



Pupil Information Sheet

FOR OFFICE USE

Legal Document In

Date:

Name of person in

Birth certificate or
(please circle and
number below)

Proposed start date:

Password:

30 – hour funding number:

2-year-old Reference number if applicable:

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.

Deposit

Prior to entry a non- refundable admission fee 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. N/A for HCC funded 2,3 and 4 year olds.

Parents Details

Parents Names **(Both)** _____

Parents Occupations **(Optional)** _____

Parents 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: _____

Ethnic origin: _____

At Jack in the Box we value other languages, please tell us any that are spoken at home including English: _____

Full Address _____

Postcode _____

Email Address: _____

How did you hear about Jack in the Box? _____

I am registered with _____ Children Centre

Emergency Contact Details (Parents first and then the order they should be contacted)

Title Mr/Mrs/Miss		Surname	Forename	Daytime Telephone number	Mobile Number	Relationshi p with child	Address if different
1	Parents						
2							
3							
4							

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. 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**

If the answers to any of the above questions 2 to 8 in the medical information section are yes, please give details below

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

Is your child up to date with their immunisations?

Yes

No

Please give details

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:

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

At Jack in the Box we like to take photographs of your child in action and their development/ learning experiences and make displays inside the nursery school. Under no circumstances will these photographs be circulated outside the nursery. However, some of these photographs will be used on our website and for promotional purposes please sign below to agree permission.

_____ Parent/Guardian _____ Date

E-Safety

This encompasses Internet technologies and electronic communications such as mobile phones 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 always.

Sun Safety

During hot weather, I agree to the nursery to put sun cream on my child

.....Parent/ Guardian.....Date

Progress check at age two

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. (Please see two-year-old policy)

I agree for my child to have their two-year-old check

Signed.....(Parent/Guardian) Date:.....

Sessions

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

Timing due to covid 19

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club 8:00am-8:45am £7.00					
Morning Session 8:45am-11:45pm £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					
Full day 8.45am-3.30pm £48.50					
Full Day From 3 years					

8:00am- 4:00pm £61.50					
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Your child will need to be provided with a packed lunch if they are attending lunch club

Professionals involved

Are you working with any professionals such as?

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

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 always. Treat other people with kindness and respect – this means helping others, taking turns, sharing, listening to others, respecting others views and beginning polite and well-mannered always.

Treat all property with respect – this means looking after toys and the environment, taking great care of other people's work, asking before using other people's things.

Know safe and sensible places to play- this means not leaving known boundaries and not playing in the toilets, cloak rooms, kitchen and bushes.

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.
- Using inappropriate language or displaying aggressive or threatening behaviour towards the staff, children or other parents/carers either in person, on the phone or in writing.
- Collecting your child(ren) from nursery if you have consumed alcohol, medication or other substances that have 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.
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)

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

The information provided on this form is subject to the Data Protection Act 1998. The information provided is for use by the Nursery and the Local Authority.

All correspondence to Miss Kayleigh Standen

Jack in The Box at Brockswood
Shenley Road
Hemel Hempstead
Herts
HP2 7QH
Kayleigh Standen
01442 249328
07852914934

jackintheboxatbrockswood@hotmail.com

Please make cheques payable to: Jack in the Box Limited



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

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 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 often 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 have 1:2 adult: child ratio and often ask parents to help with these trips too.

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