Pupil Information Sheet

Proposed start date:

Password:

30- hour funding number:

2-year-old Reference number if applicable:

2-year-old Working family Reference number if applicable:

FOR OFFICE U
Legal Documen

Date:

Name of perso

Birth certificate
(please circle a
number below)

Jack in the box is legally required to collect and process certain data on children and their families to comply with the Early years foundation stage (EYFS), HMRC, Funding, Local Authorities, Ofsted, Hertfordshire's Safeguarding Partners, accountants and our bookkeeper, as well as other agencies and other settings your child may attend. There is certain information in this document that is a legal requirement and other sections which require your consent but may be necessary for you to complete for us to fulfil our operational needs. Please read our Data protection policies for the information collected by Jack in the Box and the retention periods this data is held for alongside all our current policies and procedures.

Parents/ Carers Details (Legally required)

Parent/ carer Names **(Both)** _____

Parents/carer Occupations **(Optional)** _____

Parents/carer DOB: _____ National Insurance number: _____

Parents/carer DOB: _____ National Insurance number: _____

Child's Details (Legally required)

Legal Forename _____

Legal Surname _____

Middle Names _____

Gender Male ☐ Female ☐

Date of Birth: _____

Child's NHS Number: _____

Legal document: Passport or Birth Certificate Number: _____
(Either document needs to be seen by Jack in the Box)
Ethnic origin: _____

At Jack in the Box we value other languages, please tell us any that are spoken at home including English**: (optional)** _____
Full Address

_____

_____

Postcode _____

Email Address: _____ **(optional)**

(optional)
How did you hear about Jack in the Box? _____
(optional)
I am registered with _____ Family Centre

Emergency Contact Details (Parents/carers first and then the order they should be contacted) – **We require a minimum of 3 contacts, parents each counted as 1. Contact is someone you trust, i.e. family member, friend, neighbour, work colleague etc.**

Title Mr/Mrs/Miss		Surname	Forename	Daytime Telephone number	Mobile Number	Relationship with child	Address if different
1	Parent/carer						
2	Parent/carer						
3	Emergency Contact						**N/A**
4	Emergency Contact						**N/A**

Consent for emergency contact
Parents and/or carers have received consent for the setting to hold contact details on their emergency contacts. **YES** **NO**

Medical Information (Legal requirement)

Doctors Name _____ Doctors Tel _____

Health Visitor:…… Surgery……..

1. Is your child normally healthy? **YES/ NO**

2. Has your child had any serious illnesses, accidents or medical conditions that might affect nursery life? **YES/ NO**

3. Does your child have any problems with their hearing or sight? **YES/ NO**

4. Does your child have any limitations on exercise or difficulties in getting about? **YES/ NO**

5. Is your child having any continuous medical treatment – either medicines or tablets? **YES/ NO**

6. Is you child up to date with all immunisations, as scheduled by the NHS? **YES/ NO**

7. Does your child suffer from Asthma? **YES/ NO**

8. Does your child have any food allergies/ Intolerances? **YES/ NO**

9. Is there anything else the Nursery should be aware of? **YES/ NO**

10. Does you child have any birth marks we should be aware of? **YES/ NO**

If the answers to any of the above questions 2 to 10 in the medical information section are yes, please give details below and provide the nursery with professional documentation on the medical condition.

Medical or specific dietary needs: e.g. halal meat only, no pork, vegetarian/ allergies or intolerance to food/ medicines/ operations:

_____

_____

_____

Emergency Medical Treatment

In an emergency, your child may need to be taken to hospital by ambulance. This decision will be made by the managers of the Nursery to either contact the emergency services first if the situation is life threatening or try to contact the parents or emergency contact. If the emergency contact cannot be reached, then a member of staff will escort your child to hospital. Please will you sign and date below if you agree to these procedures if you are not in agreement, please state what measures you would like to take in an emergency with your child. (see Health, Safety and welfare policy)

_____ Parent/Guardian_____ Date

Parental responsibility/ Legal Guardian: (Legal requirement)

Please state below any information about who has legal contact and responsibility for your child and who is stated on your child's birth certificate.

_____

Photography Permission (consent needed)

At Jack in the Box, we like to take photographs of your child in action to show their development/ learning experiences and make displays/ or in albums; to share with you in a record of your child's Learning Journey or 'Fun times' books. These are sometimes group photos with friends. Your child will be identified by their first name when photos are displayed within the setting. All photos are stored for a minimum time on a camera or mobile phone and printed inhouse then deleted off the camera once printed or no longer needed. Printed photos are handed over to you when your child leaves or starts school. Under no circumstances will these photographs be circulated outside the nursery. Learning Journals are sometimes taken off site to complete assessments or share with professionals, however they are always securely transferred and locked away securely.

By signing below, you acknowledge your understanding of how photos will be used at Jack in the Box and are happy for the setting to take photos of your child. You may withdraw consent at any time. (see acceptable use policy)

_____ Parent/Guardian _____Date

E-Safety (Please see acceptable use policy)

This encompasses Internet technologies and electronic communications such as mobile phones, smart watches as well as collaboration tools and personal publishing.

Our acceptable use policy ensures we safeguard and make children aware of healthy screen time and online safety enabling them to control their online experience and use ICT safely. All ICT use by staff and children are filtered to ensure the safety of our children. Please see our acceptable use policy for further information.

Sun Safety

Due to health risks concerns with over exposure to strong sunlight we have sun watch days when the children are moved out of direct sunlight when outside. Settings will be aware of the UV levels on hot days and act accordingly. Parents/ Carers must apply suncream before each session during the summer months. If your child attends all day a named high factor suncream must be provided for staff members to re-apply after lunch. Names sunhats must be provided. During hot weather, I agree to the nursery putting sun cream on my child

…….Parent/ Guardian…….Date

Sharing agreement: Progress check at age two/ Unique child summary, Transition records, Learning Journals, other settings your child may attend (consent needed)

At Jack in the Box, we are required to share information with other settings if your child attends more than one setting and/ or professionals (required by the EYFS) When a child is aged between two and three, Key persons review your child's progress and provide you with a short-written summary of your child's development in the prime areas. This progress check identifies the child's strengths, and any areas where the child's progress is less than expected, this check may be shared with the health visitor as part of the integrated review. (Please see two-year-old policy) Each term key persons do a unique child summary of your child's learning over that term and a transition record when your child leaves to attend their next setting usually school. These assessments as well as your child's learning journal may be shared with other agencies and professionals involved in your child's life. This information will be shared verbally, on paper and electronically.
I agree for this information on my child to be shared with the relevant professionals.

Signed…….(Parent/Guardian) Date:……

Sessions

Please indicate below the sessions you would like by ticking the relevant boxes:

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club 08:00am- 08:45am **£7.00**					
Morning Session 08:45am-11:45am **£21.00**					
Lunch Club 11:45am-12.30pm **£6.50**					
Afternoon Session 12:30pm- 3:30pm **£21.00**					
Tea Club 3:30pm- 4:00pm					

£6.00					

Your child will need to be provided with a nutritionally balanced packed lunch if they are attending lunch club (see nursery meals, food, drink, and nutrition policy)

Professionals involved (Sharing agreement)

If your child has any professionals involved, we may need to share information on your child's development, verbally, on paper and electronically.

Are you working with professionals such as?

Speech a Language Therapist ☐ **Pediatrician** **Social Worker** ☐

Advisory Teachers ☐

Please give details of any professional you are involved with:

……
……
……
……
……
……

I give consent for this information to be shared with other professionals involved.

Signed……Parent/ Guardian

Jack in the box's Code of Conduct

At Jack in the box, we believe it is important to:

Work in partnership with Parents/ carers to support your child's learning, development, health, and well-being.

Create a safe, respectful, and inclusive environment for children, staff, parents/carers, and visitors.

Always model appropriate behaviour for our children. To help us do this, we have set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff ethics and code of conduct policy) and children (through our positive behaviour policy)

This code of conduct aims to help the nursery work together with parents/carers by setting guidelines on appropriate behaviour.

We use the term parent/carers to refer to:
Anyone with parental responsibility for a child
Anyone caring for a child (such as grandparents or childminders)

Child Code of conduct

At Jack in the Box everyone should act with courtesy and consideration to others. Treat other people with kindness and respect – this means helping others, listening to others, respecting others' views, and beginning polite, well-mannered, and most importantly have fun!

Treat all property with respect – this means looking after toys and the environment, taking great care of other people's work, and following the settings desirable behaviours.and values.

Know safe and sensible places to play- this means not leaving known boundaries and not playing in the toilets, cloak rooms, kitchen. Talk to members of staff about anything that worries or concerns you. (Further details can be found in our positive behaviour policy)

Parental/ Carer Code of Conduct

Jack in the box is committed to ensuring that all children are safeguarded whilst in our care.
You can help us to maintain our responsibilities in the following ways:

Please do:

- Share information with staff on your child's development, health and wellbeing.
- Ensure you provide a packed lunch that is of nutritional value each day your child attends lunch club and follow the allergy guidance laid out by the nursery.
- Let us know if someone else is collecting your child and complete the collection file situated within the reception area.
- Collect your child on time - if you are going to be unavoidably late then please contact the nursery to let them know.
- Inform us if your child is going to be absent from their session.
- Feedback any suggestions and ideas to the nursery staff.
- Direct any worries, concerns or complaints to the Nursery Manager, arranging a meeting if required and seek a peaceful solution to all issues.
- Know what you need to bring to nursery- this means reading your welcome pack to ensure you have everything for a day at nursery. Please ensure if toys are brought to nursery, they are kept in your child's bag to avoid damage or upset.
- Respect the ethos, vision, and values of our nursery.
- Work together with staff in the best interests of our children.
- Treat all members of the nursery community with respect, setting a good example with speech and behaviour.
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct, in a calm, quiet manner.
- Approach the right member of nursery staff to help resolve any issues of concern.

Please refrain from/ Behaviours that will not be tolerated:

- Shouting at, smacking or physically punishing your child(ren) or any other children whilst on the nursery premises.
- Disrupting, or threatening to disrupt, nursery operations (including events on the nursery grounds).
- Making late payments for fees. I am aware if payments are not kept up to date my child's place may be withheld.
- Posting defamatory, offensive or derogatory comments about the nursery, it's staff or any member of its community on social media platforms.
- Any aggressive harassment (including sexual harassment) behaviours (including verbally or in writing) towards another parent/carer/ child or member of staff.
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention.
- Using inappropriate language or displaying aggressive or threatening behaviour towards the staff, children, other parents/carers or members of the nursery community either in person, by telephone/text, in writing/email, on social media or outside of the setting
- Collecting your child(ren) from nursery if you have consumed alcohol, medication or other substances that may affected your judgement or responses.
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the nursery premises (other than guide/ official support/ therapy dogs or for planned visits such as pet week).
- Smoking/ vaping on the nursery premises.
- Discussing sensitive issues within earshot of your child or other children.
- Using your mobile phone to talk, take photos or videos of children other than your own, or be on your mobile phone at transitional times such as pick up and drop offs.

If the nursery suspects, or becomes aware, that a parent/carer has breached the code of conduct, the nursery will gather information from those involved and speak to the parent/carer about the incident.

Depending on the nature of the incident the nursery may then:

- Send a warning letter to the parent/carer.
- Invite the parents/carers into nursery to meet with the manager.
- Contact the appropriate authorities (in case of criminal behaviour)

- Seek advice from our HR representatives regarding further action (in case of conduct that may be libelous or slanderous)

The nursery will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the nursery directors.

For all relevant documents/policies please view the web site at www.**jack**in the**box**.org.uk

Please follow us on Instagram @ jitbbrockswood for all the activities available to your child each week.

We have read and discussed the nurseries Code of Conduct and policies and agree to do our very best to abide by them.

Signed _____ **(Parent/Guardian)**

The information provided on this form is subject to GDPR Data Protection Act. The information provided on children and their families is for use by the Nursery, to comply with The Early Years Foundation Stage (EYFS), HMRC, Funding, Local Authority, Ofsted, Hertfordshire Safeguarding Partners, accountants and our bookkeeper, other agencies and other settings your child may attend. Data will only be retained for as long as it is needed to support your child's care, learning, development and/ or to comply with the Early Years Foundation stage (EYFS) and the Local Authority Funding requirements. (Please read our data retention policy for further details alongside our General Data Protection Policy). This data is shared verbally, on paper and electronically.

I am happy for Jack in the Box to share information on my child and family with the relevant organisations and retain this information for the necessary retention period:

Signed …….(Parent/ Guardian)

Please send all correspondence to Miss Kayleigh Standen
Jack in The Box at Brockswood
Shenley Road
Hemel Hempstead
Herts
HP2 7QH
01442 249328 / 07852914934
jackintheboxatbrockswood@hotmail.com

As a setting, we like to take class trips out to the surrounding area of the nursery. The children gain so much from these outings, and much learning and fun can be had along the way. We always use appropriate adult to child ratio and often ask parents to help with these trips.

We would always ask your permission to take your child off the nursery premises and would most certainly inform you of any upcoming trips in advance. To keep on file and in our records if you are happy for us to take your child on occasional local trips please sign below.

I ..... parents/guardians
of……give permission for Jack in the Box to take my child on trips to the local area such as the park or library.

I understand that the Nursery will inform me on the day of any off-site visits and in the event of a trip that involves my child going on a trip further afield I will receive a separate slip to sign and give permission.

I ..... Parents/guardians of
..... would rather my child did not attend off site visits under any circumstances. Please tell me of any upcoming trips so I can plan accordingly.

Please circle appropriately:

I am happy for you to ask me to help with any trips as I am often free to do so.

I cannot help with any trips, but I will let you know if I can help with an outing.

Jack in the Box Nursery
Permission form for the Provision of care
(To be completed before starting Jack in the Box)

If a child wets or soils themselves while they are at Jack in the Box nursery measures are taken for them to be changed and cleaned as quickly as possible. Our staff at Jack in the Box are trained to carry out tasks if you wish them to do so or, if preferred, the nursery can contact you or your emergency contact who will be asked to attend without delay.

Jack in the Box has an Intimate Care Policy which is available to view on our website (www.**jack**in**the**box.org.uk.),or ask for a copy from a member of staff.

Please fill out the permission slip below stating your preference.

Yours sincerely

Kayleigh Standen

Name of Child……..

Please delete as appropriate

*I give consent for my child to be changed and cleaned by Early Years' staff if they wet/soil themselves while in the care of Jack in the Box Nursery and apply cream if needed.

*I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The nursery will contact me, or my emergency contact and I will organise for my child to be cleaned and changed. I understand that if I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact to aid the child.

Signature of Parent/Carer…….....

Date…….....