Dolphins

Childcare

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**Registration Pack**

Please read, fill in the pages and return to Dolphins.

If you require this information in another format or language, if you have any questions or if you need help filling in the form – please do not hesitate to come and ask and we will do our best to help.

**Contact details**

Manager: Lloyd Welsh

Email: dolphins.bridgelink@yahoo.com

Phone: 07923064607

**Dolphins Childcare**

**Where we are...**

The Bridgelink Centre,

Summerwood Road

Isleworth

TW7 7QR

Cars - Limited parking bays are provided in car park also free parking just outside of car park

*Buses - 267, H20, 481-all approximately 5 minute’s walk.*



Dolphins Childcare

**Dolphins Childcare - General information**

Our Ofsted Number is EY501705

**The Ofsted contact Details are –**

**Applications, Regulatory and Contact {ARC} Team Ofsted**

**Piccadilly Gate, Store Street, Manchester M1 2WD**

**Phone: 03001231231**

Website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

**Policies**

We do have some polices on display on our parent trolley however our main policy pack is in the setting in the office (on top shelf of unit) please feel free to take a look at any time and do not hesitate to ask for any advice.

**Payments**

We accept cash payments for fees only. You may be able to get some help with your childcare costs either by using childcare vouchers – [If your company offers the scheme] or the childcare element of working tax credits you could look at websites

[www.directgov.uk](http://www.directgov.uk) [www.hmrc.gov.uk/calcs/ccin.htm](http://www.hmrc.gov.uk/calcs/ccin.htm)

Tax Credit Helpline 0845 300 3900

**Funding**

Early Education Entitlement (EEE) is for up to 15 hours per week, per child from the term after their 3rd birthday. Please ask for more information.

You may be entitled to 30 hours free entitlement funding is also available to families. To claim this your child needs to be 3 years old and you would receive it the term after they turn 3.

Information on whether you qualify for this can be found at

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) [www.childcareworks.co.uk](http://www.childcareworks.co.uk) [www.hounslow.gov.uk/30hours](http://www.hounslow.gov.uk/30hours)

When/ if you lose the 30 hour eligibility you will receive a ‘grace period’ (a short period of time) and after this you will still be entitled to the universal 15 hour entitlement

Early Learning Entitlement (ELE) is for up to 15 hours per week for 2 year olds- you may qualify for this but to find out more please contact [www.hounslow.gov/free2](http://www.hounslow.gov/free2)

If you have already qualified for this you would have received a Golden voucher letter.

For more information on what the borough has to offer, including support for children with Special Educational Needs and Disability – please look at Hounslow Family service directory website fsd.hounslow.gov.uk

**General Data Protection regulations**

**Information we hold about you and your child**

At Dolphins Childcare we have procedures in place for the recording and sharing of data about you and your child that is compliant with the principles of the General Data Protection Regulations 2018 (GDPR)

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject you and your family.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and kept up to date
5. Kept in a form that permits identification of data subjects you and your family for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

On the next page is our Privacy Notice please do ask if you have any questions

**Privacy Notice**

**Dolphins Childcare Limited Privacy Notice**

**Introduction**

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

This privacy notice explains what personal data Dolphins Childcare collects, why we collect it, how we collect it, why we use it and how we protect it.

**What personal data do we collect**

We collect personal data about you and your child to provide care and learning that is tailored to meet your child’s individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

* Child’s name, D.O.B, address, health and medical needs, development needs, any SEN, ethnicity and language.

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

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

Personal details that we collect about you include:

* Name, home/work address, phone numbers, emergency contact details, family details e.g. dentist, GP, Health visitor, outing consent, any professional’s involved, social worker and reason why.

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

If you apply for up to 30 hours free childcare or are eligible for 2/3 years funding (ELE/EEE) we will also collect:

* National insurance number or unique taxpayer reference (UTR), if your self-employed, D.O.B. we may also collect information regarding benefits and family credits that you are in receipt of.

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

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

* Contact you in case of emergency
* To support your child’s wellbeing and development
* To manage any special educational, health or medical needs of your child whilst at Dolphins.
* To carry out regular assessment of your child’s progress and to identify any areas of concern.
* To maintain contact with you about your child’s progress and respond to any questions you may have.
* To process your claim for any funding – 30 hours, ELE, EEE
* To keep you updated with information about Dolphins Childcare service

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

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

**Who we share your data with**

In order for us to deliver childcare services we will also share your data as required with the following categories of recipient’s:

* Ofsted – during an inspection or following a complaint about our service.
* Local Authority – for all funding places e.g. 30 hours, 2 year old funding and ¾ year old funding.
* The government’s eligibility checker for 30 hours (as above)
* Our setting software management provider e.g. EYLOG to track your child progress.
* The school your child will be attending when leaving Dolphins

**We will also share your data if:**

* We are legally required to do so e.g. by law, by a court or the charity commission.
* To enforce or apply the terms and conditions of your contract with us
* To protect your child and other children e.g. sharing information with social care or the police
* It is necessary to protect ours and others rights, property or safety
* We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

WE WILL NEVER SHARE YOUR DATA WITH ANY OTHER ORGANISATION TO USE FOR THEIR OWN PURPOSE

**How do we protect your data**

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

Keeping all personal data and sensitive personal data in locked cabinets in the office which only Dolphins data controller and designated Dolphins staff can access.

**How long do we retain your data**

We retain your child’s personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves the setting.

Medication records and accident records are kept for longer according to legal requirements. Your child’s learning and development records are maintained by us and yourselves and you will no longer receive updates when your child leaves due to us closing your account but you will still have access to your childs learning log on your app.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our children’s and provider records policy)

**Automated decision making**

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

**Your rights with respect to your data**

You have the right to:

* Request access, amend or correct your child’s personal data
* Request that we delete or stop processing your child’s data e.g. where the dada is no longer necessary for the purposes of processing.
* Request that we transfer yours and your child’s personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please let us know. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at – ico.org.uk/ or

Information Commissioner’s Office: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate

Dolphins Childcare

**Conditions of Membership**

**Our Responsibility to You**

Dolphins Childcare is a private company and offers a range of quality childcare provision which is aimed to meet the needs and be of benefit to families within the local area.

* We offer a full information and fee sheet on all the services offered.
* We aim to provide your child/ren with a safe, stimulating and caring environment where they are happy and confident.
* We ensure all our staff enjoy their work and have training development plans to support good practice at all times.
* All staff follow and work using a regularly reviewed set of Policy Statements; this ensures the best care and safety for both staff and children attending the setting at all times.
* We keep our Ofsted registration and insurance up to date.
* We have Staff recruitment policies in place to ensure that all staff are suitable for providing quality care for children.
* We ensure that all staff and students have an enhanced DBS clearance.
* We ensure that school work experience students are never left alone with children as they cannot be DBS cleared and do not have the relevant training.
* No child will be allowed to leave the setting unless collected by an authorised person.
* We have a First Aider on site at all times
* We ensure that all children registered with Dolphins follow a planned programme of activities which in turn supports and encourages further learning and development at a level that is suitable for them.
* We ensure that children and Parents/Carers play a vital part in helping us plan and organise our day, we respect and value your comments and feedback.
* We ensure that all children have a Key Person and that Parents/Carers are aware of who their Child’s Key Person is.
* Your child’s Key Person will keep a record of your child’s development and how we can support it best; this will be shared with you at parent’s days and you will be given the book when your child leaves the setting.
* We ensure staff names are always displayed so you are able to see who is in the setting and what role they play.
* We ensure that the care, learning and development of your child are paramount.
* We will always plan time to listen to your views, concerns, and problems or answer any questions you may have.
* We will offer several payment methods
* We will provide up to date newsletters at least each halt term and have a Parents/Cares notice board to display information.
* We will offer information on services within the local area when possible and will sign post you to FSD – family service directory where you can get more information on services.

Lloyd Welsh

Dolphins Childcare Manager

I understand the responsibilities that Dolphins offer – Parent / Carer Signature:

Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dolphins Childcare

**Membership Details**

* To understand that my child will be cared for by Dolphins Childcare within a nursery environment on which I have full information.
* **A £30 registration fee will apply and with this you will receive a book bag and a T-shirt.**

**(This applies to everyone funding and non-funding children)**

**This also covers the cost of printing observations/photos for the children, newsletters and up keep for the going home activity packs.**

* The cost per session can be seen in our welcome pack – If your child is 2 you may qualify for the 2 year funding (Early Learning Entitlement) if you do you will receive a golden voucher or check here [www.hounslow.gov/free2](http://www.hounslow.gov/free2) and this will let you receive 15 hours free. When your child turns 3 or if they are 3 they will automatically go onto the Early Education Entitlement which will allow you to continue being funded for 15 hours or you may be entitled to the 30 hours funding where you can check here [www.childcareworks.co.uk](http://www.childcareworks.co.uk) / [www.hounslow.gov.uk/30hours](http://www.hounslow.gov.uk/30hours).
* (please see fees list for more fees)
* A minimum of 2 sessions a week must be booked and if you want to change any days we will need to have 2 week’s notice given.
* I agree to give 2 full weeks written notice (this doesn’t include holidays) for my child if I wish to withdraw them form the setting.
* I will get 20% discount if my child/ren is absent with a contagious disease as long as the setting is contacted on the first day of illness.
* I agree to collect my child/ren no later than the agreed time of collection 11.30am or 15.00pm. If I do not I understand that there is a late fee charge of £7.00 for anytime up to the first 10 minutes and then an additional £1.00 per minute thereafter. If no contact had been made after 30 minutes, then children’s services will be contacted in line with our policy.
* To ensure all payments are up to date weekly/monthly.
* To inform a staff member on duty if anyone different will be collecting your child/ren or if you are picking up at a different time.
* Monday, Tuesday, Wednesday AM Times – 8.30-11.30 and

Monday to Friday PM Times 12.00pm – 15.00pm.

The sessions are run term time only – date lists will be given.

* Dolphins will need to have your Early Learning Entitlement voucher you received from Hounslow (golden voucher), along with a copy of his/her birth certificate, passport or medical card before they start. If your child is three, we would need a copy of his/her birth certificate, passport or medical card before they start and also proof of your 30-hour funding if eligible code.
* We run a book bag system where your child can borrow a book for a week and share it with you at home. We also offer activity bags to take home once every 2 weeks for you to share with your children. (please see activity bag page in welcome pack for more info)
* We give out Splash the dolphin on a weekly basis. (please see Splash page in welcome pack for more info)
* We offer a parent/carer book library system – this can be found outside on the parent trolley.
* We welcome children with nappies and will work with you to encourage toilet training – if possible please could you provide a named bag with nappies and clothes in on a daily basis.
* We ensure we work very closely with you at all times to be able to support and provide the best care possible for your child.

Childs name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days I would like to book my child in for and agree to pay for or provide the required documentation for his/her Early Learning Entitlement or Early Education Entitlement are – **Please Circle**

**Monday AM Tuesday AM Wednesday AM Thursday AM**

**Monday PM Tuesday PM Wednesday PM Thursday PM Friday PM**

**I agree to the above in conjunction with the conditions of membership**

**Parent/Carers Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Equalities Act 2010**

At Dolphins Childcare we do not discriminate in any way shape or form. We promote equality of opportunity and value diversity for all children and families using our setting.

Dolphins Childcare ensures all are welcome and all are treated equally. We promote quality by not discriminating against the following:

Age

Gender reassignment

Marriage and civil partnerships

Pregnancy and Maternity

Race

Disability

Religion or belief

Sex

Sexual orientation

* We are open and accessible to all members of the community
* We do not discriminate against children or their families in the provision
* We advertise the setting
* We provide information clearly and try our best to help support any families with EAL by communicating with them in their mother tongue or provide any information in written form they understand.
* Provide information on our Local Offer page of provision on the Local Authority Website for SEN children and all of our experiences with SEN children.
* Application packs ensure all parents and carers are made aware of our valuing diversity and promoting equalities policy.
* We make reasonable adjustments to ensure all children can participate successfully in the curriculum with or without disabilities / SEN.
* We take action against any discrimination / harassing or victimising behaviour.
* We advertise all posts and all applicants are judge equally.
* All applicants from all backgrounds are welcome
* We aim to develop opportunities for all staff by going on training courses to support their roles
* Create an environment of mutual respect and tolerance.
* Ensure all children with disabilities with or without SEN are fully supported.
* Celebrating locally observed festivals and holy days
* Ensure all children learning English as an additional language are supported in the maintenance and development in their home languages.
* Encourage parents / carers to take part in the life of the setting and contribute.
* Ensure dietary requirements are met e.g. religious needs and allergies.

**Child Information**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Gender: Female Male Neutral Rather not say (please circle)

* Name of parent/s with whom the child lives (Both if applicable)

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

* Name of parent/s with whom the child **does not** live

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

* Which parent/s have parental responsibility and legal access to the child (Both if applicable)

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

* Which Parent/s **does not** have parental responsibility – please provide us of any documentation which may be relevant e.g. court orders (if we do not receive this we are obligated to hand over to any named parent collecting)

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

**Please give information details of your work**

* Parent / Carer 1 Company name, address and contact number

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

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* Parent/ Carer 2 Company name, address and contact number

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

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* Phone numbers we can contact you on -please state what they are e.g., work, mobile etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mobile Home Work) – Please circle

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mobile Home Work) – Please circle

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mobile Home Work) – Please circle

* Please name and give contact details of 2 other people we can contact if needed in an emergency if we are unable to make contact with you and say who they are e.g. Grandparent, friend etc.

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Persons authorised to collect the child-**THEY MUST BE OVER 16 YEARS OF AGE**

1. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_contact number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_contact number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_contact number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_contact number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you use someone new and not on the list we will use a password system to allow them to collect your child.**

We collect this personal data about you and your child to provide care and learning that is tailored to meet your child’s individual needs. We also use personal data about you and your child in order to provide safety for your child whilst in the care of Dolphins.

Consent:

* I agree Dolphins Childcare can use all contact numbers above in the case of an emergency –

Yes / No Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I agree to Dolphins Childcare using my child’s details for their learning and development –

Yes / No Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that you can change any of the above information at any time and also have the opportunity to withdraw your consent at any time with written notice.

**All about your child and Family**

* Please Give details of any brothers and sisters

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Does your child have any special dietary needs or preferences? Yes/No

(If Yes please state below)

|  |
| --- |
|  |

* Does your child suffer from any known medical conditions or allergies? Yes/No

|  |
| --- |
|  |

(If Yes please state below)

Has a risk assessment, if required, been completed? Yes/No

Has a health care plan and agreement to administer medicine, if required, been completed? Yes/No

|  |
| --- |
|  |

(If Yes please state below)

* How would you describe your child’s ethnicity or cultural background?

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

* What is the main religion in your family? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and you would like acknowledged and celebrated whilst at Dolphins?

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

* What languages are spoken at home?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How is your child’s understanding in this language – Beginning / Developing / Secure

How is your child’s speaking in this language - Beginning / Developing / Secure

If English is not the main language spoken at home, will this be your child’s first experience of being in an English-speaking environment? YES / NO

**If so please ensure you discuss this with your child’s key carer and agree how your child will be supported in the setting and fill out the attached key word sheet to support this.**

* Is your child in receipt of DLA (Disability Living Allowance) Yes / No

If the answer is yes we may be able to claim some additional funding to support your child’s learning and development at Dolphins. So please bring in any documentation you have of this so we can apply for this.

* Has your child been to another setting or childminder before

If so where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Does your child have any special needs or disability? YES / NO

Are any of the following in place for the child?

* SEN Support Yes/No
* Inclusion Funding Yes/No
* Statutory Assessment for special educational need Yes/No
* Early Help Care Plan (EHCP) Yes/No
* Any Other

If any other please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* What special support will he/she require in our setting?

Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |
| --- |
| Do you have any concerns about your child or has a professional diagnosed your child with any of the list below (please tick) |
| Developmental delay | Physical disabilities |
| Hearing difficulties | Behaviour, emotional and social difficulties |
| Social communication difficulties | Speech, language or communication needs |
| Complex medical | Visual impairment |
| Autistic spectrum disorder | Other |

If yes do you mind sharing the information with us – please tick and sign to agree to this

Yes I agree to sharing this information:

No I do not want to share this information:

Signed Parent/Carer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If Yes please let us know a little about it

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

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This data will be used to support your child’s learning and development as well as any additional support needed. This data may be shared with the Local authority for funding purposes and will only be shared with Dolphins Childcare Special Educational Needs Advisory teacher with your consent.

I agree to Dolphins Childcare using this data for funding purposes: Yes / No Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to Dolphins using this data to support and additional needs: Yes / No Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to Dolphins sharing SEN information with their Advisory Teacher when I/We have had a consultation with the setting and signed additional consent:

Yes / No Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names of professionals involved with child**

Name 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Do you have a health visitor? YES / NO

Contact details of Health Visitor

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (location if not known) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last time you contacted/saw a health visitor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Are your child’s immunisations up to date? YES / NO

Please ask your GP’s surgery for advice, check your child’s health book.

At Dolphins we do part of your child’s 2 year check in conjunction with the Health Visiting Team – more information will be given to you if the check is required for your child – This is only done if they are 2 years old whilst at Dolphins.

* Has your child had their 2 year old check YES / NO

 (If Yes please state below when and if there were any additional support identified from this)

|  |
| --- |
|  |

* Do you have a social worker – if so please state his or her name and contact number.

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

* What is the reason for the involvement of social services with your family?

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

**NB** If the child is on the child protection register, make a note here, but do not include details. Ensure these are obtained from the social worker named above and keep these securely in the child’s file.

**I accept that the information on this form is correct and I understand that I must update Dolphins with any new information regarding my child. Dolphins will also ask me at each parent consultation meeting if any updates / amendments are needed.**

**I/We have been provided with details of Dolphins Privacy policy and procedures, including the information sharing procedures and understand that there may be circumstances where information is shared with other professionals or agencies without consent. I am aware that Dolphins will keep observations and a learning journey on my child to support and track their development, I understand that I can see this if I ask for an appointment or if I download the app.**

Parent 1 signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent 2 signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



 Dolphins Childcare

**Achieving Positive Behaviour**

We have a clearly outlined behaviour policy along with many others which all support the daily running of Dolphins making it safe, secure and enjoyable for children to develop and flourish.

**Please do ask to have a look through all our policies they are in a folder file on top of the parent trolley and we also have a pack in the office and are always available.**

We take behaviour very seriously and always work with you as parents to help us promote a positive Behavioural environment. We put strategies in place to support children if we have any concerns around their behaviour.

We give gentle explanations and have a feelings area for children to sit with an adult if they need to take a couple of minutes out to reflect about feelings and what they have done and this is supported with picture cards, a soft toy and thinking books with positive images in and we also have emotion cards for children to talk about how they feel.

We hope that everyone will be consistent with our approach to behaviour and would like you to sign below to agree to supporting us and working together if your child has and behavioural concerns.

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dolphins Childcare staff use only**

**Application pack checked and updated on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed Parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application pack checked and updated on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed Parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application pack checked and updated on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed Parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I give permission for Dolphins Childcare to destroy any paperwork to do with my child as soon as they have left the setting. I also understand that Dolphins Childcare may need to keep some sensitive data e.g. child protection logs and SEN logs longer than this.**

**Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMERGENCY TREATMENT FORM**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_being parent / carer of (Parent name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Childs name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of birth)

Hereby give my permission for staff **of DOLPHINS CHILDCARE** to administer first aid. Administer prescribed drugs in the event of an emergency, provided that the member of staff is suitably qualified. These will have been brought in by the Parent/Carer discussed and signed for prior to use, this will also include the last dosage given.

I also give my permission for the first aider to arrange for the above named child to be attended by a doctor or taken to hospital should they feel it necessary.

A member of staff will **always** remain with your child until parent/carer or named person arrives. The parent/carer will be contacted at the first available time.

ALL MEDICATION WILL BE WITNESSED AND SIGNED FOR APPROPRIATLEY.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childs name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctors surgery name and contact number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Any medical History\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Any ongoing treatment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note – you can amend this at any time just ensure you let a staff member know and we can change it with your signed permission.**

**Dolphins Childcare**

**Sudocream Consent form**

In the event of your child having a nappy rash and it is really irritating them, then we would apply sudocream with the consent of the parent. This form also allows Dolphins staff (your childs key person) to put on sudocream when advised to by parent and with written consent.

On collection we will always let parent/carers aware of the administration of this.

I have not known my child to have had any reaction to Sudocream in the past.

I agree to the above

Childs name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.O.B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note – you can amend this at any time just ensure you let a staff member know and we can change it with your signed permission.**

**Dolphins Childcare**

**Calpol Medication Consent form**

In the event of your child having a higher than average temperature which is not reducing and you are unable to collect them within 10 – 15minutes – I (Parent/Carer) give Dolphins permission to administer the correct dosage of Calpol in aid to reduce the temperature.

I understand that I will be contacted by phone by Dolphins prior to them administering the medication.

I understand that if no contact can be made and my child’s temperature rises Dolphins will administer the correct dosage of Calpol and if needed call an ambulance and keep trying to make contact with me in line with our policy.

I have not known my child to have had any reaction to Calpol in the past.

I agree to the above

Childs name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.O.B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note – you can amend this at any time just ensure you let a staff member know and we can change it with your signed permission.**

**DOLPHINS CHILDCARE**

**PHOTO AND VIDEO PERMISSION**

This document is for you to give permission for your child to have photographs /videos taken of them while at Dolphins please read carefully the SIX different types below and remember it is your decision and it will be respected all pictures will only be used within Dolphins if we need to use them for any publicity we will always ask your permission beforehand.

1. I will allow photos/videos to be taken by members of the staff team using a device only registered to Dolphins [no personal equipment] and understand that photos/videos will only be used within the setting and for development tracking. These will be deleted from memory once printed.

YES or NO Please sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. I will allow a photo/video of my child to be put on the Dolphins website

YES or NO Please sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. I will allow a photo/video of my child to be put on the Dolphins website with his/her face not showing

YES or NO Please sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. I am happy for other parent/carers to take photos/videos of my child at special events i.e. open days, come and play days or a special concert etc.

YES or NO Please sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. I am happy for the newspaper / T.V to take pictures or film my child for special events.

YES or NO Please sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. I am happy for photos to be taken during small focus groups / activities at Dolphins and put up on display within the nursery setting

YES or NO Please sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent /Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Dolphins Childcare**

**Short Outings**

To enhance children learning at Dolphins we would like to ask your permission to take children out on short visits occasionally during the session.

Example

To pop to a local shop to buy snacks

To go to the post office to buy stamps and post a letter

Visit to the library to select books for a topic

These would all be walking trips or short bus journey trips and be regularly risk assessed and staffed appropriately, sometimes just on the off chance that we may want to go out with a small group of children but we will always mention it to you when we can.

This just saves an awful lot of extra paperwork for very close to trips and hopefully will have a positive impact to the children’s learning and development.

**Please sign below to agree to this**

**Childs Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I agree to the above with regard to short trips out from Dolphins**

 **YES NO**

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note – you can amend this at any time just ensure you let a staff member know and we can change it with your signed permission.**

**Dolphins Childcare**

**Scooter club**

At Dolphins we have a scooter club that gives children the chance to borrow a scooter for a week and take it home. We provide the scooter, high vis jacket and helmet.

As this is a free service, we would like you to take good care of the equipment you are borrowing and take full responsibility for any damages or loss of items.

Please sign below to say you agree with the terms and conditions and if you would like your child to participate in this.

**Please sign below to agree to this**

**Childs Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I agree to the above in regards to damages and loss of equipment and would like my child to take part in the scooter club from Dolphins**

 **YES NO**

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note – you can amend this at any time just ensure you let a staff member know and we can change it with your signed permission.**

**Dolphins Childcare sharing information**

As part of statutory requirements, we are asked to share the development and wellbeing of all children in our care with other care providers to ensure that we are giving the very best for the children.

This may be through note form, short meetings or phone conversations. Please could you fill in the sheet below giving us your permission to share information and let us know which other setting your child attends.

I give permission for my child’s information to be shared between another childcare provider that I use for my child as detailed below.

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

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Provider name and contact name | Please state the care e.g. school, childminder, nursery |
|  |  |
|  |  |
|  |  |

Dolphins Child Information - to help us settle your child into the setting.

Please tell us as much information as you can about your child, which will help us to ensure that he/she has the best support and care while at Dolphins.

Childs Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Favourite toys /activities/songs

Favourite foods and dislikes

Toileting routines

Any key words/sounds-words we may need in the home language

Any Keywords in your home language- please write as they sound-thank you please fill in on a separate sheet if you need to.

What does your child feel/think about joining Dolphins

Any other information you would like to tell us...

Thank You

Thank you for taking the time to read this application pack.

If you have and concerns or questions you would like to ask please feel free to phone, email or come in and I will be happy to talk anything through with you.

If you need help to complete the registration form or require it in another format or language please ask and I will do my very best to help.

Updated April 2019

Lloyd Welsh

Manager

Dolphins Childcare