



ADMISSION FORM OOSC WRAP AROUND CARE

Please ensure you have agreed your start date and sessions with Acorn Childcare Centre before completing this form. Thank you.

| | |
|--|--|
| Forename | |
| Middle Name | |
| Surname | |
| Known as Name | |
| Parent's Name 1 Forename | |
| Surname | |
| Parent's Name 2 Forename | |
| Surname | |
| Confirmed Start Date <i>(As confirmed by Acorn)</i> | |
| Child's Gender | |
| Child's Date of Birth | |
| Child's Home Address | |
| Postcode | |
| Childs Nationality | |
| Child's Religion | |
| Child's first language | |



| | |
|---|---|
| <p>Child's Ethnic Origin</p> | <p><i>Please tick</i></p> <p>White British White Irish White Traveller of Irish Heritage White Other White Gypsy/Roma Mixed White and Black Caribbean Mixed White and Black African Mixed White and Asian Mixed Other Asian or Asian British – Indian Asian or Asian British – Pakistani Asian or Asian British – Bangladeshi Asian or Asian British – Other Black or Black British – Caribbean Black or Black British – African Black or Black British – Other Chinese Any Other Ethnic Group _____</p> <p>Or prefer not to say</p> |
| <p>Child's Previous Nursery</p> | |
| <p>Child's Brothers or Sisters <i>(Names and ages)</i></p> | |
| <p>Child's GP Name and Surgery Details</p> | |
| <p>Does your child have any medical conditions or require any medication? <i>(If yes, please give details)</i></p> | |



| | |
|--|--|
| <p>Are your child's immunisations up to date? <i>(Please give details about any missing immunisations)</i></p> | |
| <p>Does your child have any food allergies or dietary requirements? <i>(This will need to be supported by a letter from your child's GP)</i></p> | |
| <p>Does your child have any additional needs?</p> | |
| <p>Is your child subject to any court orders? <i>(If yes, please provide a copy of those orders)</i></p> | |
| <p>Is your child under the care/guidance of a social worker? <i>(If yes, please provide details)</i></p> | |



**PLEASE NOTE IT IS RECOMMENDED THAT AT LEAST 3 CONTACTS
ARE PROVIDED FOR EACH CHILD**

Priority Contact 1

| | |
|---|---|
| Title | |
| First Name | |
| Surname | |
| Relationship to child | |
| Parental Responsibility?* | Yes/No <i>(Please delete as appropriate)</i> |
| Address <i>Please state if same as child</i> | |
| Email | |
| Home Phone | |
| Work Phone | |
| Mobile | |
| Priority Contact No. | Home/Work/Mobile <i>(Please circle)</i> |

Please provide the name(s) of the persons who may collect your child or who should be contacted in the event of an emergency in priority order, additionally noting whether the contact names provided have parental responsibility.

Both parents' details must be provided unless there is a valid legal reason not to so.

*Parental responsibility is automatically given to the mother of a child. For a child residing in England, the father will have parental responsibility if he was married to the mother when the child was born, or if the mother married the father at any time subsequent to the birth. Please note that for births registered from 1 December 2003, an unmarried father automatically acquires parental responsibility if he is recorded as the child's father on the birth certificate. For other countries, different rules may apply and please contact the office for further information if required. Please note that parental responsibility can also be lost under various circumstances such as court orders, adoption etc.



Priority Contact 2

| | |
|---|---|
| Title | |
| First Name | |
| Surname | |
| Relationship to child | |
| Parental Responsibility?* | Yes/No <i>(Please delete as appropriate)</i> |
| Address <i>(Please state if same as child)</i> | |
| Email | |
| Home Phone | |
| Work Phone | |
| Mobile | |
| Priority Contact No. | Home/Work/Mobile <i>(Please circle)</i> |

Please provide the name(s) of the persons who may collect your child or who should be contacted in the event of an emergency in priority order, additionally noting whether the contact names provided have parental responsibility.

Both parents' details must be provided unless there is a valid legal reason not to so.

*Parental responsibility is automatically given to the mother of a child. For a child residing in England, the father will have parental responsibility if he was married to the mother when the child was born, or if the mother married the father at any time subsequent to the birth. Please note that for births registered from 1 December 2003, an unmarried father automatically acquires parental responsibility if he is recorded as the child's father on the birth certificate. For other countries, different rules may apply and please contact the office for further information if required. Please note that parental responsibility can also be lost under various circumstances such as court orders, adoption etc.



Priority Contact 3

| | |
|---|---|
| Title | |
| First Name | |
| Surname | |
| Relationship to child | |
| Parental Responsibility?* | Yes/No <i>(Please delete as appropriate)</i> |
| Address <i>(Please state if same as child)</i> | |
| Email | |
| Home Phone | |
| Work Phone | |
| Mobile | |
| Priority Contact No. | Home/Work/Mobile <i>(Please circle)</i> |

Please provide the name(s) of the persons who may collect your child or who should be contacted in the event of an emergency in priority order, additionally noting whether the contact names provided have parental responsibility.

Both parents' details must be provided unless there is a valid legal reason not to so.

*Parental responsibility is automatically given to the mother of a child. For a child residing in England, the father will have parental responsibility if he was married to the mother when the child was born, or if the mother married the father at any time subsequent to the birth. Please note that for births registered from 1 December 2003, an unmarried father automatically acquires parental responsibility if he is recorded as the child's father on the birth certificate. For other countries, different rules may apply and please contact the office for further information if required. Please note that parental responsibility can also be lost under various circumstances such as court orders, adoption etc.



Priority Contact 4

| | |
|---|---|
| Title | |
| First Name | |
| Surname | |
| Relationship to child | |
| Parental Responsibility?* | Yes/No <i>(Please delete as appropriate)</i> |
| Address <i>(Please state if same as child)</i> | |
| Email | |
| Home Phone | |
| Work Phone | |
| Mobile | |
| Priority Contact No. | Home/Work/Mobile <i>(Please circle)</i> |

Please provide the name(s) of the persons who may collect your child or who should be contacted in the event of an emergency in priority order, additionally noting whether the contact names provided have parental responsibility.

Both parents' details must be provided unless there is a valid legal reason not to so.

*Parental responsibility is automatically given to the mother of a child. For a child residing in England, the father will have parental responsibility if he was married to the mother when the child was born, or if the mother married the father at any time subsequent to the birth. Please note that for births registered from 1 December 2003, an unmarried father automatically acquires parental responsibility if he is recorded as the child's father on the birth certificate. For other countries, different rules may apply and please contact the office for further information if required. Please note that parental responsibility can also be lost under various circumstances such as court orders, adoption etc.



GDPR Privacy Notice for Children and Their Families

Who Processes Your Information?

Acorn Childcare Centre (the Centre) is the data controller of the personal information you provide to us. This means the Centre determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Lorna Hodgett, the Centre Manager, acts as a representative for the Centre with regard to its data controller responsibilities; she can be contacted at lorna.hodgett@acornchildcarecentre.co.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the Centre to share your data. Where the Centre outsources data to a third party processor, the same data protection standards that the Centre upholds are imposed on the processor.

Joe Lee of Ark ICT Solutions Limited is the Centre's Data Protection Officer (DPO). His role is to oversee and monitor the Centre's data protection procedures, and to ensure they are compliant with the GDPR. The DPO can be contacted joe.lee@ark.me.uk

Why Do We Collect And Use Your Information?

The Centre holds the legal right to collect and use personal data relating to children and their families. It may also receive information regarding them from their previous nursery, LA and/or the DfE. The Centre collects and uses personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning.
- To monitor and report on pupil progress.
- To provide appropriate pastoral care.
- To assess the quality of our service.
- To comply with the law regarding data sharing.



Which Data Is Collected?

The categories of pupil information that the Centre collects, holds and shares include the following:

- Personal information i.e. names, address, contact numbers and addresses
- Characteristics i.e. ethnicity, language, nationality, country of birth and funding eligibility
- Attendance information i.e. number of absences and absence reasons
- Assessment information i.e. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information i.e. behaviour issues and number of temporary exclusions
- Child protection information

Whilst the majority of the personal data you provide to the Centre is mandatory, some is provided on a voluntary basis. When collecting data, the Centre will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the Centre will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How Long Is Your Data Stored For?

Personal data relating to children at the Centre and its families is stored in line with the Centre's GDPR Data Protection Policy. In accordance with the GDPR, the Centre does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will My Information Be Shared?

The Centre is required to share children's data with Lincolnshire's EYE Hub on a statutory basis, as soon as the child is funded. This includes the following:

- Personal information i.e. names, address, contact numbers and addresses
- Characteristics i.e. ethnicity, language, nationality, country of birth and funding eligibility
- Attendance information i.e. number of absences and absence reasons
- Information relating to SEND
- Behavioural information i.e. behaviour issues and number of temporary exclusions

The EYE Hub has robust processes in place to ensure the confidentiality of any data shared is maintained.



The Centre also routinely shares children's information with:

- Children's destinations upon leaving the Centre (other nurseries or primary schools)
- The LA
- The NHS
- Malcolm Sargent Primary School, when necessary

The information that we share with these parties may include the following:

- Personal information i.e. names, address, contact numbers and addresses
- Characteristics i.e. ethnicity, language, nationality, country of birth and funding eligibility
- Attendance information i.e. number of absences and absence reasons
- Assessment information i.e. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information i.e. behaviour issues and number of temporary exclusions
- Child protection information

Parents are able to request that only their child's name, address and date of birth are passed to the LA or by informing the Centre office in writing. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit the LA's website at www.lincolnshire.gov.uk.

The Centre will not share your personal information with any other third parties without your consent, unless the law allows us to do so.

What Are Your Rights?

Parents and children have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how the Centre uses your personal data.
- Request access to the personal data that the Centre holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.



If you have a concern about the way the Centre is collecting or using your personal data, you can raise a concern with the Information Commissioner’s Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where Can You Find Out More Information?

If you would like to find out more information about how the Centre collects, uses and stores your personal data, please visit our website at www.acornchildcarecentre.co.uk and download our GDPR Data Protection Policy.

Declaration

I declare that I understand:

- The Centre has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- The Centre may share my data with EYE Hub, destination schools/nurseries and Malcolm Sargent Primary School.
- The Centre will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The Centre will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the Centre’s GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Signed: (Parent/Carer)

Dated:



This section of the Admission Form explains the reasons why and how The Acorn Childcare Centre Limited may use images and videos of your child. Please read this section thoroughly and then give your consent as appropriate.

I agree to the following (please tick only those to which you agree). Please see further information regarding consent at the end of this form:

- That the Centre may publish photographs/videos of your child and/or their work with their name in the local press (see below for details)
- That my child's photo and name may appear on Centre noticeboards
- That the Centre may publish photographs, videos or other forms of digital media of your child and/or their work with their name on its Facebook page
- That the Centre may add your child's name and photo to its website
- That the Centre may publish and display examples of my child's work with his/her photo and/or name
- That my child can appear on local radio interviews with their name (see below for details)
- That my child can appear on TV interviews with their name
- That my child can attend local trips whilst enrolled at the Centre
- That the Centre may film your child whilst at the Centre for internal training purposes
- That my child can taste food whilst enrolled at the Centre
- That my child can watch U rated films whilst enrolled at the Centre
- That the Centre's official photographers may take photos of my child which the Centre may sell to other parents i.e. room photographs
- That the Centre may publish photographs/videos or other forms of digital media of your child and/or their work on its website
- That the Centre may record and make DVDs of my child which it may sell to other parents ie leaver's party
- That the Centre may take photos of my child in costume and sell those photos to other parents i.e. play photographs of children in costume
- That my child can use the internet in school in accordance with School policies (OOSC children only – see section regarding use of the School internet)

Emergency First Aid/Asthma/Adrenaline Auto-Injectors:

- That the Centre can administer first aid or to call a dentist, doctor or ambulance in an emergency
- If my child has a diagnosis of asthma, he/she may use the Centre's emergency inhaler if required
- If my child has a prescribed adrenaline auto-injector, he/she may use the Centre's emergency adrenaline auto-injector if required

Social Media:

- I agree that I will not upload photos of other children onto any social media sites without the express permission of the other children's parents/guardians



Why do we need your consent?

The Centre requests the consent of parents on an annual basis to use images and videos of their child for a variety of different purposes. Without your consent, the Centre will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the Centre will abide by the conditions you outline in this form.

Why do you we use images and videos of your child?

The Centre uses images and videos of children as part of displays to celebrate Centre life and the children's achievements; to promote the Centre on social media and on the Centre's website; and for other publicity purposes in printed publications, such as newspapers. Where the Centre uses images of individual children, the name of the child **will not** be disclosed unless you have given the Centre specific permission. Where an individual child is named in a written publication, a photograph of the child **will not** be used to accompany the text unless you have given the Centre specific permission. If, for example, a child has won an award and you, as a parent, would like your child's name to be published alongside the image, **separate consent** will be obtained prior to this unless you have already provided us with specific consent.

The Centre may take images or videos of individual children and groups of children to use on social media, the Centre website, in Centre prospectuses and other printed publications, such as a newsletter.

Who else uses images, videos and recordings of your child?

It is common that the Centre is visited by local media and press who take images or videos of Centre events, such as sports days. Children will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites. By local press and local radio, we mean the following organisations which may use images and videos of your children:

- The Stamford & Rutland Mercury
- Stamford Living
- Rutland Radio

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the current academic year.
- It is the responsibility of parents to inform the Centre, in writing, if consent needs to be withdrawn or amended.
- The Centre will not use the personal details or full names of any child in an image or video, on our website, on social media, in our Centre prospectuses or any other printed publications unless you have given us specific permission.
- The Centre will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in its prospectus or any other printed publications.
- The Centre may use pictures of children and teachers which have been drawn by children.
- The Centre may use work created by children.
- The Centre may use group or class images or videos with general labels, for instance, sports day.
- The Centre will only use images and videos of children who are suitably dressed. For instance, it would not be suitable to display an image of a child in swimwear.



- The Centre will arrange for a reputable photographic company to take group, individual, sibling and room images of your child which are available to purchase annually.

Refreshing your consent

This form is valid for the current academic year and is updated on an annual basis in the autumn. Parents are required to renew permission form for their child annually. Consent will also be refreshed where any changes to circumstances occur. This can include, but is not limited to, the following:

- New requirements for consent, for instance, an additional social media account will be used to share child images and videos
- Changes to a child's circumstances, for instance, safeguarding requirements mean a child's image cannot be used
- Changes to parental consent, for instance, amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Centre office. A new form will be supplied to you to amend your consent accordingly and provide a signature and date.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos which have been shared prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to the Centre office.

I understand:

- Why my consent is required.
- The reasons why the Centre uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the Centre uses images and videos of my child.
- I have provided my consent above as appropriate, and the Centre will use images and videos of my child in line with my requirements.
- Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the Centre Office.



Use of the School Internet and Using ICT Safely and Responsibly (OOSC Children):

At Malcolm Sargent Primary School, pupils **are expected to:**

- Only use ICT on the school premises for studying purposes.
- Use the class or school e-mail address when sending or receiving emails.
- Only open email attachments from people known to them or people whom the teachers have approved.
- Make sure ICT communication with other pupils and adults is polite and responsible.
- Be responsible for their behaviour while using ICT.
- Inform their class teacher of anything they see online which makes them feel uncomfortable.
- Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety.
- Be careful when using computer equipment and treat it with respect.
- Abide by the rules regarding bringing personal devices into school.
- Seek the advice of a teacher before downloading material.
- Follow the E-Safety Rules which are reviewed annually.

Pupils will **not:**

- Try to bypass the internet settings and filtering system.
- Share passwords.
- Delete or open other people's files and documents.
- Use other people's accounts.
- Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
- Share details of their name, phone number or address.
- Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
- Upload images, sound, video or text content that could upset pupils, staff and others.
- Try to install software onto the school network.

Parents **will:**

- Support and uphold the school's rules regarding the use of school ICT systems.
- Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.
- Only store and use images of pupils for school purposes.
- Not share photo's or content of children on social media without the express permission of the parents of the child who appears in the images.
- Not take photographs of children on school premises unless during school performances when permission by the school has been granted.



As the child's parent/guardian, I acknowledge that I have read the school's E-Safety Policy (available on request from the office or on the school's website) on student use of the internet and have discussed it with my child. I understand that internet access is designed for educational purposes. I understand that the school takes necessary steps such as the use of computer monitoring software and the use of filtering programs to protect children from unsuitable materials when computers are being used in school. Steps are taken to reduce the risk of unsuitable materials being accessed when there is homework set for children to use computers outside of school. Children are also educated on how to use the internet safely and responsibly, following our e-safety rules and guidelines. I recognise that whilst every effort will be made to monitor student use of the internet and reduce the risks associated with the internet, it is impossible for the school to continually monitor and restrict access to all controversial materials. I further acknowledge that whilst questionable material exists on the internet, the user must actively seek it and therefore is ultimately responsible for ensuring they use the internet safely, following our guidelines and report unsuitable links, sites and images to an adult straight away. I therefore do not hold the staff, Principal or governors of Malcolm Sargent Primary School responsible for any such materials acquired from the internet.

If you have any questions regarding any part of this Admission Form, please do not hesitate to contact the Centre. Thank you.

| | |
|-----------------------------|--|
| Signed: <i>(Parents)</i> | |
| Dated: | |



Malcolm Sargent Primary School Children Only
Wraparound Care - Breakfast Club and After School Club

Please tick box if you require the same, booked sessions every week

Please tick box if only Ad hoc sessions are required

| Time | Mon | Tues | Wed | Thurs | Fri |
|--|-----|------|-----|-------|-----|
| Early Bird Including a light breakfast 7:30 – Start of School £5.00 | | | | | |
| Early Bird Late 08:15 – Start of School £3.00 | | | | | |
| Tea Time Including a light snack End of School-16:30 £5.00 | | | | | |
| Night Owl Early 16:30-17:30 £5.00 | | | | | |
| Night Owl Late 17:30-18:00 £2.50 | | | | | |

A £20 deposit will be required with this admission form for all wrap around care children. This will be refunded when your child leaves Malcolm Sargent Primary School as long as no bills are outstanding. Please note that even if you only require part of a session, you will still be charged for the whole session. This is because we have to provide sufficient staff to manage the needs and safety of your child. For instance, if you booked the Early Bird session but did not drop off your child until 0800, you would still be charged for the entire session i.e. 0730-0900.

When collecting children from ASC, please be aware that our upmost priority is ensuring that children are safe, happy and the appropriate staffing numbers are in place. If you book a session but you are running late, please be reassured that we will automatically roll your child over to the next session, which will be chargeable in full. Our club’s administrator will sign out your child once you arrive on site. This will allow time for staff to feedback on your child’s time at ASC and will avoid any concern of additional charges being added to your account. However, please note that once you are within the school building, your child is within your care. It is the parent/carers responsibility to ensure children do not leave the school building unsupervised.



If your child attends a club afterschool until 16.30pm and are collected at this time, they will not be given the light snack. The club booking replaces the teatime slot. Only children who stay after a club for the Night Owl Early session will be provided the light snack.

WE REQUIRE 48 HOURS NOTICE TO CANCEL BOOKED SESSIONS. IF YOU CANCEL A SESSION AFTER THE 48 HOURS NOTICE, YOU WILL BE CHARGED FOR THE SESSION.

Please see a guide below to help with timings for cancelations:

| Inform the Acorn Childcare Centre via email to: enquiries@acornchildcarecentre.co.uk | | | | | |
|---|-------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|--------------------------------------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Cancelling Breakfast Club | By 07:30am on the previous Thursday | By 07:30am on the previous Friday | By 07:30am on the previous Monday | By 07:30am on the previous Tuesday | By 07:30am on the previous Wednesday |
| Cancelling Tea Time or Night Owl | By 15:00 on the previous Thursday | By 15:00 on the previous Friday | By 15:00 on the previous Monday | By 15:00 on the previous Tuesday | By 15:00 on the previous Wednesday |



Finance

| | | |
|--|----------------------------------|----------------------------------|
| Bill Payer's Name* | | |
| Title* | | |
| First Name* | | |
| Surname* | | |
| Email Address for invoices to be sent* | | |
| Telephone Number* | | |
| Address* | | |
| Company Name | | |
| Address | | |
| Telephone No. | | |
| Additional Bill Payer's Name <i>(If bill to be split)</i> | Bill Payer 1 Percentage Split | Bill Payer 2 Percentage Split |

*These only need to be completed if different from Priority Contact 1

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|---|
| <p>I am paying my £20 deposit to the Centre for registration by:</p> <ul style="list-style-type: none"> • Bank Transfer to Acorn Childcare Centre at 30-84-84 19419668 • Cheque (payable to The Acorn Childcare Centre Limited) • Cash <i>(please delete as appropriate)</i> |
| <p>We welcome the use of childcare vouchers or HMRC tax free savings account payments. Please provide details below if you wish to pay in this way:</p> |



For Office Use Only

| Registration on Connect: | Deposit Paid: | Settling-In Visits booked with parents: | GDPR Form signed and returned: | Added to Grant on Connect: | Grant added to EYE Hub: |
|---------------------------------|--|--|---------------------------------------|-----------------------------------|--------------------------------|
| Date: | Date: Cash/Cheque/ Bank Transfer (please specify) | Dates: | Date: | Date: | Date: |
| Initial: | Initial: | Initial: | Initial: | Initial: | Initial: |