

Mohair Centre Nursery Registration Form

The Mohair Centre is committed to the Safeguarding and the promotion of the welfare of all children and young people.

CHILD'S DETAILS

Child's Full name:

Date of Birth:

Language Spoken at home:

Ethnicity/Culture:

Religion:

PARENT'S/CARERS DETAILS.

Name:	Name:
Relationship to the child:	Relationship to the child:
Address:	Address:
Postcode:	Postcode:
Home Telephone No:	Home Telephone No:
Mobile Telephone No:	Mobile Telephone No:
Occupation:	Occupation:
Place of Work:	Place of Work:
Work Telephone No:	Work Telephone No:
Email Address:	Email Address:

****Please ensure we have an email contact as we send newsletters, invoices and nursery information via email. When your child starts you will receive a link to log in to your Child's Learning Journey available through the 'Family' online platform.**

EMERGENCY CONTACT DETAILS SHOULD WE BE UNABLE TO CONTACT YOU.

Name:	Telephone No:	Relationship:
Name:	Telephone No:	Relationship:
Name:	Telephone No:	Relationship:

Please provide a password for emergencies if the person who regularly collects your child is unable to:

.....

Who does the child permanently live with

Are there any contact restrictions for the child: Yes / No please indicate.....

Does your child attend another Early Years setting? Please indicate which one and how many sessions:

Can we contact them?: Yes/ No

Are any other professionals involved with your child / family?

e.g. ISEND team, Speech and language, Children’s Social Care Team, Keyworker Team or any Adult Services:

Please give details:

.....

MEDICAL DETAILS

Doctor’s Name:

Surgery Address:

Telephone No:

Health Visitor’s Name:

Telephone No:

Known Allergies:

Medical conditions:

Special Dietary requirements:

Any Other Information you feel we should know:

We require parental consent. Please sign to give consent.

- In the event of an emergency I give permission for the nursery to seek emergency medical advice/ assistance

.....

- I give permission for the nursery to keep records about my child

.....

- I give permission for the application of sun cream

.....

- I give permission for the application of nappy cream

.....

If Nappy cream is prescribed by the doctor a separate medication form will need to be completed.

Digital photograph and film footage permission

I/we give permission for the Mohair Centre, to take photographs or film footage (taken on the nursery, password protected iPads only) of my child, for the reasons we have indicated.

Please tick which statements you give permission for, thank-you.

- to support the Mohair Centre’s staff course-work
- to support the Mohair Centre’s promotional literature
- to support the Mohair Centre Newsletter, e-mailed to all parents
- to support the Mohair Centre’s website
- to support the Mohair Centre’s Social media pages
- other publications, such as the local newspaper
- the Mohair Centre’s scrapbooks/publicity/displays on site

I give permission for photographs to be used to record my child’s learning and development, to support observation & assessment and these photos will be found on your child’s Learning Journey (now using the ‘Family’ online platform)

.....(sign)

I understand that my child’s photographs may appear in the same frame as a photograph used in another child’s learning journey (using the ‘Family’ online platform)

.....(sign)

I give permission for my child to feature in GROUP photos/videos on the ‘Family’ platform

I understand that that any group photographs shared on Family will not be reshared on publicly available social media and nor names of children/ staff be mentioned.

..... (sign)

Please note any photographs or video footage stored electronically will be stored securely. By law the Mohair Centre is registered with the Information Commissioner’s Office (ICO) as a data controller. For further information please read our full photograph and film footage policy and or visit the ICO website at: <http://www.ico.gov.uk>

Child’s Full Name	
Parent/Carer(s) Name	
Parent/Carer(s) Signature	
Date	

Please indicate preferred start date for your child:.....(subject to availability)

We would like our child to attend **all year / term time only** (please circle one)

CARE REQUIRED	Please tick sessions required			
Day	8am -1pm	8am-3pm	8am-6pm	1pm-6pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. **Please note that completion of this form does not guarantee a place for your child,**

If you find that you no longer need the place, please inform us as soon as possible. Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice).

If you are claiming Two Year Old Funding Please enter the voucher code here

(Funded Two Year Old Places are only offered 1pm to 6pm)

Please indicate how you will be paying nursery fees (please circle below):

BACS directly into our account / Childcare vouchers/ cheque / cash.

If you will be paying via childcare vouchers, please indicate which voucher company.....

Please use the child's name as a reference when paying with vouchers or directly into our bank account to help us track payments.

ALL FEES ARE DUE ON THE 1st OF THE MONTH PAID IN ADVANCE

I/we wish to register my/our child for the above sessions. I agree once a place has been confirmed for my child, I will be **bound by the settings policies, procedures and the terms and conditions of the nursery as provided in the parent handbook.**

SIGNED.....

Parent/Guardian Name: DATE:

Please return the completed form to:

Liz Cogger, Mohair Centre, Brickfield Farm, Lewes Road, Laughton BN8 6JG Email: liz@mohaircentre.co.uk
Please do not hesitate to ring or email to confirm that we have received it if you do not hear from us soon.
Telephone: 01825872457

Dear Parent / Guardian,

'Family' is an all-in-one management and communication platform for parents and childcare providers. Initially we are only using the Child Development aspect of the platform. This will keep you in touch with your child's development and has the added bonus that you can contribute key moments or events from home. You will be able to communicate more easily regarding your child's learning at the Mohair Centre.

This has now replaced the paper Learning Journeys that we have been using in the past for their termly assessments (your child's focus week)

All the children are observed regularly recording specific "Wow" moments which feed into a 6 weekly assessment (your child's focus week) where we review and set up "next steps" to work towards for the rest of term. All our observations and next steps track the progress your child is making, towards the 7 Early Learning Goals in the EYFS or the steps in the Early Support Developmental Journal.

We hope that you as a parent/guardian will find Family useful for communicating with the Mohair Centre. It allows key moments to be shared with you in a safe and secure way. Parents can be informed about events, and help you to keep up to date with Mohair Centre life. Family isn't meant to replace face-to-face contact with us, but should help to make communication regarding learning and development simpler and accessible at all times.

Messages can be sent to your child's Room **BUT** please continue to inform **LIZ** of any health related issues, absences holiday dates and requests for extra / changes to sessions via email or telephone.

We will not be using the invoicing part of Family yet and will continue to send invoices out termly via email.

Once your child has started nursery with us, you and any other parent/guardian named on your child's registration form if applicable, will receive a link via email (Please check your Junk Folder just in case)

How do I start with Family?

1. If your child already attends the Mohair Centre, you will receive an email invitation to join Family
2. Follow the link in the email and create your own password.
3. We recommend downloading the Family app to your phone or tablet.
4. Log in with your email and password.
5. Get started!

If you have not received a link, get in touch and we can send you a new one. There are lots of functions of the system including:

- If you have more than one child in the setting, you can use the same login.
- Once you have a login, you can add a partner, or family member under "contacts" and add a new login.
- Send messages to your child's Room.
- Receive updates including photos and documents about your child.
- Update details and permissions directly in Family.
- Enabling staff to add assessments and observations to each child's record to create an online Learning Journey (still in early stages) Please bare with us as we learn to use this exciting platform.

You can also access the following link to search for specific questions. (Please note, we are not yet using all of the features)<https://community.family.co/hc/en-gb/articles/360002078477-Parents-get-the-most-out-of-Family->

Please also see the Data and Security Hub for EU and GDPR Compliance and other information on Security.<https://family.co/security-and-legal/>

It is important that you do not reshare any pictures on publicly available social media, and of course do not name any children/staff involved.

We will be happy to discuss any aspect of this exciting new tool. Please email or telephone to have a chat. We hope you enjoy using the app and have fun with **family** 

Kind Regards,

Liz, Jacky and the Mohair Centre Team