	N/A	N/A
4 Days per week	£40.00	£150.00	£37.50	£140.00	N/A	£70.00
5 Days per week	£80.00	£190.00	£75.00	£180.00	N/A	£120.00

Top-Up Sessions/Hours			
Sessions	0 - 2 Year Old	2 - 3 Year Old	3+ Year Old
Full Day (10 Hours)	£80 (£8 per hour)	£75 (7.50 per hour)	£65 (6.5 per hour)
Half Day (5 Hours)	£42.5 (£8.5 per hour)	£38 (£7.60 per hour)	£35 (£7.00 per hour)
3 Hours	£26 (£8.66 per hour)	£23.50 (£7.83 per hour)	£22.5 (£7.5 per hour)
1 Hour	£8.75	£7.90	£7.75

Sessions						
Age of Children	Private + Funded			Funded only		
	All day	Morning	Afternoon	Morning	Afternoon	Late Afternoon
Under 2 Year Old	8am to 6pm	8am to 1pm	1pm to 6pm			
2 year to 3 Year Old	8am to 6pm	8am to 1pm	1pm to 6pm	8.30 to 11.30	12pm to 3pm	3pm to 6pm
3+ Year (15 Hours Funded)	8am to 6pm	8am to 1pm	1pm to 6pm	8.30 to 11.30	12pm to 3pm	3pm to 6pm
3+ Year (30 Hours Funded)				9am to 3pm	12pm to 6pm	8am to 6pm

Brief - Fee Terms & Conditions
Discounts: 5% family discount where two children attend same sessions (applies to older sibling only)
Full time sessions discount is already applied on the fees.
Minimum of 2 half days or 3 days 3 hours sessions per week
We offer an early drop off (7:30) and late pick up (18:30) service for parents who have a longer working day. This is available on request and incurs an extra charge of £7.5.
£200.00 deposit per child refundable at end of contract (provided notice criteria met)
£50.00 registration fee non refundable
Weekly or monthly payment in advance in cash or bank transfer (No cheques accepted)
Fee is payable if your child is absent for any reason(s) or during bank holidays/inset day closures.



Parent declaration for the free entitlements 2023/24

To be completed for all children accessing any free entitlement



1. Child's details

Child's Legal Family Name:	Child's Legal Forename(s):
Name by which the child is known (if different from above):	
Date of Birth:	Male/Female:
Address:	Post Code:
Documentary proof of Date of Birth Type (e.g. Birth Certificate, Passport):	Document recorded by (name of staff member):
Date document recorded (dd/mm/yyyy):	
2 year old funding approval number, if applicable, <u>please enter</u> Golden Ticket number or EY number	
30 hours Funding for eligible 3 and 4 Year olds, if applicable, <u>please enter</u> 11 digit eligibility code	
Note: All children are entitled to 15 hours funded entitlement from the <u>term after</u> the 3 rd birthday. Proof of date of birth must be given above.	

2. Parent / Carer details

Parent/Carer 1	Parent/Carer 2
Legal family Name:	Legal family Name:
Legal forename:	Legal forename:
Date of birth:	Date of birth:
NI or NASS number:	NI or NASS number:

3. Setting and attendance details

You need to agree and complete this Declaration Form with each setting your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them.

- Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.
- My child will be attending the following setting(s). Please enter below the total free entitlement hours attended per day.
- If, in future, your child's attendance pattern changes, then a new parent declaration form must be completed and kept by your provider with previous declarations.



Setting Name(s)	Please enter total free entitlement hours attended per day						Total number of hours per week ^{1 2}	Number of weeks per year (e.g. 38, 45, 47, 51)
	Mon	Tue	Wed	Thu	Fri	Sat Sun		
Total daily hours attended								

4. Early Years Pupil Premium (EYPP) Registration Form

Additional funding may be available through EYPP, paid to providers for the provision of extra support for children of families in receipt of certain benefits (see criteria and on line checker details in footnote³). Children who are looked after or have left care of the local authority through adoption or special guardianship are also eligible. EYPP is for children aged three or four and is used to improve teaching and learning facilities and resources to as to impact positively on your child's progress.

Do you wish your provider to apply for EYPP? This check will use the information supplied by you on this form or you may need to provide evidence such as a copy of an adoption certificate or a copy of the special guardianship/residence order.

Yes please arrange an EYPP check	
No thanks	

5. Disability Access Fund Declaration

Three- and four-year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £828 per eligible child. The purpose is to allow providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?⁴:

¹ 2 Year old and universal free entitlement for 3 & 4s totals 570 hours per year. This can be taken at 15 hours per week term time of 38 weeks or may be stretched over more weeks at fewer hours per week over 45 weeks at 12.5 hours, 47 weeks at 12 hours or 51 weeks at 11 hours where the provider offers this.

² Extended 30 hour free entitlement for eligible 3 & 4s totals 1140 hours per year. This can be taken at 30 hours per week term time of 38 weeks or may be stretched over more weeks at fewer hours per week over 45 weeks at 25 hours, 47 weeks at 24 hours or 51 weeks at 22 hours where the provider offers this.

³ Criteria and application details at www.newham.gov.uk/eypp

⁴ <https://www.gov.uk/disability-living-allowance-children/overview>



Yes No If yes please supply a copy of award letter to allow your provider to submit with this form to EDU - Nursery Grant 3-4 <EDU-NurseryGrant3-4@newham.gov.uk>

If your child is splitting their free entitlement across two or more providers, please nominate the main setting where the local authority should pay the DAF:

6. Ethnic Origin – please help your provider to complete the Department for Education Early Years Census by indicating you child’s ethnic origin below:

Afghan	Black - Sudanese	Iranian	Other Chinese	Turkish Cypriot	White Other
African Asian	Black and Any Other Ethnic Group	Iraqi	Other Ethnic Group	Turkish/ Turkish Cypriot	White Western European
Albanian	Black and Chinese	Italian	Other Gypsy/Roma	Vietnamese	Yemeni
Any Other Asian Background	Black Caribbean	Japanese	Other Mixed Background	White - British	
Any Other Black Background	Black European	Kashmiri Other	Other Pakistani	White - Cornish	
Any Other Ethnic Group	Black North American	Kashmiri Pakistani	Other White British	White - English	
Any Other Mixed Background	Bosnian-Herzegovinian	Korean	Pakistani	White - Irish	
Any Other White Background	Chinese	Kosovan	Polynesian	White - Northern Irish	
Arab Other	Chinese and Any Other Ethnic Group	Kurdish	Portuguese	White - Scottish	
Asian and Any Other Ethnic Group	Croatian	Latin/ South/ Central American	Refused	White - Welsh	
Asian and Black	Egyptian	Lebanese	Roma	White and Any Other Asian Background	
Asian and Chinese	Filipino	Libyan	Serbian	White and Any Other Ethnic Group	
Bangladeshi	Greek	Malay	Singaporean Chinese	White and Asian	
Black - African	Greek Cypriot	Malaysian Chinese	Sri Lankan Other	White and Black African	
Black - Angolan	Greek/ Greek Cypriot	Mirpuri Pakistani	Sri Lankan Sinhalese	White and Black Caribbean	
Black - Congolese	Gypsy	Moroccan	Sri Lankan Tamil	White and Chinese	
Black - Ghanaian	Gypsy / Roma	Nepali	Taiwanese	White and Indian	
Black - Nigerian	Hong Kong Chinese	Other Asian	Thai	White and Pakistani	
Black - Sierra Leonean	Indian	Other Black	Traveller of Irish Heritage	White Eastern European	
Black - Somali	Information Not Yet Obtained	Other Black African	Turkish	White European	



7. Parent/Carer/Guardian with legal responsibility declaration

Declaration I (Name)

Of (Address)

confirm that the information I have provided above is accurate and true. I understand, and agree to the conditions set out in this document and I authorise (Name of Provider/s)

..... to claim free entitlement funding as agreed above on behalf of my child.

I confirm that my child is attending the above provider for the specified funded hours per week per funding period and no other setting, unless detailed at “3 Setting and attendance details” above.

- providing false information or withholding information which results in illegitimate access to funded early education or other public funds is fraudulent and may be investigated by the Local Authority

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print Name		Print Name	
Date		Date	

7. Data privacy

In collecting your data for the purposes of checking your eligibility for the 2 year old, or 3 & 4 year old universal and extended entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Newham is exercising the function of a government department. Newham is authorised to collect this data pursuant of Section 13 of the Childcare Act 2006.

Newham council is the data controller for purposes of the EU General Data Protection Regulation and any UK laws supplementary to this, and is registered as a data controller with the Information Commissioner’s Office (ICO) under registration number Z5808736.

Newham council is committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

Why we are processing your data - We are collecting your data for the purpose of

- enabling us to pay your early years provider for their provision of the early years free entitlement for your child, including for any supplementary entitlements
- supporting your child’s teaching and learning
- monitoring early years and childcare provision

We have a legal basis for collecting this data as we have a legal obligation under the Childcare Acts 2006 and 2016. We will process special category data regarding your child’s ethnicity, disability (where applicable) and this will be done on the basis of Substantial Public Interest: processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law, which shall be proportionate to the aim pursued. Data may be used in accordance with the Equality Act 2010.



Your anonymised data may be shared with Newham Children’s services, and the government’s Department for Education for statistical purposes.

We will hold your data for six years’ following the term after your child's fifth birthday.

Your information rights

- You have the right to access a copy of the data held about you and your child and an explanation of the purpose for it.
- If you believe that information held is inaccurate, you have the right to request that it be changed.

Further information - If you wish to exercise any of your information rights, please refer to Newham’s data protection privacy statement which is located here <https://www.newham.gov.uk/Pages/Services/Processing-personal-data.aspx>

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Newham Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner’s Office on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

To be completed by the provider:

Documentary proof of child’s date of birth (e.g. birth certificate, passport)	
Documentary proof of parent identification (e.g. passport, driving licence)	
Documentary proof of eligibility for two year old or 30 hours schemes seen/copied (where applicable)	
Documentation seen/copied by (full name of staff member)	
Signed:	
Date documentation recorded	



HELP PAYING FOR CHILDCARE



MONEY TOWARDS CHILDCARE

Any **one** of the following schemes...

Age
0-11
Or 16 if disabled

Get up to
£2000 per child
For working families

TAX-FREE CHILDCARE

Age
0-15

Claim back up to **85%** of costs
For working families

UNIVERSAL CREDIT

Age
0-15
Or 16 if disabled

Claim back up to **70%** of costs
For working families

TAX CREDITS

AVAILABLE IN UK

... **can** be used with

FREE HOURS OF CHILDCARE

Age
2

For families getting **certain government support**

15 HOURS FREE CHILDCARE

Age
3&4

For **all families**

15 HOURS FREE CHILDCARE

Age
3&4

For **working families**

30 HOURS FREE CHILDCARE

AVAILABLE IN ENGLAND
For offers in Wales, Scotland and Northern Ireland check childcarechoices.gov.uk

Speak to your provider about any additional charges that may apply

For full details visit

childcarechoices.gov.uk

Getting childcare vouchers?
Go to GOV.UK to find out more



Bank Details			
Bank name and address	Barclays Bank 93 High Road Ilford, Essex IG1 1DE		
Account Name	Sahan Preschool Day Nursery		
Sort Code	20-44-22	Account No	80555541

List of Documents Required for Admission

Child's Birth Certificate

Parent's / Primary Carer's proof of address (Utility Bill / Bank Statement / Council Tax / Tenancy Agreement etc)

Parent's / Primary Carer's Photo ID (Passport / Driving Licence / Biometrics Card / Citizen Card etc)

Red Book (to confirm immunisations are up to date)

Emergency care plan for children with allergies/medical conditions (if applicable)

2 Years Old Free Place Entitlement Letter (if applicable)

30 Hours Code for 3 Years Old (if applicable)

Thank You!