634 Hagley Road West,
Oldbury,
West Midlands
B68 0BS
Telephone: 0121 422 0415
Email: info@wigglesandgiggles.co.uk

Please complete this form in block capitals and ensure contact details are clear to read

Registration Form

Child's name: .....

Date of birth: ..... Gender: ..... Religion: .....

Ethnic origin: ..... Nationality: ..... First Language: .....

A copy of the Child's Birth certificate must be provided with this Registration form

Parent/ Carer info: Relationship to child: .....

Title: ..... Name: ..... Parents DOB: .....

Address: .....

.....

.....

Postcode: ..... Home phone number: .....

Work phone number: ..... Mobile: .....

All information below is Essential as this information is needed for Fee's, Funded places, newsletters and reminders:

Email address: .....

National Insurance number: .....

Please circle whether this person has legal parental responsibility for this child:

YES / NO Any comments: .....

Please circle whether this person has responsibility for payment of fees:

YES / NO Any comments: .....

Parent/ Carer info: Relationship to child: .....

Title: ..... Name: .... Parent DOB: .....

Address: .....

.....

.....

Postcode: ..... Home phone number: .....

Work phone number: ..... Mobile: .....

Email address: .....

National Insurance number: .....

Please circle whether this person has legal parental responsibility for this child:

YES / NO Any comments: .....

Please circle whether this person has responsibility for payment of fees:

YES / NO Any comments .....

Please select your preferred payment option?
Weekly ☐ or Monthly (12 equal instalments) ☐

Please indicate how payments will be made to the nursery:

☐ Tax free childcare, please provide given code: .....
☐ Childcare voucher, please state the company/companies you will be using:
.....
☐ Standing order/bank transfer, please use child's name as reference.
☐ Other, please state: .....

Please state below at least two other people who could be contacted in an emergency if for any reason we are unable to contact yourselves.

Contact in emergency 1: Name: .....

Relationship to child: ..... Tel No: .....

Contact in emergency 2: Name: .....

Relationship to child: ..... Tel No: .....

Please state the names of any other persons authorised to collect your child from the setting (please be aware only authorised people will be allowed to collect unless directed in writing by the parent):

.....

.....

Please provide a password of which all authorised people will be asked to provide when collecting your child:

.....

Please indicate days/sessions required below:

Required start date: ..... Placement required for 52 weeks ☐ or Term time only ☐
Tick below if you require:

Full days between 7.30am and 6.30pm **Half days** between 8.00am -1.00pm or 1.00pm – 6.00pm
Extra half days between 7.30am-1.00pm or 1.00pm–6.30pm

Days	Required ✓
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Days	7.30am-1.00pm Required ✓	8.00am-1.00pm Required ✓	1.00pm–6.00pm Required ✓	1.00pm–6.30pm Required ✓
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Funded places: Please indicate which funding you will be claiming

ELT 15 hours 2 year-old funding: ☐ please provide the allocation code received: .....
NEF 15 hours 3–4-year-old funding: ☐
NEF 30 hours 3-4 year-old funding: ☐ please provide the allocation code received: .....

Days	ELT 15 hours and NEF 15 hours funding: 52 weeks **Choose 2 sessions per week**			ELT 15 hours and NEF 15 hours funding: Term time only **Choose 3 sessions per week**	
Sessions	7.30am-1.00pm	9.30am-3.00pm	1.00pm-6.30pm	8.00am – 1.00pm	1.00pm – 6.00pm
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Days	NEF 30 hours funding: 52 weeks					NEF 30 hours funding: Term time only		
Sessions	8.00am-6.00pm **Choose 2 sessions**	8.30am-4.00pm **Choose 3 sessions**	9.30am-3.00pm **Choose 4 sessions**	8.30am-1.00pm **Choose 5 sessions**	1.00pm-5.30pm **Choose 5 sessions**	8.00am–6.00pm **Choose 3 sessions**	7.30am-1.30pm **Choose 5 sessions**	12.30pm-6.30pm **Choose 5 sessions**
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Medical History

(Immunisations – including dates of when administered and what your child has been immunised against)

Age	Date	Immunisation

Does your child have any allergies please state (Please provide further written information to help us support your child within our setting):

.....

.....

Does your child have any dietary requirements/preferences (Please provide further written information to help us support your child within our setting):

.....

.....

Does your child have any special educational needs we can support within our setting (Please provide further written information to help us support your child within our setting):

.....

.....

Does your child have a disability we can support within our setting? (Please provide further written information to help us support your child within our setting):

.....

.....

Name & address of family Doctor: .....

.....

.....Tel No: .....

Name & address of Health Visitor: .....

.....

..... Tel No :.....

General Data Protection Regulations (GDPR)

Keeping you and your child's personal information safe and secure is our top priority. We only collect and store you and your child's personal information to provide a childcare service to you in accordance with our Privacy Notice. The nursery will keep your information secure and will never share it except if required to do so by law.

Your personal information is vital to us, so we can keep in touch with you about your child's progress and enable us to inform you of any changes, events or issues concerning everyday activities e.g. providing you with regular updates with our newsletter, manage billing and any other financial information. Most crucially, your details help us if we need to get in touch in an emergency or if we have changes to the nursery opening times or weather-related issues.

You can request access for your personal information at any time, so that you are aware of the data we hold on you. You are also able to request information be removed or updated at any time.

Our contract is designed to ensure you are happy for us to communicate via regular emails or telephone. If you have any questions or concerns or wish to be taken off the newsletter communications, then please speak to a member of the management team.

It is important that the information we hold about you is accurate and current. Information must be updated using the correct documentation held within the office. Updated information should only be given to management/office admin to ensure compliance with GDPR.

- I give consent for the personal information I have provided to be held and processed by Wiggles and Giggles Ltd for the purposes they have been provided.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- I am aware it is my responsibility to keep the personal information provided up to date and current.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- I agree to receiving information such as newsletters, invoices, reminder emails and any other information about the nursery, via email, telephone or post.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- I am aware and understand the nursery has CCTV and that data is stored and used in line with the CCTV policy.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

Contract for provision of care for:

Child's name: .....

Parent/carer name: .....

- I the parent/carer have read, understood and agree to the terms and conditions of Wiggles and Giggles LTD as stated in the settings brochure.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- Parenta is nursery management software which we use to store personal data securely. This system is used for sending emails, billing and invoicing. Parenta is fully compliant with all applicable laws including GDPR. It is password encrypted and accessed by the Management team and Office Admin only.
  I the parent carer **Agree/Disagree** to mine, and my child's information being stored on Parenta.

  Please sign and tick as appropriate: Agree ☐ Disagree ☐ Signature: .....

- I the parent/carer am aware, understand and accept that a deposit of £250 will be payable to secure my child's place when formally offered a place in writing. (£200 will be deducted from your first month's fees and a £50 admin charge will be deducted).

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- I the parent/carer am aware, understand and accept that all fees are payable, in advance of childcare received. Payments can be made by standing order, cheque, cash, bank transfer, workplace vouchers or the Tax free childcare system. I am aware payments must be received by the 7th of each month. If I pay weekly I am aware, understand and accept that fees are payable at the beginning of every week.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- I the parent/carer am aware, understand and accept that all bank holiday and Christmas closures will be charged for and fees will be payable for any absences arising from illness or occasional days off.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- I the parent/carer am aware, understand and accept that one calendar months' notice, in writing, will be required for withdrawal of my child from the nursery or to alter the child's days, where there is availability.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- I the parent/carer am aware, understand and accept that in September of each year there will be an increase of approximately 5% to the fees.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- I the parent/carer understand that if any form of abuse is suspected regarding my child, then the staff of Wiggles and Giggles LTD is duty bound to report it immediately to the relevant Child Protection agencies.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- I the parent/carer give my consent for my child to receive any necessary emergency medical advice or treatment that may be required.
  Except for (if applicable): .....

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- I the parent/carer give consent for the setting to contact other settings/agencies, my child may attend or be working with, to share information about my child's learning and development.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- I the parent/carer give consent for my child to be administered non-prescribed medication such as pain and fever relief, teething gel, nappy and skin creams whilst at Wiggles and Giggles. I understand that this will only be given with the consent of a parent or carer and that I will be required to sign the administration of medication form as evidence that I have been informed.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- I the parent/carer give consent and are aware that my child's development and progress will be observed and monitored whilst at Wiggles and Giggles LTD, and that through these assessments the staff will provide opportunities for my child to develop further.

  Please sign and tick as appropriate: Yes ☐ No ☐ Signature: .....

- Tapestry is a secure online service that is used to track your child's development. It is password encrypted and individual to your child. Tapestry is fully compliant with all applicable laws including GDPR.

  I the parent carer **Agree/Disagree** to my child's information and development being stored and monitored on Tapestry.

Please sign and tick as appropriate: Agree ☐ Disagree ☐ Signature: .....

- Wiggles and Giggles LTD actively encourages local regular outings as integral part of the daily nursery routine. (I.e. posting letters, local shops and parks etc.) Please state below if you agree or disagree to your child participating in these outings.

  I the parent/carer **Agree/Disagree** to my child participating in local outings.

Please sign and tick as appropriate: Agree ☐ Disagree ☐ Signature: .....

- I the parent/carer give consent for the staff of Wiggles and Giggles Ltd to use photographs of my child on Tapestry and within the setting as evidence of my child's continual development. This may include group photos.

Please sign and tick as appropriate: Agree ☐ Disagree ☐ Signature: .....

- I the parent/carer **Agree/Disagree** to my child's photo been collected and stored to be used within the nursery environment.

Please sign and tick as appropriate: Agree ☐ Disagree ☐ Signature: .....

- I the parent/carer **Agree/Disagree** to my child's photo been collected and stored to promote Wiggles and Giggles Ltd on their website.

Please sign and tick as appropriate: Agree ☐ Disagree ☐ Signature: .....

- We have a private group page on Facebook solely for our parents/carers to use. You can request to be added to the group whilst your child attends Wiggles and Giggles. Once your child leaves our setting you would then be removed from the group. This is to ensure that photos are not accessed or used by a third party.

  I the parent/carer **Agree/Disagree** to my child's photo being used on Wiggles and Giggles Ltd closed Facebook Group.

Please sign and tick as appropriate: Agree ☐ Disagree ☐ Signature: .....

- I the parent/carer understand that a professional photographer who has a DBS visits the setting annually and I have no objections to my child's photograph being taken.

Please sign and tick as appropriate: Agree ☐ Disagree ☐ Signature: .....

All photos are deleted once they have been used for the purpose they were intended for.

Please sign and date to confirm you have read and understood all the statements made within the contract.

Signature of parent/carer: .....

Full name of parent/carer: .....

Date: .....

Sandwell Metropolitan Borough Council
Early Years & Childcare Unit

Sandwell Safeguarding Children Board

A Guide to Good Practice

Consistent with Sandwell Safeguarding Children Board (SSCB)policies and procedures

Safeguarding

The contents of this leaflet should be brought to the attention of each person who is employed or on placement within your setting. A copy should go to each parent and carer so they fully understand the settings duty of care to all children.

Child abuse can take place in families irrespective of class, culture, race, religion or income group. Abusers may be strangers, but they are more likely to be trusted people close to the child, including carers, other professionals, relatives, friends as well as parents.

It is because of this practitioners need to have a clear understanding of what to do If they think a child might be abused or neglected and what happens if a practitioner is suspected of abusing a child.

Before you report any suspected abuse, you should normally tell the parents that you are concerned and that you intend to report your concerns. However, you should not do this if you feel it would place the child, or yourself, at increased risk.

If you think that a child in your care might have been neglected or abused, you must rep
The Sandwell Access Criteria for Children's Support Services (ACCSS) Team. The Ac
Team provides a single point of contact and gives professionals and members of the pub
opportunity to discuss children and young people's support needs with specialist childca
professionals. These notes show you how to do this, and what will happen next.

Guidelines for practitioners

Concerned about child abuse?

- Emotional Abuse
- Physical Abuse
- Neglect
- Sexual Abuse
- Failure to Thrive
- Other Concerns

What Do I Do?

Act **now** do not delay

Contact the Sandwell A.C.C.S.S Service and speak to the Duty Social Worker (see list)

*

Say you have a child protection concern

*

Discuss your concerns with the Duty Social Worker

*

The Duty Social Worker will advise you of any further action. You may be asked to follow up your concern in writing.

*

Keep accurate records, signed and dated.

*

The safety of the child is the major consideration

REMEMBER, no young person is 'immune' from abuse. If you have concerns that someone is being abused or neglected ensure that the circumstances are passed on to CYP&F Social Care Services. LET THE DUTY SOCIAL WORKER DECIDE whether further enquiries are justified. YOU NEED NOT GIVE NAMES STRAIGHT AWAY IF IT HELPS YOU MAKE THAT CALL.

NB You will need to contact the Sandwell ACCESS Service.
Make a quick note about what is concerning you, so you can be clear on the phone. Have the child's record card ready and remember to state that you want to report a child protection concern.
NB If you care for children who live outside Sandwell you will need to find out the relevant contact numbers for the area in which they live e.g. Birmingham or Dudley.

Sandwell Access Criteria for Children's Support Services (A.C.C.S.S)

Sandwell ACCESS Team

- **Referrals & Assessment**

  PO BOX 16020

  SMETHWICK

  B67 9EZ

- **Tel No: 0845 351 0131**
- **For out of office hours, please contact the Emergency Duty Team on 0121 569 2355**
- **Local Authority Designated Officer 0121 569 4770**

The Duty Officer will ask you:

- Who you are
- Who the child is
- Why you are worried
- Details from the child's record card

If the Referral and Advice Officer thinks Social Care Services should investigate, he or she will ask you for anything else you know about the child and his/her family, such as when you expect a parent to collect the child.

If you feel the child needs to see a doctor – Tell the Duty Social Worker

If you feel frightened about anything – Tell the Duty Social Worker

There may be some things the Duty Social Worker wants you to do. Listen carefully, make a note and if you are not happy about this say so. After speaking to you the Duty Social Worker will speak to a manager and they will decide what to do. If they decide to make further enquiries, they must tell the Police. Social Care Services and the Police always work together. If Social Care Services decides they do not need to make further enquiries, do not hesitate to contact the Duty Social Worker if you have further worries about the care of any child.

IF THERE IS AN INVESTIGATION: A social worker will speak to the parents/carers. You might be invited to a strategy meeting a few days later. Sometimes (but not often) practitioners are asked to give evidence in court.

What happens if a staff member, student or volunteer is suspected of abusing a child……

When Social Care Services or the Police suspect that a child has been neglected or abused, they may not know at first whose fault it is. Anyone who has been in contact with the child may be under suspicion, including you or other members of your family/friends. This can be very distressing. If this happens to you, it is important to remember that the purpose of Social Care Services is to protect children from harm. You should be as helpful as you can. You can be assured you will be treated in the same way as any member of the public.

While the enquiries are going on you may be suspended from the setting.

If the Social Care Services believe that you have neglected or abused children, you may be barred from working with them in the future.

If you know a member of staff is suspected of abusing a child, you must notify Ofsted, the local authority designated Officer (LADO) and your insurance company immediately. NB It is an offence not to inform Ofsted.

You should tell the parents/carers that: -

- If they suspect you of abusing a child they should contact the Sandwell, ACCESS service Duty Social Worker.
  and
- If they have any concerns about the standards of care you provide, they should contact: -

Compliance, Investigation and Enforcement Team, Ofsted Early Years on 0300 123 1231

Other useful contacts:	Citizens Advice Bureau	08444111444
	Police	0345 113 5000
	NSPCC	0808 800 5000

If you are worried about anything in this leaflet, or there is anything you do not understand please contact the Quality Early Years and Childcare Team at:
160 Beeches Road,
West Bromwich,
B70 6HQ
0121 569 4960
You can also contact the Early Years Child Protection Officer for advice on 0121 569 4960

A full copy of the Sandwell Safeguarding Children Board procedures can be accessed from your Area Development Team or from the SSCB website on www.sandwell.gov.uk

To be completed by the Parent/Carer

I have received a copy of the leaflet, 'A Guide to Good Practice – Safeguarding. I understand that any practitioner who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to the Sandwell ACCESS service.

Signed: …… Print Name: …….
Date: ……..