



Reg No <i>(for office use only)</i>
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CHILDREN REGISTRATION FORM

Child's Details			
First name:		Surname:	
Middle name <i>(if any)</i> :		Preferred name:	
Place of birth:		Date of birth:	
Ethnicity:		Nationality:	
Language spoken at home:	Child's language and understanding:	Gender:	
Parent 1 name and relationship to the child		Parent 2 name and relationship to the child	
I like to eat	I do not like to eat	I like to drink	I do not like to drink
I like to play with		I do not like to play with	
My toileting routine		My sleep time routine is	
I get upset with		I feel happy with	
My siblings are		I also live with	
Details of any other settings or childcare attended:		Details of any other agencies or professionals working with your child and their role:	
Medical Information			
Does your child have any food allergies or dietary requirements?		All the immunisations are up to date?	
Does your child have any medical condition, special needs?		Has your child been referred by GP for any assessments (hearing, sight, speech & language etc.)	



Mother / Carer 1

Title (<i>Mrs, Miss, Ms, Other</i>)	Parental responsibility: Yes / No
First name:	Relationship (<i>other than mother</i>):
Home phone:	Surname:
Work number:	Mobile phone:
Email address:	
Home address:	Postcode:

Father / Carer 2

Title (<i>Mr or Other</i>)	Parental responsibility: Yes / No
First name:	Relationship (<i>other than father</i>):
Home phone:	Surname:
Work number:	Mobile phone:
Email address:	
Home address (<i>if different from above address</i>):	Postcode:

Emergency Contact Details (*must be different from above*)
In case of emergencies we need other suitable contacts, who can collect your child

Title (<i>Mr, Mrs, Miss, Ms, Other</i>)	Parental responsibility: Yes / No
First name:	Surname:
Home phone:	Mobile Phone:



GP Details	
Name of GP/ Medical practice:	Telephone:
Address	Postcode:

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:

Sessions				
Monday	Tuesday	Wednesday	Thursday	Friday

Additional comments:

Declaration

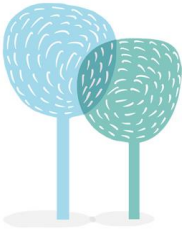
PAYMENTS OF FEES: Fees are payable weekly/monthly in advance (must be paid at least one working day before your session in Sahan). Fees are calculated by multiplying the weekly figure by 51 then dividing by 12. To secure a place for your child we require a £50 administration fee (non-refundable) and £200 deposit (refundable subject to terms and conditions). (This deposit is not refundable if you decide not to take up your child's place). Fees are reviewed annually.

***Children whom attend Sahan and only access the Free Early Education are excluded from any fees or administration.**

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. 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.

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 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 by writing as soon as possible.

WITHDRAWAL OF A CHILD FROM NURSERY: One Calendar months' notice is required if you intend withdrawing your child from Nursery. Alternatively, one month's fees will be required.

CONTINUOUS ABSENCE: If your child is absent for two weeks or more without explanation and we are unable to make contact with you, it will be assumed that the place is no longer required. Notify us by 8am (on the same day) if your child is unable to attend.

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 **does not** include the price of meal. We only provide healthy snacks & milk during the day. Pack lunch/dinner must be provided by parents for the children who attend during lunch or dinner time. All children are provided with free milk and water. Water can be accessed at all times.

CHILD LEARNING JOURNEYS, PROGRESS MATTERS AND THE EYFS: All children will be assigned a keyperson when starting Sahan. You will meet this person normally 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 inform their learning journey. We record your child's interest to feed our weekly planning and to provide new and beneficial learning experiences. Your child will have a learning journey and be monitored in seven areas of learning using Tapestry Software (please refer to the Tapestry Information & Guide). We encourage all parents to become involved with these as you can access your Tapestry account at any time. We also offer termly parent conferences available for you to discuss your child's progress with the assigned key person.

CHILD WELFARE AND SAFEGUARDING: If Sahan has any concerns about a child's welfare and is not satisfied with the parent's explanation, it is our responsibility to seek advice from Newham Safeguarding or Social Services.

PARENTAL PERMISSION: From time to time at organised events, days out or 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 or telephone number.

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 the other children or of 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 on 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 Sahan shall 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.

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 for full details regarding all the procedures parent should be familiar with, our Policies & Procedures are available on our website www.sahandaynursery.com or can be accessed in the Nursery Main Office. We will also email you some more information about parent contract and tapestry information pack which is also a part of this agreement. We reserve the right to update / amend these Terms and Conditions at any time. One-month notice will be given of any changes made.

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 understand these Terms and Conditions and agree to be bound by them.

Name:

Sign:	Date:
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Proof of address received?	Parent's ID copied
Copy of child's birth certificate on file?	
Key person allocated?	Tapestry updated?
File created for child?	Settling-in from:

Thank You!



Tapestry – An Online Learning Journal

From April 2017, we decided to use an online system of recording your child's learning in Sahan Nursery.

Tapestry is a website which can be accessed on a computer or laptop and also on any Apple or Android device such as a tablet or smart phone. By using 'Tapestry' every child at Sahan will have their own individual learning journal. By logging on with a secure username and password you will be able to access your child's journal. 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 children. You are then emailed an alert 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.

Tapestry 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 with keyworkers activities that your child has particularly enjoyed.

The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our nursery account and can only be viewed by nursery staff that use the system, and also 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. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

You can also find Frequently Asked Questions below to know more about the system. I would also like to signpost you to Tapestry's website where you will find lots of information and videos: <http://eyfs.info/tapestry-info/introduction>. E-safety is extremely important to us at Sahan 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 me.

Kind Regards,

Sahan Team



Online Learning Journey – Parents' Guide

Introduction

All children attending Sahan have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

Where do I start?

Once you have given us an email address, we will set up an account for you. Go to <https://eylj.org> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for TapestryMobile). Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

Changing your settings on the computer

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journey – just tick or untick the relevant box if you would like to change this setting.

On iphone/ipad

To change your settings on the iphone/ipad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing my child's Learning Journey

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive comments!

Adding an entry to my child's Learning Journey

Choose the 'Add Observation' option (or the 'plus' icon on your iphone/ipad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.



Frequently Asked Questions

Why use an online system?

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper book is very time consuming. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend with your children, supporting their learning.

We were also impressed with the way in which parents can instantly see what their child has been up to and can also share it with family members such as grandparents.

How do I get onto the system?

Sahan Team will set up an account for you and provide you with log on details. Tapestry can be accessed online at: <http://eyfs.info/tapestry-info/introduction>. It is available as a free app from the Apple Store and also on Android devices.

We will ask you to provide us with an email address so that we can set you up a personal account. This will be a secure way of logging in, and you will only be able to see your own child's book.

I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry?

If you are unable to access the Internet on any device at home, then you will still be able to access your child's book by arranging a mutually convenient time with your child's teacher / key person to come into Nursery. You will be provided with access to your child's account and support if needed.

I am not very confident with computers or the Internet. How can I access Tapestry?

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Early Years Team will be happy to support you.

Why do you need my email address?

Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site and also so that we can email you when a new entry has been added for your child.



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.

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.

Print name (Parent / Guardian): _____

Name of child: _____

Email: _____

Signature: _____ **Date:** _____

By signing and returning this form and providing us with an e mail address you agree to Sahan creating a Tapestry online learning journey for your child.

Parent declaration for the free entitlements

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 £615 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.

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

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

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. 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.

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

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.

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

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	