



The Saplings Pre-School

## APPLICATION FORM

Please attach a photograph of  
your child here.

Please complete this form using **BLOCK CAPITALS**. Thank you.

Child's surname/family name: (as on their birth certificate)			
All forenames:	To be known as:		
Date of Birth:	Religion:		
	Ethnic Origin*:		
	Home language:		
Residential Address:			
Post Code:	Home phone number:		
E-mail address:			
<b>Parent(s)</b>			
Name of <b>mother</b> :	Name of <b>father</b> :		
Address: (If not same as above)	Address:(If not same as above)		
Post Code:	Post Code:		
Home phone no.	Home phone no.		
Mobile no.	Mobile no.		
Place of work:	Place of work:		
Session time contact no. inc. ext.	Session time contact no. inc. ext.		
<b>Name of Additional Contact (1):</b>			
Relationship of Contact (1):	Phone No. :		
<b>Name of Additional Contact (2):</b>			
Relationship of Contact (2):	Phone No. :		
<b>Names and dates of birth of siblings:</b>	First Name	Surname	Date of Birth
<b>Family Doctor</b>			
Name:	Phone No.		
Address:			

**REGISTRATION FEE £20.00 NON-REFUNDABLE** (See Admissions Policy for priority of spaces)

**(THOSE ONLY CLAIMING 15 HOURS OF EYE FUNDING ARE EXEMPT FROM REGISTRATION FEE)**

\* Ethnic origin may be omitted.

The Saplings Pre-School,  
c/o Burnham Copse Primary School, Newchurch Road, Tadley,  
Hampshire RG26 4HN,  
Tel: 0118 9812927 or 07960 030240 E-mail:  
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The pre-school reserves the right to alter or increase fees after giving parents at least one months' notice.

### Declaration

- I understand that **fees** must be paid **monthly** in **advance** and **top-up fees each term** in **advance**.
- Unless prior agreement with the manager, a surcharge of **10%** will be added to your invoice if fees are not paid within the first week of the month. Invoices are issued prior to the month except for the first month of the academic year in which case fees must be paid within one week of receiving the invoice.
- I understand that attendance at the group is conditional upon continued payment of any fees/grant.
- I understand that fees are payable during all periods of absence and that if my child should be absent for longer than two weeks, without notification, I shall forfeit his/her place.
- I agree to give one month's notice or the equivalent in fees if my child is to leave or reduce their sessions.
- I understand that the pre-school school reserves the right to alter the child's settling-in procedure.
- I understand that there is a £10 late collection charge.
- I understand that I am expected to be courteous to pre-school neighbours including parking appropriately not over the footpath or blocking the gates and driveways. I am expected to treat all of the staff with respect and to be polite. Failure to do so could result in me being asked to leave the pre-school and remove my child(ren).

Child's Name: ..... (Block Capitals)

First Parent's Name: ..... (Block Capitals)

Signature: ..... Date .....

Second Parent's Name: ..... (Block Capitals)

Signature: ..... Date: .....

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**PARENTAL CONSENT FORM AND HEALTH DETAILS**

Child's Name:	Emergency Password:	
<b>PARENTAL CONSENT</b>		Yes No
Apply a dressing to a cut or graze?		
Seek or administer emergency first aid?		
Take my child to the toilet and help them should they need assistance, or change clothes when necessary should they have an accident or get wet during water play.		
Make observations & development records of my child's progress.		
Take and develop photos of my child in accordance with the pre-school photographic policy		
Display photographs of my child in the setting and to display and enter into Child Profiles.		
Include my child in multi-cultural events and festivities.		
Follow the correct procedures if there are concerns about the development, health, safety or well-being of my child.		
Take my child to use other areas within the Primary School grounds.		
If your child is not yet toilet trained when starting pre-school, do you give consent for a member of staff to change their pull-ups if they soil during their attendance at pre-school.		
If yes you will need to provide changing items for each session.		
If no then please give details of your wishes.		
If your child has a toileting accident are we able to use wipes?		
Can we use an anti-bacterial alcohol hand gel prior to handling food?		
Can we apply high factor Nivea sun cream when required during their time at pre-school?		
Can we apply Sudocrem/nappy rash cream that you provide during a nappy/pull up change?		
<b>HEALTH DETAILS</b>		
Is your child up to date with the following vaccinations?	Yes	No
POLIO		
DIPHTHERIA - TETANUS - WHOOPING COUGH		
MENINGITIS C		
MEASLES - MUMPS – RUBELLA		
ANY OTHER IMMUNISATION DETAILS - PLEASE GIVE INFORMATION AND DATES.		
<b>FURTHER INFORMATION</b>		
Is there any other information that you feel that we should know about your child? For example - Involvement with health professionals or Court Orders? (delete as applicable)	YES	NO
<b>COMMENTS (details of health visitors/portage workers etc)</b>		
Print Name .....		
Signature .....		
Date ..... Relationship to child .....		

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## PARENTAL CONSENT FORM AND HEALTH DETAILS

<b>ALLERGIES/OTHER REQUIREMENTS</b>		
Please give details of any allergies and the treatment given:		
Parent/carer signature: _____ Print Name: _____		
Does your child suffer with asthma or eczema? If yes, please specify treatment given:	YES	NO
Parent/carer signature: _____ Print Name: _____		
Does your child have any dietary requirements? If yes, please specify	YES	NO
Parent/carer signature: _____ Print Name: _____		
Do you have any cultural or religious beliefs? If yes, please give details:	YES	NO
Parent/carer signature: _____ Print Name: _____		
<p style="color: red;">In the event of your child being involved in an accident it may be necessary for him or her to receive hospital treatment. In such an event if a parent or carer cannot be contacted to be informed of the situation, we need to set a procedure in place. If you would like the hospital to make a decision regarding the best treatment available for your child until you can be contacted please sign below.</p> <p>In the event of my child ..... needing emergency treatment, I give / I do not give consent for treatment to be administered in my absence.</p> <p>Print Name .....</p> <p>Signature .....</p> <p>Date ..... Relationship to child .....</p>		
<b>MANAGEMENT USE ONLY</b>		
	Yes	No
<b>BIRTH CERTIFICATE SEEN?</b>		

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**PHOTOGRAPHIC APPROVAL**

<b>Child's full name:</b> _____
I am aware of the use of cameras and photographic images policy used within the pre-school a copy of which is shown over page.
I give/do not give permission for photographs to be taken of my child to be used in their own child profile.
I give/do not give permission for group photographs to be taken with my child in it to be used within my own and other children's profiles. Eg photos of group activities as team work or playing alongside another child involved in the same theme eg train set, dolls' house, role play.
I give/do not give permission for my child's photograph being displayed as part of their bottle mat within the classroom area.
I give/do not give permission for my child's photograph to be displayed within the setting.
I give/do not give permission for a group photograph to be taken of my child's cohort group at the end of the academic year and I am happy for all children's parents to have a copy of this.
I give/do not give permission for the school photographer to take photographs of my child when he attends an official appointment at The Saplings Pre-School. (Notification of dates is always given in newsletters.)
I am aware that digital photographs taken of my child whilst in attendance at The saplings Pre-School may be displayed within the setting on both the digital picture frame and on the pre-school computer.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's name printed: \_\_\_\_\_

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**APPROVAL FOR PHOTOGRAPHS ON  
FACEBOOK AND WEBSITE**

*The Saplings Pre-School*

<b>Child's full name:</b>		
I am aware that The Saplings Pre-School has a <b>facebook page</b> which can be searched for as: <b>The Saplings Pre-School</b>		
Photos will not show your child's face only hands and/or arms, legs etc. so your child will not be identified by the general public.  I am happy for these photographs of my child to be used on the facebook page.	Delete as appropriate  YES/NO	
I am aware that there is a ' <b>CLOSED GROUP</b> ' called: <b>The Saplings Pre-School Parents' Group</b>  I can request to join this and understand that it requires acceptance from one of the group administrators.  I understand that once I no longer have a child attending The Saplings Pre-School I will be removed from the Closed Group (The Saplings Pre-School Parents' Group) such that I can no longer have access to it.		
I am happy for photographs of my child to be used on the Closed Group, The Saplings Pre-School Parents' Group	Delete as appropriate  Facial photos  YES/NO	Delete as appropriate  Non Facial photos  YES/NO
I am aware that The Saplings Pre-School has a website <a href="http://www.saplingspreschool.co.uk">www.saplingspreschool.co.uk</a>		
Photos will not show your child's face, only hands and/or arms, legs etc. so your child will not be identified by the general public.  I am happy for these photographs of my child to be used on the website.	Delete as appropriate  YES/NO	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's name printed: \_\_\_\_\_

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## **20 Use of Cameras and Photographic Images**

### ***20.1 Statement of intent***

The intention of this policy is to ensure that parents/carers are aware of the use of and processing of images taken of their child/children during their attendance at The Saplings Pre-School. The procedures are to reduce the likelihood of any allegations of misuse of images to safeguard children within our care.

### ***20.2 Aim***

The aim of using photographic images and video recordings of children are to provide an historic record of events during your child's early years in education.

### ***20.3 Procedures***

Provided parental permission is given, photographs are taken of children in attendance at The Saplings Pre-school. These are taken using a camera phone for official pre-school use. Images are captured and temporarily stored on a memory card within the camera and are printed by the colour printer in the pre-school office.

The images captured may be copied onto the laptop used for The Saplings Pre-School where they are stored for use within profiles for parents, for bottle mat within the classroom and uploaded to our Closed facebook site provided appropriate parental/carer consent has been provided.

The photographs are cropped and placed into appropriate child profiles. These enhance your child's profile and are yours to keep once your child leaves the Saplings Pre-School. These files can be viewed at any time.

Parents/carers are required to sign a permission slip to enable photographs to be taken and used in this way.

The pre-school laptop is regularly backed up onto a personal server administered by one of the Saplings Pre-School's Directors who holds a current Disclosure and Barring Service check as per the requirements of all staff within the pre-school setting. This back up is performed automatically and is to provide consistency of data and business sustainability of information.

The Saplings Pre-School also has a facebook page which is available to the public and can be searched for as 'The Saplings Pre-School' and a web site which is also available to the public [www.saplingspreschool.co.uk](http://www.saplingspreschool.co.uk).

In addition to this a facebook 'Closed Group' called 'The Saplings Pre-School Parents' Group' which parents have to be accepted on by one of the administrators.

There is a separate consent form for the use of photographs on facebook and the web. In all cases, provided a parent consents to images of their children on public media, they only include non-facial images thus protecting the use of your child's identity from the public.

A parent can, if they wish, agree to facial photographs being placed onto the 'CLOSED GROUP' within facebook.





The Saplings Pre-School

# PRIVACY NOTICE

## Children in Early Years Setting

Dear Parent

### Privacy Notice - General Data Protection Regulation (GDPR) 25<sup>th</sup> May 2018

The Saplings Pre-School is the **Data Controller** for the purposes of GDPR. We collect information that you submit to us on your child's application forms. We hold personal data for three academic years beyond the current academic year.

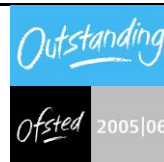
- Personal Information - Name, date of birth, residential address and contact numbers and use it to:
  - Support your child's teaching and learning
  - Monitor and report on their progress
  - Provide appropriate pastoral care
  - To prioritise and allocate their space according to our Admissions Policy
  - To support the claim for their funding from Hampshire County Council
- Characteristics – ethnicity, nationality, first language and additional language if appropriate, special educational needs if appropriate, dietary requirements, involvement from other professionals and use it to:
  - To support their learning
  - To support their Health and Safety requirements
  - To safeguard your child whilst in our care
  - To acknowledge their cultural/religious beliefs
  - To share with our local authority
  - To share with school that your child will attend after leaving

The lawful basis on which we use personal information under Article 6 is 'necessary'. The special category data under Article 9 has been provided by the parent/carer of the data subject who has given explicit consent to the processing of the personal information and characteristics for specified purposes. The parent/carer has given explicit consent as the data subject is under 16 years of age.

Whilst the majority of children information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation we will inform you whether you are required to provide certain information to us or whether you have a choice in this.

We collect personal data from you as parents/carers to enable us to:

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# PRIVACY NOTICE

## Children in Early Years Setting

- Claim the Age 2 funding from Hampshire County Council if appropriate
  - We require a parent/carer's National Insurance Number
  - Parent/carer's address
  - Parent/carer's Date of Birth
- Claim the enhanced offer for 30 hours Early Years Education funding if appropriate
  - We require the 30 hour code issued to you from HMRC
  - We require the National Insurance Number to validate the 30 hour eligibility
- Claim pupil premium for 15 hours Early Years Education funding if appropriate
  - We require a parent/carer's National Insurance Number
  - Parent/carer's address
- To comply with the law regarding data sharing

The lawful basis on which we use parent/carer personal information under Article 6 is 'necessary'.

The special category data under Article 9 has been provided and the data subject who has given explicit consent to the processing of it.

Hampshire County Council (HCC) is one of our **Data Processors** for the purposes of GDPR. HCC use this information for:

- Statistical analysis, financial and sufficiency planning
- To assess how well providers are doing as a setting

This information includes your child's contact details, attendance for funding allocations, Foundation Stage Profile results and personal characteristics such as your child's first language, ethnic origin and special educational needs.

HCC are required by law to pass some of your information to the Department for Education (DfE). If you require more information about how the local authority (LA) and/or DfE store and use your information then please look at the following websites:

**Hampshire County Council:**

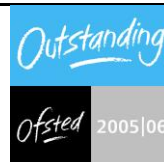
<https://www.hants.gov.uk/educationandlearning/dataprotection>

**The Department for Education** <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

**Information Commissioner's Office** <https://ico.org.uk/concerns/>

Data Protection Officer for The Saplings Pre-School

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## “CAN DO APPROACH”

Can you tell us about some of the things your child likes to do and how they do them?	
What are his/her favourite toys?	Outings eg shops
Self help – what he/she can do for self.	Chores he/she likes helping with.
Pretend Play	Games he/she likes to play.
Speech and language skills (eg What can your child say? Can they follow instructions?)	How she/he plays with other children.

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