

- 1) **Registration forms - Please complete and return before your child's start date.**
You can email Treuddynu5playgroup@gmail.com or post to: Treuddyn Under 5's, Ysgol Parc y Llan, Ffordd y Llan, Treuddyn, CH7 4LN.

Treuddyn under 5's Data Protection Policy`

Treuddyn under 5's is required to collect, use and retain information (also known as 'personal data') about the individuals with whom it deals with in order to provide its services. Treuddyn under 5's wants you to be happy with the information you give us and understand how it is used. Treuddyn under 5's staff and committee are the data controller(s) for the information you give us. Treuddyn under 5 fully endorses and adheres to the principles of Data Protection in the General Data Protection Regulation (GDPR).

We apply the following principles where we use personal information

1. Personal data must be processed fairly and lawfully and in a transparent manner in relation to individuals.
2. Personal data shall be collected for specified, explicit and legitimate purposes and shall not be processed in any manner incompatible with those purposes.
3. Personal data shall be adequate, relevant and limited to what is necessary in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up-to-date. Every reasonable step must be taken to ensure that personal data that are inaccurate (having regard to the purposes for which they are processed) are erased or rectified without delay.
5. Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for that purpose(s) for which the personal data is processed. Personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights of freedom of individuals.
6. Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Individuals Personal Data Rights

Individuals who send Treuddyn under 5's a request regarding the personal data held by the organisation must be responded to within a calendar month. Any request to have personal data corrected, suspended, deleted or accessed must be acknowledged and acted on.

- **Informed:** The organisation has a duty to inform individuals about how their data is processed in order to be transparent and clear service users must be told how their personal data is used.

- **Access to data:** An individual has the right to access their personal data and be provided with supplementary information along with their personal data
- **Rectify or correct personal data:** An individual can request to have their personal data corrected.
- **Delete or erase data:** An individual can request to have their personal data deleted.
- **Restrict or suspend processing:** An individual can request to have the processing of their personal data suspended
- **Data portability:** An individual can obtain and reuse their personal data for their own purposes across different services.
- **Object to processing:** An individual can object to the processing of their personal data where it is processed for any of the following purposes; legitimate interests, direct marketing, profiling or scientific/historical and research purposes. In most cases this will relate to fundraising activities although it is possible that a children's service will process data for scientific/historical research and statistics.
- **Automated decision making and profiling:** Treuddyn under 5's must seek explicit consent from an individual to perform automated decision making and profiling

We will keep your file for as long as we need to, by law. The length of time your file is kept depends on the service you receive.

Please note that the setting staff will share information about all children funded through the Early Entitlement team for Flintshire. This will include showing the child's observations and foundation phase profile. If other external agencies such as ALN specialists, speech and language etc are required to work with/observe your child then this will be discussed with you first and consent obtained.

CIW and Estyn routinely inspect our settings. They will have access to our data during their visits, however they are fully compliant in GDPR and ethical practice and no data will be taken away from the setting or used as photographic evidence.

Your agreement with Treuddyn Under 5's:

☐ I agree to the use of my personal information (including my sensitive personal data), as described on this form.

☐ I do not agree to the use of my personal information.

Please sign and add your details below to show that you have completed the form either for yourself or for a child or young person you have parental responsibility for:

Your Name:

Your Signature:

Date:

Child's Name:

Further guidance is available on the [Information Commissioner's Office](#) (ICO) website which is an independent body set up to uphold information rights in the UK.

Entry record form

Date of Entry:	
Full Name of Child:	
Date of Birth:	
Sex:	
Address of Child:	
Postcode:	

Guardian details	Guardian 1	Guardian 2
Guardians Names		
Relationship		
Address (if different from above)		
Tel home		
Tel work		
Mobile		
Email		

Name of sibling	Sibling DOB

Other settings attended

Ethnic Origin (optional)

Home Language(s)

Family Religion

Family Doctor

Surgery Name:

GP Name:

Address:

Telephone Number:

Other professionals involved with the family e.g. Speech Therapist, Social Worker

Name:

Job:

Email/Phone number:

Name:

Job:

Email/Phone number:

Name:

Job:

Email/Phone number:

Details of any disabilities, allergies, medical conditions, dietary requirements or preferences, feeding difficulties, or other ways a child may need specific help/input from a member of staff:

Please detail any current medication your child is taking

Does your child use an inhaler? Y N

*** If you have answered yes, or detailed any information to the above questions you will need to complete a "Care Plan" giving all appropriate information. Please note we do not hold any supplies of medication at Playgroup.**

Which infectious illnesses have your child had? E.g. Chicken Pox

Immunisation

Date

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Emergency Contacts

Please detail 3 contacts who can all get to Playgroup in a reasonable period of time in the order in which you would like them to be contacted

Name	Contact 1	Contact 2	Contact 3
Relationship to child			
Address			
Telephone			

Other people collecting

Names and descriptions of any person other than guardians who you have authorised to collect your child on a regular basis

Name	1.	2.
Relationship to child		
Brief Description		

Telephone Number		
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Does your child try to dress themselves yet?

Has your child experienced paints, glue, dough or used scissors before?

Which hand does your child prefer to use?

At what stage of toilet training is your child?

Have you left your child before other than with a family member?

Parent Signature:

Date

Treuddyn Under 5's Care Plan (if applicable)

Child's Name:	
Date of Birth:	
Child's Address:	
Medical Condition:	
Date:	
Review Date:	
Family contact information	Name: Tel Number:
Emergency contact	Name: Tel number:
G.P Name:	
GP Tel Number:	

Describe medical needs and give details of child's symptoms:

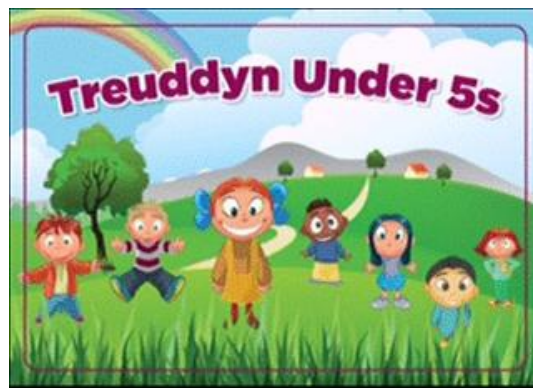
Daily care requirements (e.g snack time before physical play):

Describe what constitutes an emergency for a child, and the action to take if this occurs:

Parent Name:

Parent signature:

Date:



Treuddyn Under 5's

Emergency administration of liquid paracetamol

Emergency administration of liquid paracetamol may occur in situations where your child becomes unwell whilst at Treuddyn Under 5's, only if :-

: there may be a delay in the parent or carer collecting the child or arranging collection by someone else; or the parent or carer is not immediately contactable.

Your child will be given a **single (age appropriate) dose of Liquid Paracetamol** whilst the he/she waits to be collected if:

1. the child's parent or carer has given prior consent to their child being given Liquid Paracetamol;

and either

2. the child's parent or carer has been contacted;
3. the child's parent or carer has given consent for the dose of paracetamol to be given;
4. a period of at least 4 hours has passed since the last dose of paracetamol was given to the child;
and
5. the parent or carer has undertaken to collect the child from the Treuddyn Under 5's as soon as is practicable;
6. The Setting has attempted to contact the parent/carer but they cannot be contacted.

I Give my consent for staff at Treuddyn Under 5's to administer an age appropriate dose of liquid paracetamol to my child
..... If he/she becomes ill in the event collection cannot be arranged or will be delayed.

Signed

Date

Print Name

Child photo / video consent form

We would be grateful if you would fill in this form giving your permission for us to take photos of your child. These photos may be used for social media

and may be accessed via a google search engine. They may be shared with Flintshire Education Department and Early Years Wales for best practice purposes and will feature in our prospectus and other marketing materials.

I give Treuddyn under 5's permission to take photographs and / or video of my child.

Y N (PLEASE CIRCLE)

I grant Treuddyn under 5's the right to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, Flintshire Education Department and Early Years Wales, press releases and funding applications.

Y N (PLEASE CIRCLE)

Name of child

Name of parent /
Guardian

Signature of parent /
Guardian

Date

CONSENT/AGREEMENT FORM

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN AND DATE WHERE APPROPRIATE - THESE CONSENTS WILL REMAIN IN PLACE THROUGHOUT YOUR CHILD'S TIME AT PLAYGROUP UNLESS WE RECEIVE OTHER WRITTEN ADVICE.

Child's name:

Parents'/Guardians' names:

I/We understand that fees are payable in advance. No refunds will be given for absence whether for holidays or sickness unless the latter is long term.

Signed: _____ **Date:** _____

I/We give general permission for our child to be taken out into the local environment e.g. Treuddyn Schools, the playground, into the Church, walks around Treuddyn during the session.

Signed: _____ **Date:** _____

I/We give permission to administer first aid in an emergency.

Signed: _____ **Date:** _____

I/We give permission to the seeking of any necessary emergency medical advice or treatment required, e.g. to take your child to hospital and give doctors necessary information until a parent/carer can be reached.

Signed: _____ **Date:** _____

I/We understand the staff are only covered by the Playgroup's insurance to look after our child during the advertised opening times of the Playgroup and until my / our child is collected at the end of the session. On arrival prior to the start of the session, 1/ We are responsible for our child. Once our child has been passed to the collecting adult at the end of the session the staff are no longer responsible supervising our child.

Signed: _____ **Date:** _____

I/We note that if any of the above circumstances change we will immediately notify the staff and amend the entry record details.

Signed: _____ **Date:** _____

I/ We give permission for the sharing of information on progress between other Early Years settings and Flintshire Early Entitlement team as recommended by ESTYN.

Signed: _____ **Date:** _____

Consent of transport in playgroup vehicle

I _____ Parent /guardian _____

Give my permission for my child to be taken on trips outside of school and transported via the Settings vehicle with the staff of Treuddyn Under 5's.

Sign _____

Date _____

Home to playgroup profile

Please work with your child to complete this form together - it really helps us to get to know your child better

Childs name:	
I like to be called:	
I am:	Years old
I was born on:	
I live with:	
My pets are:	
These are some of the things I like to do when I am at home:	
My favourite toys are:	
These are some of the places I like to visit:	

These are some of the people I like to play with	
I can do these things by myself:	
My favourite books / stories are:	
These are some of the things I like to eat and drink:	
I don't like:	

I am very clever at:	
I might need help with:	
I have a special toy / comforter I need to bring with me: I call it	Yes No
I completed this form with the help from:	
(Parent / Guardian) Signed:	Date:

Treuddyn Under 5's Contract

A copy of the statement of purpose and the operational plan accompanies the contract and registration forms.

Terms and conditions

All policies and procedures should be read by every parent, the folder is available at every session and are available on request and you will be added to the online portal where you can view electronic copies on or before your child's start date.

A copy of the contract and registration forms are kept by both the provider and the parent/carer

Fees: Treuddyn Under 5's charges a registration fee of £7

Session Fees: 8am - 9am £5.50

9am - 11.30am £12.00

9am - 1pm - £18.00

9am - 3.15pm - £25

11.30am - 1pm £8.50

11.30am - 3.15pm £18.00

3.15pm - 4.15 £6.00

4.15pm - 5.15pm £6.00

5.15pm - 5.30pm £3.00

Full Day 8-3.15 £30.50

Full Day 9-3.15 £25.00

Full Day 8-5.30 £45.50

Full Day 9-5.30 £40.00

Fees are to be paid weekly in advance, ideally by bank transfer.

Fees are payable if a child is absent with or without notice for a period of sickness/family holiday

Parents/carers are advised to speak to a member of staff or a committee member about payment fees in cases of prolonged absence.

A child's continued place at Treuddyn Under 5's is dependent on continued payment of fees

Charges for absence are as follows:

Sickness-	Full fees
Occasional days off -	Full fees
Parents Holiday -	Full Fees
Provision closed due to unforeseen event -	No payment
Outings-	Full fees plus additional cost of trips

Notice - Treuddyn Under 5's requires two weeks' notice in writing of a child leaving the provision.

Child Start Date:

Number of sessions per week:

Agreed Sessions

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival time					
Departure time					

If you need to change sessions at any time please speak to a member of staff or a committee member, we will always try our best to accommodate your requests.

Please note:

- Specific exemption clauses may apply to the insurance cover provided by Treuddyn Under 5's. A copy of insurance policies are available from staff for parents/carers to ensure that their needs and those of their child are met
- It is our policy that everyone who attends, works in, or visits Treuddyn Under 5's has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.
- In the event of a compliment, concern or complaint Treuddyn under 5's welcomes discussion with parents/ carers about the service that they and their child can expect from us. You can speak to staff or ask to speak to a member of the management committee at any time. You can refer to our complaints policy & procedure. If you remain unhappy you can call CIW to raise your concern.

- I understand that by completing and signing this contract and the registration forms I agree to meet the terms and conditions of Treuddyn Under 5's
- I will inform the provision of any changes in circumstances relating to the above of anything that may affect my child

Name of parent/carer 1:

Date:

Signature:-

Name of parent/carer 2:

Date:

Signature :

Signed of behalf of Treuddyn Under 5's

Name:

Position:

Signature:

Date:

All personal information contained in this document and related forms will be kept in line with the confidentiality policy and procedure for Treuddyn Under 5's and in accordance with the data protection act 2018

This contract and registration form was passed for use in Treuddyn Under 5's:

On:

Received by:

Date of planned review:

