

**SELLY OAK NURSERY SCHOOL OUT OF SCHOOL CLUB REGISTRATION FORM**

OFSTED NUMBER: EY312554 ALL PAPERWORK MUST BE COMPLETED IN INK

Checked by:  Manager

**General Data Protection Regulations May 2018**

This information is legally required for admission to club. It may be shared with the Birmingham City Council Children's Services, relevant health and welfare practitioners, Selly Oak Nursery School. This data is stored in a locked filing cabinet which belongs to club.

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	First language:	Security password:

**Parent/Guardian details**

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		

Does this person have parental responsibility? Yes / No	Does this person have parental responsibility? Yes / No
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Does anyone else have parental responsibility for this child? Yes / No *(If yes, please provide details)*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship to child :

**Emergency Contact Details** *(please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

**DIETARY INFORMATION**

Does your child have any special dietary requirements or exclusions? (please give details)	YES / NO
Does your child have any food allergies? (please give details)	YES / NO

## MEDICAL RECORDS

Name of Doctor:	
NHS Number:	
Doctor's address:	Telephone:

Does your child have any medical conditions?			YES / NO
My child suffers from:	My child's symptoms are / can be caused by	The first indication that my child is about to suffer an attack are?	Are there any medications your child is taking regularly?
Emergency treatment when needed?			

Please detail any additional/special needs:
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**SERIOUS ACCIDENT/EMERGENCY** - In the event of a more serious injury I understand that all reasonable attempts will be made to contact me.  
However, I agree that medical and dental treatment may be given to my child if necessary, including the administration of a general anaesthetic and to surgical operations in the case of an emergency, in accordance with the recommendation of a medical practitioner

Signed ..... Date: .....

I give permission for my child to be administered first aid  
I will inform the Out of School Club of any change to my child's condition or medication.  
I agree to this information being shared with a medical professional in the event of an emergency  
I give my permission for club to store the data on this Medical Records form. YES / NO

Signed ..... Date: ..... (Parents signature)

Signed ..... Date ..... (On behalf of OSC)

Selly Oak Nursery School has arranged for parents / carers to make payments online for out of school club fees using our [Schoolmoney.co.uk](http://Schoolmoney.co.uk) facility.

School Money is a more streamlined, cost-effective and efficient payment collection system in a secure and safe environment. This will include a unique password that you use when you log in to your account.

Sessions Booked	Monday	Tuesday	Wednesday	Thursday	Friday
7.30-8.45 £8.00					
3.30 - 5.45 £13.90					

What is your preferred start date	
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**I will inform the OSC of any changes to addresses or telephone numbers.**

**A non-refundable fee of £10 is required to register a place (new children to OSC)**

**I have chosen the following method of payment to for my child's OSC fees:**

**Monthly via school money scheme/childcare voucher/government tax credit (delete as applicable)**

**Name of the voucher company: \_\_\_\_\_**

**Use your child's name as the payment reference**

Please advise us of the best email address and mobile number to contact you on to advise you when a payment is due.

**Child's name \_\_\_\_\_**

**Class Teacher \_\_\_\_\_**

**Email Address \_\_\_\_\_**

**UK valid mobile number \_\_\_\_\_**

## FEES AND PAYMENTS TERMS AND CONDITIONS

Parents purchasing Out of School Club provision have to pay their fees even when their child is absent, whatever the reason

Payment of fees is due on the 9<sup>th</sup> of each month, starting on 9<sup>th</sup> September and ending on 9<sup>th</sup> June.

### Late Payments

Failure to pay by the 9<sup>th</sup> of the month may result in your children's place being withdrawn. Parents who have not paid their outstanding fees within 14 days, will lose their Out of School Club place with immediate effect.

Unfortunately we are not able to accept payments being made weekly or daily. Your account must not go into arrears.

Fees can be paid via our School Money Scheme or Employers Childcare Vouchers. Vouchers are paid into the following bank account:-

Barclays Bank. Acc Name: Selly Oak Nursery School Acc No: 00330159 Sort Code: 20-07-82

A record of payments will be available on line via the School Money System. Please check this statement carefully, and if you have a query speak to the Manager, Deputy Manager or Selly Oak Nursery school office.

### Notice To Leave

The Out of School Club provision will require at least 4 weeks' notice in writing to leave. Fees will be incurred for four weeks from the day notice is given, regardless of attendance. When funding ends for externally funded places such as University or College, parents will immediately become responsible for payment of all fees and charges.

### LATE COLLECTION OF CHILDREN

Parents who collect their children late risk their Out of School place being reduced, restructured or terminated.

The Out-of-School Club closes promptly at 5.45pm.

Collection after 5.45 pm from OSC, will incur a £1 per minute surcharge in all cases. This will be payable by School Money. If the club has received no contact from the parent the OSC will refer to its 'Late or Uncollected Children policy'

WE ACTIVELY PURSUE ALL DEBTS, through an external Debt Collection Agency.

I agree to the terms and conditions of the fees and payments policy:

Signed ..... Date .....  
Parent/Carer

Signed ..... Date .....  
On behalf of OSC

**SELLY OAK OUT OF SCHOOL CLUB PARENTAL DATA CONSENT FORM**  
**New GDPR Regulations**

As part of a school, we are legally required to inform you as to the purpose of any data we hold in relation to you or your child. We must also inform you where we will hold the data, who will have access to, how long we keep it for and when we will delete / destroy it. This relates to any data we hold - whether on paper on our computer systems.

Please be assured that we take every step to ensure the safety of this data.

Below, we have outlined the range of information we expect to hold OR are legally obliged to do so. In each section, we have outlined what we are keeping, where it is kept and what we do with it. We require you as a parent to acknowledge (by signing underneath) each section. By doing so, you are acknowledging that you are happy with the arrangements.

**Please note:** we will endeavour to inform you in a timely manner of any changes.

Registration Information					
What?	Probable Content	Why?	Who?	Where?	When?
Registration form  Medical Records Form	Name D.O.B. Address Telephone E Mail address Medical Issues Parental Details Emergency contact list	Legally required for admission to out of school club	All staff (Where necessary)  Medical professionals for emergency treatment	Completed on paper which is kept in a locked filing cabinet drawer in the club office	Held on file and retained up to 3 years after child leaves club
School Money	Name Email Telephone	To set up the payment system for school money.	All parents Key staff	Maintained on the electronic Teachers to Parents system.	Held on the electronic system during the year. In September any children who have left club will be deleted from the system.
Club Register	Paper copy kept in register file.  Electronic version	Know who is due to attend club on what days.  To update any changes	All Staff  Manager and deputies	Held in a locked filing cabinet  Electronic storage which has a login and password	Paper record kept in a locked cabinet.  Held on the electronic system during time at club. Children who have left club will be deleted from the register

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

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

Assessment and Profile Data					
What?	Probable Content	Why?	Who?	Where?	When?
Nursery assessment data	Developmental Needs	To track attainment and progress.  Information for next steps of learning.	All Staff	Held in a locked filing cabinet	Paper record kept in a locked cabinet.  Records passed to parents at end of school year.
2 Simple Nursery children	Observations Photographs	To track progress	Keyworkers and Manager	Electronic storage which has a login and password	Kept electronically during school year then deleted from the system.
Club Diaries	Observations Photographs Children's work. Children's comments. Photos with friends	To track what children have enjoyed doing at club.	All staff	Paper copy kept in locked filing cabinet	Club diaries are sent home at the end of the school year.
Display	Name Photos Pictures	To show the children's work, learning and progress	Key workers	Display boards in Nursery	Displays are taken down and photos / work given to parents.

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

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

Other data					
What?	Probable Content	Why?	Who?	Where?	When?
<i>My Concern (safeguarding records)</i>  <b>(Statutory / legal documents)</b>	Name DOB Details of concern. Communication with other settings	To provide a record of any safeguarding issues.	Designated Safeguarding Leads  Teaching staff	Logins and password protected.  Limited access for staff.  DSL's have full access.	Records are transferred electronically and securely to Primary Schools with the system.  Paper copies can be printed out and hand delivered to Schools.  System is closed down at the end of the year.

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

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

**Additional Statement:** *Whilst we have endeavoured to outline all the areas in which we gather data, there may well be some additional (short term or specific) requirements. Details related to these can be found on the school website, which will be updated regularly.*

Please note that Selly Oak Nursery School and OSC record your child's nationality, country of birth and fluency in English and keep it on file. We use this information internally but we DO NOT give this information to outside organisations.

**DECLARATION**

**Child's Name:**

**Date of Birth:**

**Name of Person Completing Form:**

**Relationship to Child:**

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

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

**Parent / Carer:**

We take photographs of children during OSC for their diary and to use in displays in club when it is open. Please tick to give permission for the photographs to be taken and used:

Club activities/Assessment Books/Evidence files

Club displays (displays are only viewed when club is open) May be used for marketing ie prospectus

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

***Office use only***

These forms have been checked by the OSC Manager

These forms should not be separated.

These forms will be retained in the emergency / registration folder.

These folders are kept in the OSC trolley during the session time and in a locked cabinet overnight.