



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:

Deposit

Prior to entry a non-refundable deposit is required of £50.00, once you have been allocated a space this fee will secure your child's place at Jack in the Box Nursery. N/A for HCC funded 2,3 and 4-year old's.

FOR OFFICE U
Legal Document

Date:

Name of person

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, Children's schools and families, accountants and 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.

Parents/ Carers Details (Legally required)

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

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

Parents/carers DOB: _____ National Insurance number: _____

Parents/carers 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, ie family member, friend, neighbour, work colleague etc.**

Title Mr/Mrs/Miss		Surname	Forename	Daytime Telephone number	Mobile Number	Relationshi p with child	Address if different
1	Parent/care r						
2	Parent/care r						
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 your child up to date with all immunisations, as scheduled by the NHS? **YES/NO**

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

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

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

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

If the answers to any of the above questions 2 to 8 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 either ambulance or a member of staff. 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.

_____ 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 on a digital camera 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 minimum time on the digital 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.

_____ 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.

This ensures we safeguard and make children aware enabling them to control their online experience and use ICT safely.

All ICT use by all 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 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 to put 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 their progress and provide parents and/or carers with a short-written summary of their 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. All 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-09:00am £9.50					
Morning Session 09:00am-12:00pm £27.00					
Lunch Club 12:00pm-13:00pm £9.00					
Afternoon Session 13:00pm-15:00pm £18.00					
Tea Club 15:00pm-16:00pm £9.50					

Your child will need to be provided with a packed lunch if they are attending lunch club

Professionals involved (Sharing agreement)

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

Are you working with any professionals such as?

☐ Speech and Language Therapist ☐ Pediatrician ☐ Social Worker ☐

Advisory Teachers

Please give details ☐ of any professional involved:

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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 and 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 pro-social 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.

Parental Code of Conduct

Parents we are 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.
- 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.
- Feedback any suggestions and ideas to the nursery staff.
- Direct any worries, concerns or complaints to the Nursery Manager, arranging a meeting if required.
- 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.

Please refrain from:

- Shouting at, smacking or physically punishing your child(ren) or any other children whilst in the nursery.
- Making late payments for fees. I am aware if payments are not kept up to date my child's place may be withheld.
- Using inappropriate language or displaying aggressive or threatening behaviour towards the staff, children or other parents/carers either in person, on the phone, in writing 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.
- 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.

For all relevant documents/policies please view the web site at www.jackinthebox.org.uk

Please follow us on Instagram @jitbnascotwood

We have read through 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 2018. 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, Children's schools and families, accountants and 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 to the relevant organisations and retain this information for the necessary retention period:

Signed(Parent/ Guardian)

Please send all correspondence to **Miss Candy Stiles**

**Jack in The Box at Nascot wood
Nascot wood Road
Watford
Herts
WD17 4YS
07593 545224**

jitbnascotwood@hotmail.com



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.jackinthebox.org.uk), or ask for a copy from a member of staff.

Please fill out the permission slip below stating your preference.

Yours sincerely

Candy Stiles

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 in the event that 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.....

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 for any trips as I am often free to do so

I am not able to help with any trips, but I will let you know if I can help on an outing